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**NEW DIRECTOR ORIENTATION/LEADERSHIP VS. MANAGEMENT**

**Day 1, Friday, April 4, 2025**

**1:00 pm Welcome & Introductions**      Felicia Johnson, Commissioner,

CSAVR President, SC-G

**1:15 pm Overview of CSAVR**  CSAVR Staff

* Website
* Mission and Strategic Priorities
* Staff & duties
* Conferences & Monthly Membership Calls
* Officers, Regional Representatives & EC
* Committees and responsibilities
* Professional Networks
* Regional representatives
* RehabNet
* Newsletters
* NET and TAP
* *Where to go to learn more*

**2:00 pm Making the Job Yours**   Kathie Smith NC-G, Dacia Johnson OR-B,

 James Williams IA-G, & Kristen Mackey AZ-C

* Strategies for creating your vison and support and excitement around it
* Key things to do in first month on the job
* Questions you should ask to acclimate to agency in first 30 days on the job
* Building your personal networks
* Building and maintaining partnerships
* Potential partners and their value
	+ SILCs and CILs
	+ LEAs
	+ SEAs
	+ CRPs
	+ AT Programs
* Peer Networking tips
* Managing the gray
* Taking reasonable risks
* Pitfalls to be avoided
* *Where to go to learn more*

**3:00 pm Break**

**3:15 pm Advocacy, Education & Building Public Awareness**    Tonia Ferguson & John Connelly, CSAVR,

 Keith Ozols, OR-G

* Education vs. lobbying
* Effective strategies and tips for educating fed and state

Legislators

* Congressional District Offices and staff
* Opportunities to build legislative relationships
	+ NDEAM
	+ Newsletter contributions
	+ Providing feedback and suggestions on legislation
	+ Inviting staff to shadow a counselor and come to office events
* Key committees and players at federal level
* Tips and strategies for creating public awareness
	+ Storytelling
	+ Allowable outreach expenses
* Importance of branding and ways to do it
* *Where to go to learn more*

**4:00 pm RSA** Melissa Diehl VRTAC QM & NTACT-C

* Structure
	+ Commissioner and duties
	+ Key staff and duties
	+ State liaisons and duties
* Strategies for building good working relations with RSA
* State Plans
	+ Development
	+ Content
	+ Value to agency and customers
* Key reports
	+ Content
	+ Value to agency
	+ Due dates
* Monitoring
	+ Section 107
	+ Where to find existing reports
	+ Key content may wish to find
	+ Monitoring process summary
	+ MTAG
* *Where to go to learn more*

**5:00 pm Adjourn No Later Than**

**Day 2, Saturday, April 5, 2025**

**7:15 am Continental Breakfast Available in meeting room**

**8:00 am Reconvene**

**8:15 am WIOA, Rehabilitation Act, and Regulations**         Chaz Compton, VRTAC QM,

 Dacia Johnson, OR-B, Carol Pankow

VRTAC QM, Melissa Diehl, VRTAC

QM & NTACT-C, Kathy West-Evans, CSAVR

* WIOA requirements and summary

Required partnerships with core partners and their value

* + State and local workforce boards and VR agency membership
* Rehabilitation Act of 1973 as amended and key sections
* DSA/DSU- State organizational structures
	+ - Non delegable duties
		- Tips for building relations with your DSA
		- 90/10 rule
	+ State plans
	+ VR service delivery process
	+ Key requirements
		- Eligibility
		- Plan development
		- Vendors and rate setting
		- Informed choice
		- Plan
		- Appeals
		- Closure
		- Pre-ETS
		- Common Performance Measures
		- Order of Selection
		- Dual customers
		- CIE
		- Key duties that only staff on agency payroll may perform
		- SRC membership and building working relationship
		- Vendors
			* Rate setting
			* Importance
			* Strategies for building working relationships
* Customer service vs. Compliance
* Case Management Systems
* *Where to go to learn more*

**10:15 am Break**

**10:30 am WIOA etc. continued**

**12:00 pm Lunch On your own**

**1:00 pm All Things Fiscal** Carol Pankow VRTAC QM &

Nicky Harper WY-C

* Leadership in the Fiscal Drivers Seat
* Putting the Puzzle Pieces Together- Regulatory Foundation
* How does the VR Grant Work?
	+ Federal Budget Process
	+ Formula Grants
		- VR
		- SE A and BOI
		- OIB
	+ Cost Sharing or Match
	+ Maintenance of Effort
	+ Carryover
	+ Reallotment
	+ Period of Performance
* Allowable Costs- DRAN- 2 CFR 200
* Program Income
* Pre-ETS set aside
* Federal Reporting Requirements (RSA- 17 and SF 425)
* BABBA
* Prior Approval
* Establishment Authority
* Third Party Match
	+ From state and local government
	+ Business
* Indirect Cost
	+ Plan cognizant agency
* Cost Allocation
* Rate Setting Strategies
* Least cost
* Single audit
* Contracting
* *Where to learn more*

**2:30 pm Break**

**2:40 pm All Things Fiscal continued**

**4:45 pm Wrap Up** John Connelly CSAVR

* Final thoughts from Two Days
* What do people want to learn more about?

**5:00 pm Adjourn No Later Than**