

**NEVADA STATE REHABILITATION COUNCIL (N.S.R.C.)
MEETING MINUTES**

Tuesday, May 10, 2022, at 9am

Rehabilitation Administration
751 Basque Way, Carson City, NV 89706
&
Vocational Rehabilitation
3016 West Charleston Blvd., Las Vegas, NV 89102

COUNCIL MEMBERS PRESENT:

Raquel O'Neill
Judy Swain
Rebecca Rogers
David Nuestro
Tucker Morgan
Alex Goff
Jack Mayes

COUNCIL MEMBERS ABSENT:

Mary Brabant
Sandra Sinicrope

GUESTS/PUBLIC:

Steven Cohen, member of the public
Dawn Lyons, Executive Director, Nevada Statewide Independent Living Council / NV SILC
Cindi Swanson, member of the public
Robin Kincaid, Nevada PEP
Carley Murray, Nevada PEP
Doralee Martinez, member of the public
Colleen Curran, member of the public
Mya Myaminnis, member of the public

STAFF:

Chricy Harris, Deputy Attorney General
Javier Fernandez, VR Liaison to NSRC
Drazen Elez, VR Administrator
Mechelle Merrill, VR Deputy Administrator of Programs
Brett Martinez, VR Deputy Administrator of Operations
Sheena Childers, VR Bureau Chief
Mat Dorangricchia, VR Northern District Manager
Trina Bourke, VR Southern District Manager
Marshal Hernandez, VR Rehab Manager
Faith Wilson, VR Quality Control Specialist
Carrie Wilczynski, VR Quality Control Specialist
Grae Matheus, VR Quality Control Specialist
Stephen Icamen, VR Counselor
Tammy Riley, VR Workforce Services Rep.
Sandra Mitchell, VR Workforce Services Rep.
Laura Fink, VR Counselor
Regina Higley, VR Administrative Assistant

1. **CALL TO ORDER, INTRODUCTIONS, AND VERIFY TIMELY POSTING OF AGENDA**
Raquel O'Neill, Chair called the meeting to order at 9 a.m. Javier Fernandez NSRC Liaison called the roll.

Mr. Fernandez determined a quorum was present and verified that the posting was completed on time in accordance with Open Meeting Law.

2. **FIRST PUBLIC COMMENT**

Raquel O’Neil opened floor to public comment, also gave new council members time to introduce themselves.

Jack Mayes, Executive Director of Nevada Disability and Law Center, reappointment to the Council as serves as the representative for the Client Assistance Program. Previous experience with Vocational Rehabilitation due to own health issues. Is helping individuals with his own experiences and background going through the VR process himself.

Tucker Morgan, General Manger for Sephora Western Distribution Center in North Las Vegas. Sephora offers a 9-week training program to individuals with disabilities. Facility opened in April 2019 and has hired over 60 individuals with disabilities, currently 54 on the roster.

Public comment from Steven Cohen regarding the upcoming meetings with Assemblywoman Brown-May on Monday June 6th at 3 pm. In process of developing a meeting time with Assemblywoman Peters and / or Senator Donate with Interim Committee on Health and Human Services for some time in June or July. Assemblywoman Gorelow and / or Senator Spearman with the Interim Committee on Senior Citizens, Veterans, and Adults with Disabilities. Any VR staff are welcome to attend the meeting by informing Mr. Cohen. The 700 Hour Program will be a topic for the June 6th meeting.

3. **APPROVAL OF THE FEBRUARY 8, 2022 MEETING MINUTES**

Ms. O’Neil asked the council for any modifications, changes, corrections to the February 8, 2022, Meeting Minutes.

Jack Mayes noted corrections to be made on page 2, tile of agenda item 4, correct the spelling of the word “Employment” to “Employment”.

Page 6, under “Why? Categories of Explanations” 1, correct the word “trasion” to “transition”.

Under Findings: 1) Education and Transitions Planning. 2nd bullet, change the word “ate” to “are”.

2) Employer Engagement, Development and Support, bullet point 1 the last part of sentence indicates “that the had” it should read “that they had”

3) “Supply of Opportunities” correct the word “ti” to “to”, correct the word “nuber” to “number”.

Alex Goff made a motion to approve with corrections noted. Rebecca Rogers seconded. All in favor, none-opposed, Jack Mayes and Tucker Morgan abstained, motion carried.

4. **ELECTION OF CHAIR AND VICE-CHAIR FOR TERM JULY 1, 2022, THROUGH JUNE 30, 2023**

Drazen Elez, VR Division Administrator asked for nominations for the NSRC Chair and Vice-Chair position for the Term July1, 2022 through June 30, 2023. Alex Goff nominated Raquel O’Neil for the Chair position. Mr. Elez motioned to vote Ms. O’Neil to Chair, all in favor, none-opposed, non-abstained, motion carried.

Mr. Elez asked for nominations for Vice-Chair, Raquel O’Neil nominated Alex Goff for the Vice-Chair position. Mr. Elez motioned to vote Alex Goff as Vice-Chair, all in favor, none-opposed, none-abstained, motion carried.

Ms. O’Neil thanked the council for their vote and confidence in her abilities to serve on the council. Ms.

O'Neil thanked the members for their talents and their time in services.

5. **PARTICIPANT SERVICES POLICY MANUAL UPDATES**

Faith Wilson, VR Quality Control Specialist presented the VR Division's updated policies and procedures beginning July 1, 2022.

Separation of Policy and Procedures Rational:

In order to better serve the needs of Nevada Vocational Rehabilitation participants in a timely manner, it was identified that the procedural instructions, intermingled with policy complicated the delivery of service and made the document less agile when changes are required. By carefully separating out internal business practices from policy, VR will now be able to strengthen consistent standards of service to all participants as well as keep up to date with the needs of operation as a state agency. As a result of this work, policy language is simplified, removing unnecessary technical procedural terminology, which will better serve our Vocational Rehabilitation participants and the general public at large. By completing the separation of the two, future circumstances warranting changes to the essence of policy will continue to be handled with Nevada State Rehabilitation Council contributions and VR agency review.

Policy will contain the following:

Table of Contents
Policy Sections and Subsections
Definitions of Terms / Acronyms

The Following changes were made to the existing Policy.

Section 4: Referral of Participants

Subminimum Wage Referral:

Policy update page 2: Referral of Individuals Participating in Subminimum Was Employment:

Code of Federal Regulations (CFR) was added to clarify agency requirements when dealing with subminimum wage.

[34 CFR 397.40 What are the responsibilities of a designated State unit for individuals with disabilities, regardless of age, who are employed at a subminimum wage?](#)

The agency must provide or coordinate provision of career counseling and information and referral services to individuals with disabilities who are earning subminimum wage and are known by the agency, to be employed by an entity holding a special wage certificate under Section 14(c) of the Fair Labor Standards Act.

CCI&R Intervals:

Policy Update Page 2-3: Required intervals for Career Counseling, Information and Referral Services taken out as it was outlined in CFR indicated in the section.

Section 5: Ticket to Work Program

Ticket Assignment:

Policy Update Page 1: Many work incentives are available to SSA beneficiaries whether or not their Ticket is being used. A limited number of additional benefits are available to SSA beneficiaries from the TTW Program, and those benefits can only be used if the Ticket has been placed "In-Use" with a State Vocational Rehabilitation (VR) agency or "Assigned" to an approved Employment Network (EN. The Ticket cannot be

"assigned" to an EN and "In-Use" with a State VR agency at the same time; however, collaborated efforts may be coordinated.

Addition to clarify that although ticket can only be assigned or In-Use with one entity; both parties must collaborate to provide services to prevent duplication of services.

Section 6: Application and Intake

Information and Disclosure Statement

Policy Update Page 3: Applicants are provided an Information and Disclosure Statement that includes the availability of the Client Assistance Program (CAP), Fair Hearing Process, Participant Bill of Rights, and information of confidentiality.

Addition to when CAP and Fair Hearing information is being provided for clarity and alignment with other sections (10, 22, and 27).

Section 7: Financial Need and Participation

Exemptions for Certain Goods and Services

Policy Update Page 2-3: The following goods and services are exempt from financial participation, regardless of whether or not the individual is exempt based on financial needs:

- Job related services, such as job search and placement assistance, job retention services, job coaching and follow along services.
- O&M Training and Rehabilitation Instruction; and...

Added job coaching as an example of job-related services for clarity. Added O&M Training and Rehabilitation Instruction to the list of financial participation exempt as they are services normally provided by in-house staff, but there are times when an outside vendor needs to be utilized to provide the service.

Section 10: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)

Expiring IPEs

Policy Update Page 6:

11. Expired IPE and Individual IPE Services
Participants will be notified in writing with appeal rights of an upcoming expiring IPE and/or individual IPE services.

Expiration of IPEs added to provide public that participants will be contracted when their IPE is expiring and that they will be provided appropriate rights information. Provided for clarity and alignment with other sections (6, 22, and 27).

Section 12: Scope of VR Services Overview

Scope of Serves Available

Policy Update page 1: Job related services, including job search and placement assistance, job retention services, job coaching and follow up or follow along services.

Added job coaching as an example of job-related services for clarity.

Subsection 12.1: Medical/Psychological/Dental/Hearing Loss/Blindness/Substance Use.

34 CFR 361.5 (c) (39)

Policy Update Page 1: [The agency provides physical and psychological treatment services in accordance with 34 CFR 361.5 \(c\) \(39\) Applicable definitions: Physical and mental restoration services.](#)

Added 34 CFR 361.5 (c) (39) to provide scope of services information.

NAC 483.415

Policy Update Page 4: The application process to operate a motor vehicle while wearing a bio-optic telescopic device is defined in Nevada Administrative Code (NAC) 483.405 (Driver's License- License to operate a motor vehicle while wearing the device: Application), eligibility requirements are defined in Nevada Administrative Code (NAC) 483.410 (Driver's License- License to operate motor vehicle while wearing device: Requirements for eligibility), [and restrictions are defined in Nevada Administrative Code \(NAC\) 483.415 \(Driver's License- License to operate motor vehicle while wearing device: Restrictions\).](#) Other driving alternatives will be considered.

Added NAC 483.415 to provide information on driver license restrictions while wearing telescopic device.

Subsection 12.2: Work Based Exploration, Learning and Training Experiences

Drug Testing Requirement for Situational Assessment (SA)

Policy Update Page 2: [The participant must complete and pass a drug test prior to participating in a SA.](#)

Addition to be transparent of drug testing requirements for SA as this is already part of the SA program; and to be in alignment with other type of work assessment and experience requirements.

Subsection 12.3: Scope of VR Services; Employment Development, Job Placement, job Retention, Job Coaching and Service Coordination

Choosing a placement provider

Policy Update Page 2: Participants who need a basic level of job search assistance and support will be referred to internal [\(the internal job development team\)](#) and [external resources \(Job Connect/American Job Centers\).](#)

Examples provided of internal and external resources for job placement.

Section 13: Supported Employment

34 CFR 363.1

Policy Update Page 1: [Based on 34 CFR 363.1 What is the State Supported Employment Services program?](#)

Added 34 CFR 363.1 to provide full definition of supported employment.

34 CFR 363.54

Policy Update Page 3: 34 CFR 363.54 When will an individual be considered to have achieved an employment outcome in supported employment?

Added 34 CFR 363.54 to provide guidance on employment outcome achievement for supportive employment.

CFR 363.4 and 34 CFR 363.22

Policy Update Page 4: IV. Use of Supported Employment Funds: The agency receives Supported Employment funding to provide supported employment services. Refer to 34 CFR 363.4 (What are the authorized activities under the State Supported Employment Services program?) for a description of these activities.

Per 34 CFR 363.2234 CFR 363.22 (How are funds reserved for youth with the most significant disabilities?) Fifty percent (50%) of Supported Employment funds must be reserved for the provision of supported employment and/or extended services for youth who are eligible for supported employment services.

Added 34 CFR 363.4 and 34 CFR 363.22 to provide information on requirements for utilization of supported employment funds.

Section 22: Fair hearing and Mediation Procedures

Availability of CAP and Fair Hearing Information

Policy Update Page 1: The availability of the Client Assistance Program (CAP) and Fair Hearing information is provided to participants in writing:

- At time of application,
- At the time of Order of Selection category assignment,
- At the time of IPE development (included under terms and conditions of the IPE), and
- Whenever services are reduced, suspended, or terminate

Addition to when CAP and Fair Hearing information is being provided to clarity and alignment with other sections (6, 10 and 27).

Section 27: Workplace Safety, Disruptive Behavior and Expected Code of Conduct

Other Disruptive Behaviors

Policy Update Page 2: The availability of the Client Assistance Program (CAP) and Fair Hearing information is provided in writing to participants whenever services are reduced, suspended, or terminated.

Addition to when CAP and Fair Hearing information is being provided for clarity and alignment with other sections (6, 10, and 22).

Mr. Mayes mentioned conflict on Section 12.2 with Marijuana being legal in the State of Nevada.

Ms. O'Neil mentioned she would like to see more emphasis on services for Older, blind on what gainful competitive employment is, and what it looks like for people with different disabilities?

Policy updates to be voted on in the September NSRC meeting after the suggestions have been updated.

6. **MEMBERSHIP UPDATE**

Mechelle Merrill, VR Deputy Administrator of Programs welcomed the three new council members. Jack Mayes a longtime friend of the agency. His appointment is representing the Nevada Disability Advocacy and Law Center and represents the Client Assistance Program (CAP). Sandra Sinicrope is filling a Business, Industry and Labor vacancy. Tucker Morgan from Sephora is filling a Business, Industry and Labor vacancy. The Sephora program VR collaborates with has been working for a few years now and has had great success.

The current census of the council is 10 out of 16. We are pending appointments from the Department of Education and the State Independent Living council. The council still struggles with three long term vacancies to fill. The Native American Section 121 VR program representative. We have a new counselor position coming on with Stephen Icamen as VR representative.

Mr. Fernandez added that David Nuestro has been reappointed by the Governor. He is filling the seat of Disability Advocate for another two-year term.

Recap current vacancies with no pending applicants are for Native American, Workforce & Development and Parent Training council members. Possible pending applicants are for Department of Education, State Independent Living, and VR Counselor waiting on approval with Boards and Commissions and Governor's offices. Persons to fill positions traditionally are from Non-Profits who work in advocacy in the field who apply for the open positions on the council.

7. **700-HOUR WORKSHOP PRESENTED BY VR'S INTERNAL JOB DEVELOPMENT TEAM**

Tammy Riley, VR Workforce Services Representative and Sandra Mitchell, VR Workforce Services Representative presented information on the 700-Hour Virtual Workshop to inform client and staff on the process. Sandra Mitchell offers monthly training classes reach out to Tammy Riley to set up to attend training. Ms. Mitchell presented the following PowerPoint.

What is the 700-Hour Program?

- A law to encourage State employment of people with disabilities
- Allows for a trial employment period of up to 700 hours
- Priority hiring lists are provided to State agencies - has seen the lives of people going through the program and their whole family.

How the Program Works

The 700-Hour Program allows the State of Nevada to assist persons with disabilities with securing employment within their agencies. When an individual's name is placed on the eligible list as a 700-Hour client, agencies are required to interview and may hire them on a temporary limited appointment of up to 700 hours. These 700 hours of work experience serve as the examination and are used to measure the individual's merit and skills for the job. At the end of this appointment, if the individual's performance is satisfactory, the agency may offer the individual regular probationary employment with 700 hours counting toward the time required to obtain permanent status. The individual receives benefits on the first day of employment.

To be placed on the 700-Hour List:

A DETR Vocational Rehabilitation Counselor (VRC) certifies eligibility to participate in the program and may submit a request for a certified client to be placed on the 700-Hour List. The VRC and Internal Job Developer will review the proposed job titles and essential functions with the client to determine whether the job duties

may be performed, and the jobs reasonably fit the employment history, skillset, and educational background of the client. The hiring agencies are required to review eligible 700-Hour Program applications and interview the applicants. The hiring agency will provide the applicant with the essential functions of the position to allow the candidate to determine their need for reasonable accommodation.

700-Hour Program Participation Requirements

- Must have documented disability
- Must have a high school diploma or equivalent

VRC Responsibilities

- Establish an employment goal with the client
- Ensure client is job ready and has completed a soft skills program
- Identify if client is a candidate for the 700-Hour program
- Assist Client with Creating their Basic State Profile
- Assist with identifying jobs client is eligible for based on their skill level, employment history and education
- Refer client to the internal job development team to begin the 700-Hour program process
- Once the internal job development team receives a client's referral, one of the technicians will reach out to the client to schedule an appointment with an internal job developer.

Participant Responsibilities

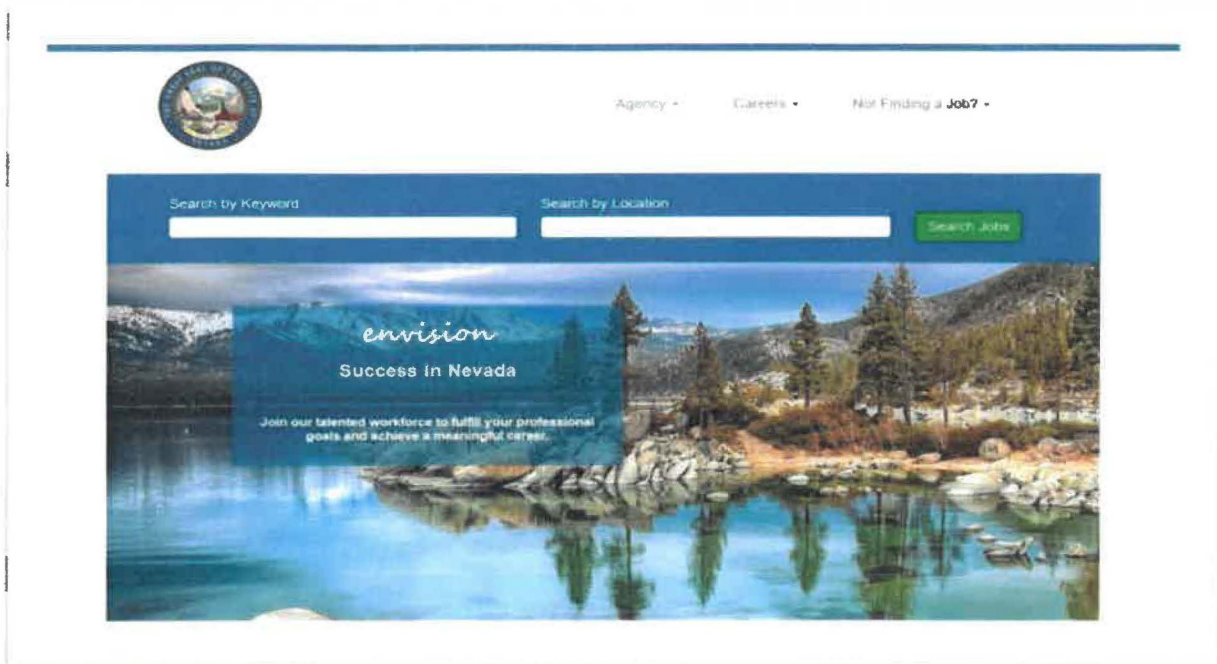
- Attend all VR related appointments
- Create a basic state profile using key words
- Locate jobs in the class specifications that they qualify for
- Complete two mock interviews with the internal job developer – using different platforms. Like Zoom, Teams and Go to Meeting.
- Check your email daily and respond to any 700-Hour inquiries within 48 hours – if they do not respond HR moves on to the next person as they feel they not interested in the position.

Internal Job Developer Responsibilities

- Resume & cover letter development – professional and complete and meets the requirements for the job they qualified for.
- Ensure that clients' state profiles are professional, complete & include skills to match the jobs they are qualified for
- Prepare clients for state interviews & complete two panel mock interviews including different video platforms
- Verify client qualifications for the jobs listed on the FS-21/job development form & identify any jobs not listed
- Send clients' 700-Hour packets to the internal job development supervisor for Department of Human Resource Management (DHRM) approval
- Be available to go over questions/concerns regarding essential functions of the jobs & additional interview prep prior to an interview
- Once employment is obtained, the internal job developer will verify employment, obtain a paycheck stub & follow along with clients for 30 days

How to Create Your State Profile in Success Factors

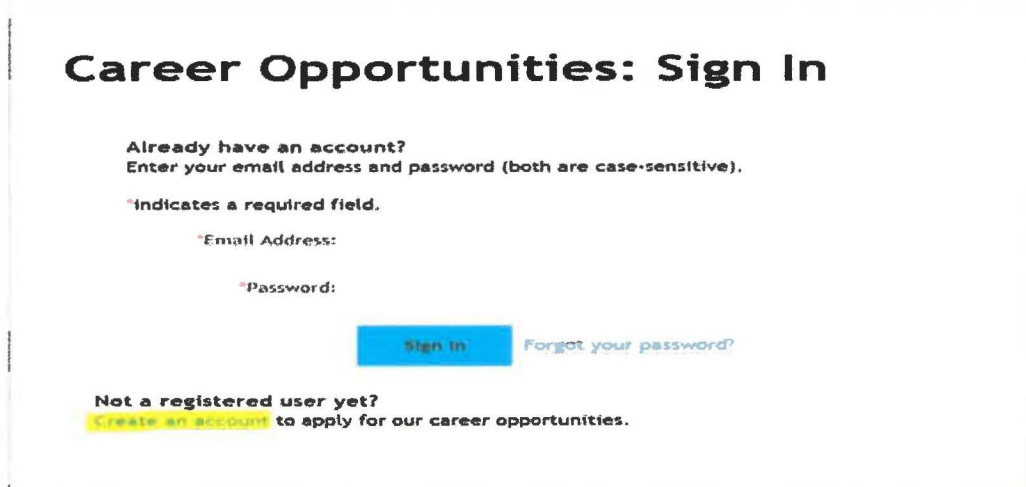
- To apply for a position on our external site, you will need to create an account. Below are screenshots of how to do this.
- First go to <https://careers.nv.gov/>



Click **View Profile** found toward the top right.



Click **Create an Account**



- Add in your email address and create a password
- Important reminder to keep username and password.
- Read and accept data privacy statement
- Internal job developers will log into account and review for accuracy
- Notifications are optional, the client can apply for open and competitive positions
- Click accept to continue, will be sent a passcode only validate for 2 minutes to Create Account

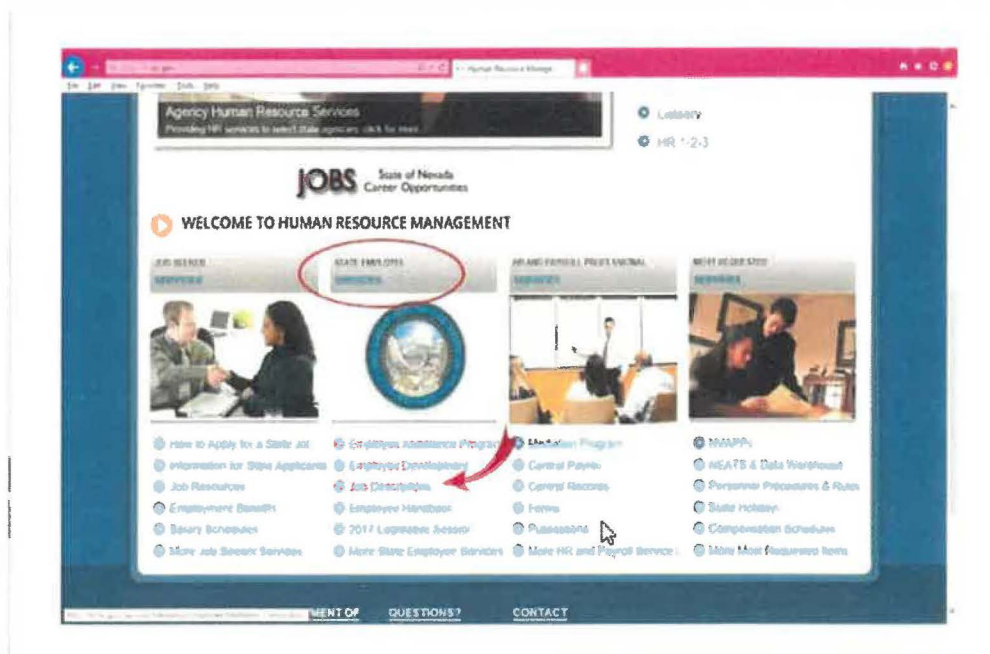
- For further assistance please call our office at 1-775-687-9099 or 1-866-686-3287. Our HR Help Desk representatives are available to assist you Monday-Friday 8:00AM to 5:00PM Pacific Standard Time, excluding state holidays.
- Reminder to save work as you continue

Items to Consider when Creating a State Profile

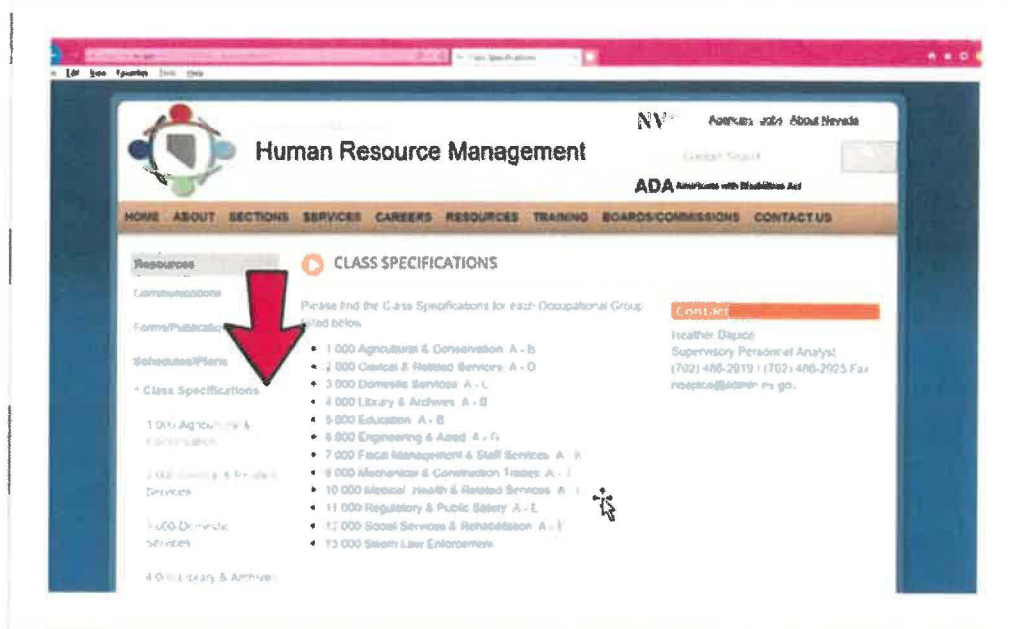
- Do NOT upload your resume/cover letter until your entire profile is completed and saved
- Add all the work history and the education going **from the oldest to the newest**. For example: your high school diploma will be the first thing that you enter under the education. Your most recent job will be the last entered for your work history. The platform does not sort it or allow you to move things around.
- Do not use acronyms – Acronyms are different for each company/organization.
- Add detailed yet concise job tasks
- **Other duties as assigned** – You know the job duties; the recruiters do not. Using this phrase results in recruiters not being able to give you credit for your experience.
- Volunteer work – If you gained experience as a volunteer, it is okay to enter that into the community / volunteer involvement
- Recruiters do not assume you have the experience; they need to see it in your employment history.
- If you have held more than one position within the same company, list them separately. For example, if you were an administrative assistant for 2001 – 2002 then transferred to a purchasing technician for 2002 – 2010, you would have the two positions listed separately with the company listed twice in your employment history.
- **Proofread** – Check and have someone double-check your spelling and grammar; your application is your first impression.
- Ensure you **save** your progress after any entries
- Lastly, upload your current resume / cover letter, transcripts, certifications and / or license, and any other supporting documentation.

Locating Positions in the Class Specifications

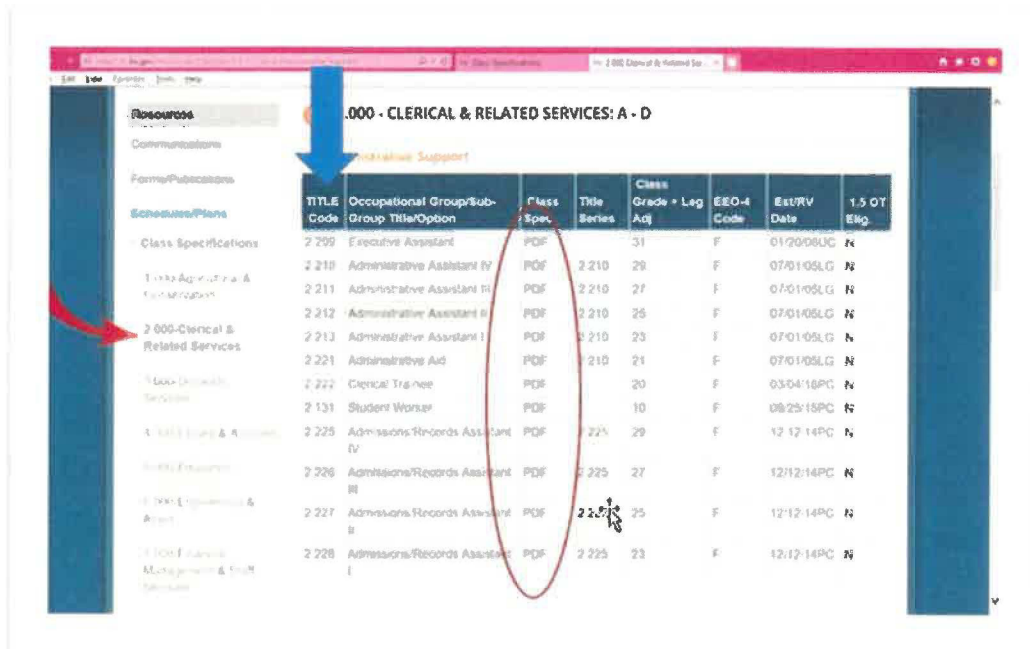
- Open your internet browser and type <http://hr.nv.gov/> in the address bar at the top of the page
- This will take you to the Department of Administration Human Resource Management Homepage
- Scroll down to where it says **Welcome to Human Resource Management**.
- Under **State Employee Services**, use your mouse to click on **Job Descriptions**.



- Once you click on Job Descriptions, it will take you to the Class Specifications.
- Here you will click on each Occupational Group to look at the various positions that may become available.
- Start at 1.000 and work your way to number 13.000.



- Click on each **Class Specification** to see the related **Title Codes**.
- For example, when you click on **2.000-Clerical & Related Services**, you will be taken to the screen below and you will see a list of all clerical and related positions.
- Use your mouse to click on each **PDF** to read and determine if you are qualified and meet the requirements for each position.



- When you click on the PDF for any of the **Administrative Assistant** positions, it would take you to the following screen
- At the top is the list of **Titles, Grades and Codes** that you will need to write down on your **FS-21 / Job Development Form** if you are interested and qualified in any of these positions.

STATE OF NEVADA
 Department of Administration
 Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-1</u>	<u>CODE</u>
ADMINISTRATIVE ASSISTANT IV	29	F	2.210
ADMINISTRATIVE ASSISTANT III	27	F	2.211
ADMINISTRATIVE ASSISTANT II	25	F	2.212
ADMINISTRATIVE ASSISTANT I	23	F	2.213
ADMINISTRATIVE AID	21	F	2.221

SERIES CONCEPT

Administrative Assistants perform a broad variety of clerical, secretarial and administrative support duties in an

FS-21 / Job Development Form

- Internal Job Developer fills form out for every job you submit for.
- Your Internal Job Developer will ensure your name, phone, address, and email match what is listed in your State Profile.
- Add only the positions you are interested in and qualify for based on your experience and education.
- Email your Internal Job Developer the Title, Grade and Code of jobs you would like to add to your form.

FS-21/JOB Development Form

700-Hour Program Job Development Form

* Shaded areas to be completed by DHR Rehabilitation Counselor

Client Name: _____ Counselor Name: _____

Client Phone: _____ Counselor Phone: _____

Client Address: _____

Client Email: _____ Counselor Email: _____

Location(s) client is willing to work: Battle Mountain, Caliente, Carlin,
 Carson City, Minden, Gardnerville, Genoa, Ely, Fallon, Hawthorne, Lake Tahoe, Indian
 Wells, Zephyr Cove, Las Vegas, Boulder City, Indian Springs, Jean, Henderson, Laughlin, Lovelock,
 Mesquite, Non-Assigned/Out-of-State, Pahrump, Pioche, Reno, Sparks, Silver Springs, Lahontan
 Reservoir, Toiyabe, Virginia City, Silver City, Wells, Winnemucca, Yerington

Applicant Profile ID (to be completed by DHRM): _____

Client Signature _____ Date _____

Please complete the first three columns of the table below for the job classes the client and counselor have discussed suitable for and of interest to the client, and for which they feel the client qualifies. Additional lines may be added to the table or as an attachment if needed. Class Specifications (descriptions and qualifications) may be found at http://dhrm.nv.gov/Portals/0/Forms/Class_Specifications.pdf

Submit this form and attach client's up-to-date NEATS/NVAPPS Applicant Profile and cover letter introducing client as candidate for the 700-hour Program and listing requested titles to the Division of Human Resource Management (DHRM), Compensation, Classification and Recruitment Section by email to program contact or by fax: (775) 884-1222

Class Code	Class & Option (List each option separately)	Grade	A/ R*	DHRM Evaluation: Reason for Rejection	Reviewed by: (Initials and Date)	Reviewed by: (Date & Initials)

State Employee pay grades on the Employer / Employee contribution plan

- Internal Job Developer goes over the grade and the hourly pay with every client

PAY GRADE	APPROX. ANNUAL SALARY	APPROX. HOURLY SALARY
20	\$28,020 to \$39,943	\$13.42 to \$19.13
21	\$29,148 to \$41,572	\$13.96 to \$19.91
22	\$30,213 to \$43,346	\$14.47 to \$20.76
23	\$31,403 to \$45,142	\$15.04 to \$21.62
24	\$32,716 to \$47,168	\$15.67 to \$22.60
25	\$33,971 to \$49,151	\$16.27 to \$23.54
26	\$35,328 to \$51,281	\$16.92 to \$24.56
27	\$36,790 to \$53,958	\$17.62 to \$25.67
28	\$38,314 to \$55,958	\$18.35 to \$26.80
29	\$39,943 to \$58,380	\$19.13 to \$27.96
30	\$41,572 to \$61,011	\$19.91 to \$29.22
31	\$43,346 to \$63,746	\$20.76 to \$30.52
32	\$45,142 to \$66,628	\$21.62 to \$31.91
33	\$47,188 to \$69,739	\$22.60 to \$33.40
34	\$49,151 to \$72,871	\$23.54 to \$34.90
35	\$51,281 to \$76,170	\$24.56 to \$36.48
36	\$53,598 to \$79,719	\$25.67 to \$38.18

- Scroll down to the last position in the list; here this will be **Administrative Aid**
- Under **Minimum Qualifications**, start with the **Education and Experience** section
- If you qualify, write down the **Title, Grade and Code** to be put on your **FS-21 / Job Development Form**
- Continue to scroll up and read the **Minimum Qualifications** and **Class Concepts** for each position
- Look for any **special requirements** the job may require outside of the education and experience

Must meet the Minimum Education and Experience to qualify

ADMINISTRATIVE AID

EDUCATION AND EXPERIENCE Graduation from high school or equivalent education and six months of general clerical experience, **OR** six months of experience as a Clerical Trainee in Nevada State service, **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
General knowledge of: standard office procedures such as filing, typing, duplicating materials, answering telephones and taking sending written or electronic-mail messages, distributing mail, telephone etiquette, correct English usage, grammar and punctuation, proper spelling of commonly used words, operation of computers and other office machines; word processing software, manual and computerized recordkeeping methods; basic math; reading skills sufficient to understand information and materials related to the assignment. **Ability to:** use computers, telephones, paging systems, copiers, facsimile machines and other office equipment used to perform clerical work, understand and follow oral and written directions, communicate and work cooperatively with others including co-workers, program clientele and the public, add, subtract, multiply and divide numbers accurately.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job)
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Administrative Assistant I.)

Special Requirements & Informational Notes:

- Look for any special requirements the job may require outside of the education and experience

Jobs that are not eligible for the 700-Hour Program

- Any Trainee positions
- Agriculture Inspector I
- Architectural / Engineering Drafter I
- Buyer I and II
- Casework Management Specialist I

N.S.R.C. Meeting Minutes
May 10, 2022

- Clerical Trainee
- Clinical Social Worker I
- Community Based Instructor I
- Community Based Instructor II
- Conservation Aide I
- Developmental Specialist I and II
- Economist I and II
- Engineering Tech I and II
- ESD Manager I
- Family Service Specialist I
- Fingerprint / Records Examiner I
- Fish Hatchery Technician I
- Group Supervisor I
- Health Care Coordinator I
- Health Resource Analyst I
- Health / Human Services Prof Trainee
- IT Technician I
- Library Assistant I
- Nursery Specialist I
- Park Aide I
- Parole and Probation Specialist I
- Public Safety Dispatcher I and II
- Quality Assurance Specialist I
- Records Analyst I
- Retirement Examiner I (PERS does not use 700-hour lists)
- Retirement Technician (PERS does not use 700-hour lists)
- Social Worker I
- Staff Professional Trainee
- Substance Abuse Counselor I
- Teacher Assistant I
- Teacher Assistant II
- Transportation and Safety Attendant I
- Unemployment Insurance Rep I
- Workforce Service Rep I
- Youth Parole Counselor I

Mock Interviews

- Two Mock Interviews are required prior to being added to the 700-Hour List
- Tell me about yourself professionally?
- What types of computer software have you used?
- What is your greatest strength / weakness in the workplace?
- We do the interviews by phone and video. So, the client is totally prepared for the State Interviews.

State Employee Benefits

- Employer/Employee vs Employee Pay
https://hr.nv.gov/Sections/Compensation/Compensation_Schedules/
- Retirement: PERS
<https://www.nvpers.org/front>
- Benefits -beginning the first day of 700-Hour Employment
<https://pebp.state.nv.us/plans/>
- Will this affect my SS benefits? Contact your VRC for SS counseling and guidance.

Ticket to work program: <http://www.ssa.gov/work>

What happens once I am added to the 700-Hour Program?

- State Agencies will contact you about job opportunities that the Department of Human Resource Management has approved, and they will CC the Internal Job Development Team (IJDT) on any correspondence in regard to 700-Hour interviews and / or employment offers.
- If you have questions about the essential functions and / or concerns regarding employment (transportation, assistance to the job, clothing, etc.) reach out to your Internal Job Developer, VRC or the Internal Job Development Supervisor to assist you.
- Failure to respond to interview invitations may result in being removed from the 700-Hour Program
- NC / NS to interviews or orientations will result in removal from the 700-Hour Program
- The 700-Hour Program is not intended to be used as a training or assessment; it is to be utilized for long-term / permanent employment
- If you are released from a 700-Hour appointment, please contact your VRC for counseling & guidance before requesting to be placed back on the 700-Hour List

Essential Functions:

- Please ensure you review the essential functions of each job in depth as you will be responsible to perform those duties on the job. If you have concerns regarding the essential functions, please reach out to the IJD Team or your VR counselor to discuss. It is your responsibility to return the signed essential functions within the deadline listed in the email from the agency and communicate in a timely manner throughout the recruitment process. No Call No Show to any scheduled interview/meet & greet will result in removal from the 700-Hour Program.

Additional 700-Hour Program Information:

- Must have a high school diploma or equivalent to qualify for any state position
- There are no part-time positions or work-from-home positions available. State profile Helpdesk (775) 687-9099
- You can apply competitively to any open position you qualify for @ <https://careers.nv.gov/>
- All trainee positions are ineligible for the 700-Hour Program
- A current State employee cannot participate in the 700-Hour Program
- 700-Hour Certification is good for 1 year; you must make an appointment to re-certify with an Internal Job Developer
- If you want to add or remove job titles or locations you are willing to work, please notify your Internal Job Developer
- You will receive State benefits, effective your first day of employment

Wrapping Up

700-Hour Program Process

- The Counselor will work with the client to complete the State (Success Factors) profile and FS-21 form.
- Once the State (Success Factors) profile and FS-21 form are complete, the Counselor will submit a JPS Referral, completed State (Success Factors) profile and FS-21 Form to the Internal Job Development Team.
- The Internal Job Developer will work with the client to review, edit, verify minimum qualifications, and complete 2 mock interviews.
- The profile will be verified for completion by the Internal Job Development Team Supervisor.
- Once the State (Success Factors) profile and mock interviews have been completed, the Internal Job Developer will submit to the Counselor for the 700-Hour Certification Letter.

- Once the letter is received by the Internal Job Development Team, the 700-Hour packet will be submitted to Human Resources (DHRM). The Counselor will be notified by email once the client has been added to the 700-Hour list.

A question was asked about assistance for resume preparation.

The team customizes resumes for every client. Having a customized resume empowers the client when they are out there searching for a job. Resume is what they work on when they are referred to the Internal Job Development Team.

How to apply for Vocational Rehabilitation services

- To apply for VR services, visit:
- https://detr.nv.gov/Page/Vocational_Rehabilitation or scan QR code:
- Southern Nevada:
- Phone: (702) 486 5230
- Northern Nevada:
- Phone: (775) 687 6860
- Check us out!
- https://www.youtube.com/watch?v=pa_U6_ahtPY
- <https://vrnevada.org/what-is-vr-nevada/>

700-HR Contact:

- Tammy Riley
- Office: 775-823-8150
- tjriley@detr.nv.gov
- InternalJobDevelopment@detr.nv.gov

A question was asked about positions excluded from the 700-Hour Program, why is the list long and who determines what jobs are on the list?

The Department of Human Resources determines the list, and the list has gotten longer. The positions are not budgeted for the 700-Hour Program. Once a client's profile is completed to apply Open Competitive to any jobs on the list not just the 700-Hour list if they qualify.

A question was asked about the 2 minutes window time to create a profile. The Internal Job development Team is there to assist in the process and can help. The client would be the one to request additional time from the program developer.

The total number of clients fluctuate when the clients get on the list, they usually are hired very quickly. Currently on the list are 10 clients. Since recording data in 2018 there has been 231 700-Hour client's, 106 released for various reasons, 120 hired after 700 hours. Various reasons for release include, full time work is too hard for client's if they are returning to the workforce, skill sets do not match, they get overwhelmed and resign, agency releases if not a good fit for them. Part time is usually not an option with the state.

The Job Development team try to find out ahead of time what, if any, accommodations for the client are needed. Client tells them what they need, VR Counselor works to complete the client's reasonable request. The team is in the process of streamlining the current process that the agencies understand what the VR Counselors can do for the people they hire. Resources are available to them after the client is on the job for materials needed. Looking to improving the relationship with the agencies for them to come to me for that the client might need, so I can get with the counselor to get what they need for the client to be successful.

The program is great as a State to model. Statics show if people with disabilities are given the tools to succeed, they tend to work harder and prove to be a success.

8. **OTHER REPORTS**

Jack Mayes, Executive Director of the Nevada Disability and Law Center and Client Assistant Program (CAP) shared that the request for CAP assistance had dropped from the Pandemic and is hopeful they will be called upon when more services open. One service that has picked up has been Americans with Disability Act (ADA) information related to employment. Individuals' questions focused on returning to the work environment and what rights they have under the ADA. VR services common complaints continue to be communication issues between clients and counselors. Most have been able to be resolved quickly through mediation. The National Disability Rights Organization Network has started up with face-to-face trainings again, our CAP advocate from Las Vegas will be attending the training in Washington D.C in June.

Dawn Lyons, Executive Director of the Nevada Statewide Independent Living Council (NVSILC). The SILC completed their last meeting on April 20 & 21, 2022, where they approved all their Federal Fiscal 2023 funding for Supplemental Part B funding for their Centers for Independent Living. Also approved was the same amount for their Rural Center for Independent Living to advance their activities with the new funding. The council chair approved a new chair for the Legislative Subcommittee, Julie Weissman-Steinbaugh we are very excited about appointment. We are launching a new campaign "Nothing About us without us" 1st presentation will be with Assemblywoman Tracy Brown-May in June. We will be sharing the most pressing issue in Nevada is housing for individuals with disabilities, this will be the first position statement we will be educating and informing her on the issue they face, to work with her on. The Integrated Workforce Development Subcommittee has been working with VR staff members and looking forward to start working with on the ideas with them. Council members will be attending their SILC conference in San Diego and many of their new members will be attending. Ms. Lyons was part of the planning committee and is very excited about the conference. Kathryn Nelson chair of the Developmental Disability council will be presenting on Emergency Preparedness, which will be one of their new goals for the centers this coming year.

A question was asked on reasonable accommodations on the ADA. Are people becoming aware of being able to make reasonable accommodation requests in the workplace due to the prior pandemic?

Mr. Mayes mentioned they have not had requests to intervene but have been contacted for information and how to request for accommodations. Currently there has not been any follow up the initial requests. The request is the same as before the pandemic that a person would ask for an accommodation if needed. The individual can request to work remotely or work in office on certain days during the week then the office is not crazy busy for instance. We have seen a few calls on this topic for reasonable accommodations. The hot topic right now is Covid long haulers, people who have had Covid, and symptoms are lingering and not going away. They are paying attention to how does this affect the ADA and how to handle an accommodation request.

9. **DIVISION REPORT**

Drazen Elez, VR Administrator presented updates on the last Legislative Session. Possible concern was about the potential risk of the agency entering into order of selection due to lack of resources. Mr. Elez mentioned it was important to bring up again due to new council members. VR were asked by Legislation to come up with a projection at the time during the pandemic and we did not know what the needs were going to be at the time. VR was asked to submitted quarterly reports. We submitted our third quarterly report in April, and currently all agencies have sufficient funding to take care of all individuals seeking our services. In the April Interim Finance Committee meeting the agency submitted the Work Program request for additional funds. The Committee awarded us with an additional \$615,000 from General

Funds. With the additional funding the agency does not feel we are at a financial risk for Order of Selection or for some time in the future.

Sheena Childers, VR Bureau Chief presented an overview of the caseload status. April 2022 total VR / BSBVI was 3030 participants receiving services. Average case load size per counselor is 82 up from last report of 81 per caseload.

NSRC Goals and Indicators. Time indicators from October 1st 2021 through March 31st 2022 which are the first two quarters of the Federal Fiscal Year.

Goal #1 Increase Number of Successful Employment Outcomes. At the end of the second quarter, we have achieved 292 successful employment outcomes. Our goal is 550 it does look like we will be on track to reach that goal.

Goal #2a Increase Participation for Students with a disability in VR Transition Services. Total Transition Student Applications is 551 we have exceeded our goal of 200 students. Midway through the year we have exceeded substantially.

Goal #2b Increase Participation and Increase Successful Outcomes of Students with a disability in VR Transition Services and Post Secondary Education. There is a correction total in column A Transition Students with an Employment Outcome. In the last reporting it was listed as 33. The correct total is 3. We started to look at the goal more globally Column B Transition Students with Postsecondary Education is 75. Column C Total of Measurable Skill Gains for Open cases is 85. Column D is Total Number of Measurable Skill Gains for Closed cases is 34. The total is 197 our goal is 300.

Goal #2c Increase Participation and Ensure Students with a Disability receive Appropriate Pre-Employment Transition Services (Pre-ETS). We look at potential students with disabilities and with VR eligible students who are not out of high school looking for your services. We are at 499 our goal is 500 which we will easily meet this goal.

Goal #3a Increase Participation of Supported Employment Consumers in VR. We look at Column C which is division of Column A Total Open Supported Employment Consumers (415) by Column B Total Open Non Supported Employment Consumers (1808) equals 23% with our goal of 35%. We will need to stretch this goal by increasing the number of clients coming in and looking for services.

Goal #3b Increase Successful Outcomes of Supported Employment Consumers in a Competitive, Integrated Setting. Column A Supported Employment Consumers Closed with an Employment Outcome of 64 with our goal of 100. We are very close with that goal and halfway there.

Goal #3c Increase Successful Outcomes for Students with a Disability Who are also Supported Employment Consumers in Competitive Integrated Setting - Outcomes. Are focus being on Column D Students with a Disability and Who are also Supported Employment Consumers Closed with an Employment Outcome 26. Column E Students with a Disability (Not Supported Employment Consumers) Closed with an Employment Outcome 45. Dividing Column D by Column E we have 58%, are goal is 40% which we are exceeding in this goal which is excellent.

Goal #4 Collaborate with other Resources to Support Participants with Mental Health Disabilities to Obtain and Maintain Successful Employment. Are percentage in this goal currently 33% with our goal of 40%.

Goal #5 VR Staff Retention Efforts as a Reflection of Employee Satisfaction & Positive Work

Culture. We currently have 41 VR counselors, 31 Rehabilitation Technicians as of March 31st. We have a total of 72 VR Staff. We have had 1 staff retire, 10 transferred to another agency or resigned, average tenure of staff is 4 years. Negative Turnover is calculated at 14% we are still working with our vacancies. We have 9 vacancies in the North and 9 in the South for VR Counselors. We have 2 vacancies in the North and 5 vacancies in the South for Rehab Technicians. Recruitment activity is a priority for us to fill the vacant positions. We are leaning on the strategies and some suggestions from our Strategic Planning meeting to help us rebuild our staff and get our recruitments going again.

Mechelle Merrill, VR Deputy Administrator of Programs reported on Fair Hearings. Ms. Merrill is happy to report there were no fair hearings reported this quarter.

10. **COMMENTS BY THE COUNCIL**

Ms. O'Neil asked for any comments from the Council or, future agenda items to be discussed.

Tucker Morgan would like a future agenda discussion item on where specific resources can be found by private employers and how they can be used to hire persons with disabilities. Sephora has a robust relationship with VR and would like to see a more widely usable template. To have the private sector be more valuable by having access to who needs employment.

Mr. Goff would be interested in how VR is working with schools, students, and parents of those who may become potential clients of VR.

Ms. O'Neil would like to see a presentation by the Transition Team.

Mr. Elez agreed to have added to next meeting. There is a new Transition Team and would like to share how they provide information to students and parents on services provided and how they can apply for the services for their future employment success. Mr. Elez mentioned there is new a team of individuals to work on this process for statewide coordination and support.

11. **SECOND PUBLIC COMMENT**

Ms. O'Neil opened floor for Public Committee.

Colleen Curran indicated her company is partnering with DP Video Productions to support VR with public communications. She wanted to get more information on VR's mission and services.

Mr. Fernandez advised that the next NSRC meeting is on Tuesday, September 13, 2022, at 9 am.

Ms. O'Neil thanked VR for their work performed and thanked the Council for their time and input.

12. **ADJOURNMENT**

Meeting adjourned at 11:07 a.m.

Edited By:

Javier Fernandez

Javier Fernandez, N.S.R.C. Liaison

Approved By:

N.S.R.C. Meeting Minutes
May 10, 2022

Raquel O'Neil

Raquel O'Neill, Chair