

**WORKFORCE DEVELOPMENT BOARD  
Persons with Disabilities Committee AGENDA**

**Thursday, January 21, 2016**

**3:00 – 4:00 pm**

**SC Works Clemson Comprehensive Center**

- I. Welcome and Introductions
- II. Approval of the October 15, 2015 Minutes\*
- III. Committee Education
- IV. Update of the Clemson Center
- V. WorkLink's Data
- VI. Goals Discussion
- VII. Adjourn

\*requires a vote

Next Persons with Disabilities Committee Meeting, Thursday, March 10, 2016 3:00 pm  
SC Works Clemson Comprehensive Center

**PERSONS WITH DISABILITIES COMMITTEE**

**Minutes**

**October 15, 2015, 3:00pm**

**WorkLink Conference Room, Clemson, SC**

**Members Present**

Pamela Smith

Brooke Dobbins

Edgar Brown

**Members Absent**

Billy Gibson

Pat Pruitt

**Staff Present**

Trent Acker

Windy Graham

Patty Manley

**Guests Present**

Karen Craven

Renee Alexander

**I. Call To Order/ Opening Remarks**

Pamela Smith, Committee Chair called the meeting to order and announced the meeting was being recorded for processing of minutes. Introductions of everyone attending were made.

**II. Review of 08/13/2015 Meeting Summary**

Windy Graham explained the summary from the August 13, 2015 meeting was included for Committee member review and no vote was needed, however if revisions were warranted please communicate to Patty Manley.

**III. Ad hoc Committee Application**

Ms. Graham stated a general application is included in the packet for ad hoc members adding that Pat Pruitt has nominated Susan Stockton, DVOP at SC Works Clemson Center for membership. Ms. Stockton is the SC Works WorkLink Disabled Veterans' Outreach Program (DVOP) specialist. She develops job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. Committee members reviewed Ms. Stockton's application.

**ACTION TAKEN: Motion from Edgar Brown to accept and approve application from Susan Stockton for ad hoc membership to Persons with Disabilities Committee, seconded by Pamela Smith. Motion carried by unanimous vote.**

#### **IV. ClemsonLIFE Program**

Ms. Graham stated the mission of the ClemsonLIFE Program at Clemson University is to provide a coordinated course of study that includes career exploration and preparation along with self-awareness, discovery and personal improvement through a framework of courses, job internships, and community participation.

Ms. Graham explained this group will be touring the Center on Friday, 10/16/15 and deferred to Renee Alexander to provide information on the visit of students from ClemsonLIFE.

Renee Alexander reported the Center has a workshop planned for these students, a tour of the Center and an orientation for the services provided for Disability Awareness month adding they have plans to provide lunch for the group.

#### **V. SC Works Center Update**

Ms. Graham provided an update on the ADA compliance construction stating the contractor has expanded the walkway, extended the parking lines, installed parking barriers and appropriate signage. We are still waiting on the work to be done on the threshold at the entrance of the Center. All work is/has been within the budgeted amount.

#### **VI. Committee Education**

Ms. Smith provided a brochure for South Carolina Vocational Rehabilitation and highlighted VR's services stating they work only with persons with a disability within the ages of 16-64 collaborating with partners for work studies and work experiences for youth and adults.

Ms Smith informed members of an informational event to be held at the City of Clemson on November 6th. The event will highlight services provided and the customer/clients they assist as a way to educate partners and the public of services available.

Ms. Graham provided a brief explanation of SCWOS – South Carolina Works Online System for Committee members unfamiliar with the system. Ms. Graham stated SCWOS is a database that captures information on the participants we are serving through the federal funding we received. The State uses this system and it is one that helps reduce redundancy for tracking services, allocations & funding streams, as well as other programs & activities for partners, jobseekers and business.

Mr. Acker stated this committee's assignment will continue to develop as it goes along and requested that in the coming meetings members consider having a brief planning session for informational/educational piece to assist Committee members with developing a mission for this Committee.

## **VII. 2016 Meeting Dates**

Ms. Graham informed members of the Board meeting dates for 2016 and recommended the Committee meet on the 2<sup>nd</sup> Thursday of the month prior to the Board meetings. Ms. Graham shared the following dates as a suggestion for committee's approval:

1/14/16; 3/10/16; 5/12/16; 8/11/16; 10/13/16

**ACTION TAKEN: Motion from Pamela Smith to approve 2016 meeting dates as proposed, seconded by Brooke Dobbins. Motion approved by unanimous vote.**

Ms. Graham noted the reports she provides to staff and other Committees stating the information will be included in the meeting packet as a report for Committee meetings going forward.

Ms. Graham stated as part of outreach/committee education, she recommended inviting a person with a service animal to provide education and etiquettes on dealing with a client with a service animal. Ms. Graham also asked Committee members to think about other suggestions for persons that could and would attend a meeting to provide educational presentation.

Ms. Smith stated VR has etiquette on serving those with disabilities and she will share via email or at the next meeting.

## **VIII. Adjournment**

With no other business to discuss, the meeting was adjourned.

*Respectfully submitted by: Patty Manley*

## **LVER and DVOP Fact Sheet**

### **Local Veterans' Employment Representatives**

Local Veterans' Employment Representatives (LVERs) are state employees located in state employment offices to provide assistance to Veterans by:

- supervising the provision of all services to Veterans furnished by employment service employees, including counseling, testing, and identifying training and employment opportunities;
- monitoring job listings from Federal contractors to see that eligible Veterans get priority in referrals to these jobs;
- monitoring Federal department and agency vacancies listed at local state employment service offices and preliminary processing of complaints from Veterans about the observance of Veterans' preference by Federal employers;
- promoting and monitoring the participation of Veterans in Federally-funded employment and training programs;
- cooperating with the Department of Veterans Affairs to identify and aid Veterans who need work-specific prosthetic devices, sensory aids or other special equipment to improve their employability; and contacting community leaders, employers, unions, training programs and
- Veterans' Service Organizations to be sure eligible Veterans get the services to which they are entitled.

Usually, one full-time LVER is allocated to local employment service offices for each 1,100 or more Veterans who registered for assistance in the preceding year. One halftime LVER is allocated to offices at which at least 350 Veterans registered for help. This formula and the current appropriation level for the program support about 1,300 LVERs employed nationwide. State Employment Service Agency management may deviate from the allocation formula in the actual assignment of positions to specific locations.

### **Disabled Veterans' Outreach Program**

Disabled Veterans' Outreach Program (DVOP) specialists develop job and training opportunities for Veterans, with special emphasis on Veterans with service-connected disabilities. DVOP specialists provide direct services to Veterans enabling them to be competitive in the labor market. They provide outreach and offer assistance to disabled and other Veterans by promoting community and employer support for employment and training opportunities, including apprenticeship and on-the-job training.

DVOP specialists work with employers, Veterans' organizations, the [Department of Veterans Affairs](#), [Department of Defense](#), and community-based organizations to link Veterans with appropriate jobs and training opportunities.

DVOP specialists serve as case managers for Veterans enrolled in Federally-funded job training programs such as the [Department of Veterans Affairs' Vocational Rehabilitation program](#), and other Veterans with serious disadvantages in the job market. DVOP specialists are available to those Veterans and their employers to help ensure that necessary follow up services are provided to promote job retention.

The Department of Labor provides grant funds to each state's employment service to maintain DVOP specialist positions in the state. The staffing formula and current appropriations level support about 1,400 DVOP specialists nationally. DVOP specialists are employees of the state and are generally located in state employment service offices. About one-quarter are stationed full or part-time in locations other than employment service offices.

DVOP specialists may be stationed at regional offices and medical or Veterans' outreach centers of the [Department of Veterans Affairs](#), state or county Veterans' service offices, Job Training Partnership Act program offices, community-based organizations, and military installations.