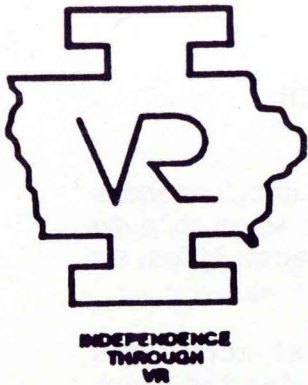


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Vol. XXII, No. 12

December 1993

R REPORT

Division of Vocational Rehabilitation Services Iowa Department of Education

EMPLOYEE OF THE MONTH

William L. Herrick began his career in Vocational Rehabilitation January 3, 1962, as a Counselor. He was promoted to Assistant District Supervisor in 1965 and Supervisor of Staff Development in 1966. In 1986 he assumed the duties of Assistant Chief, Administrative Services Bureau; and in 1990, Chief of that Bureau. From July to December, 1993, he served as Acting Administrator of the Division.

Bill is big on employee recognition. He makes extra efforts to pass on compliments from himself and others and is quick to praise people for individual efforts. People with whom he works are comfortable that he trusts them. He chooses the best staff, then lets them do their job, though he's always approachable. He is able to give staff the benefit of the doubt.

Herrick is a boss who seeks ways to recognize co-workers. He nominated several co-workers and staff for state, regional and national awards, giving the same quality effort to each one. Bill looks for ways to support staff and other associates.

Herrick has been the bargaining representative from DVRS since the beginning. This agency and others in the process recognize and praise his ability to work with both sides intelligently and fairly.

Herrick has many areas of expertise - budget, personnel, affirmative action, bargaining, training, employee relations. He is a team player who is fiercely loyal - a valued and trusted employee with a reputation for seeing all sides.

NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH

Although the announcement of National Disability Employment Awareness Month was exceptionally late this year, some DVRS staff were able to make the most of the opportunity through organizing activities in their local communities.

In the Sioux City area, **Kathy Golden** coordinated special activities in planning and presenting "Excellence and Success in the Work Place", which honored individuals and businesses at the October meeting of the Siouxland Committee for Employment of the Handicapped. Plaques were presented to eleven honorees.

In Storm Lake, **Renee Barnes** presented Storm Lake Godfather's Pizza with the Employer of the Year Award for their cooperation with the Work Activities Center. The mobile work crew from the Center cleans Godfather's Pizza daily.

In Fort Dodge, **Kenda Jochimsen**, working with Iowa Central Industries and Job Service of Iowa, presented the Employer of the Year Award to Cenex/Land O'Lakes for both hiring people with disabilities and for retaining workers who had developed disabilities during the time of their employment.

Thanks to all three of these counselors for their enthusiasm and hard work in coordinating these activities in recognition of National Disability Employment Awareness Month. If others have information they would like to share, please send it to Jan Dillingham.

SSA INTERVIEWS IN DES MOINES

The Social Security Administration will interview seven people for Claims Representative positions on December 9. **Jan Dillingham**, Resource Manager for Placement, working with Bill Lauer of the SSA Regional Office in Kansas City, arranged the interviews for people with disabilities referred by Polk-Des Moines Office counselors.

Nice job, Jan.

BUSINESS PARKING AND THE ADA...

With the passage of the Americans with Disabilities Act (ADA), many businesses are uncertain of the requirements for accessible parking. As a part of their general consulting role, VR staff should be able to provide this sort of ADA information to employers.

- . Accessible parking spaces should be at least 96 inches wide.
- . An adjacent access aisle should be a minimum of 60 inches wide along one side.
- . Two accessible spaces may share a common aisle.
- . There should be one van accessible space with an aisle at least 96 inches for no less than every eight spaces.
- . Parking reserved for persons with disabilities should be clearly identified with signs displaying the International Symbol of Accessibility.
- . Parking should be as close as possible to an accessible entrance, with a maximum recommended travel distance of 200 feet.
- . There should be one accessible space per 25 total spaces up to 100 total; five spaces for 101-150 spaces; six for 151-200; seven for 201-300; eight for 301-400; nine for 401-500; 10 for 501-1000.

Source: "ADA Accessibility Guidelines", Federal Register, Vol. 56, No. 144, July 26, 1991.



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DVRS AUTOMATION PLANS

DVRS is moving forward with plans to automate many case processing functions. The automation will take place in several phases including equipment acquisition, software development and installation. The result is expected to improve productivity and access to information.

Current plans call for all staff to have personal computers that conform to new standards. Software will be updated using a Microsoft Windows environment with word processing, spreadsheet, graphics and data base applications available to all users. The personal computers will be networked for capability of statewide sharing of information in electronic form. This will allow rapid transfer of data files that previously were sent as hard copies.

DVRS has received approval from RSA to proceed with identifying and customizing software that will reduce repetitive data entry tasks on standard forms. Staff will have access to data and reports. Users will be able to customize reports from agency data bases.

A Transfer Team is working on the specifications for the software that will be customized. The team members are **Gerry Doyle, Ralph Childers, Glenie Hiatt, Vern Ostrander, Jan Jensen, Sherry Voy, Jill Corsbie, Terry Donahue, Blanche Dykes, and Jim Akers.** They will be seeking input from users as they make decisions.

STAFF CHANGES

NOVEMBER

New

Sally Prange

Rehab. Counselor

Council Bluffs

Promotion

Patricia Krahn

Secretary 1

Client Serv. Bur.

Transfers

August Cordero

Rehab. Counselor

Polk-Des Moines

Paul Petty

WP 1

ISVRF

Terminations

Sheryl Deskin

Sec. 1 (1/2 time)

Client Serv. Bur.

Joanie Rhoten

Admin. Intern.

Adm. Serv. Bur.

Dallas Bradford

Dis. Examiner 2

DDSB

Delbert Bailey

LPN

ISVRF