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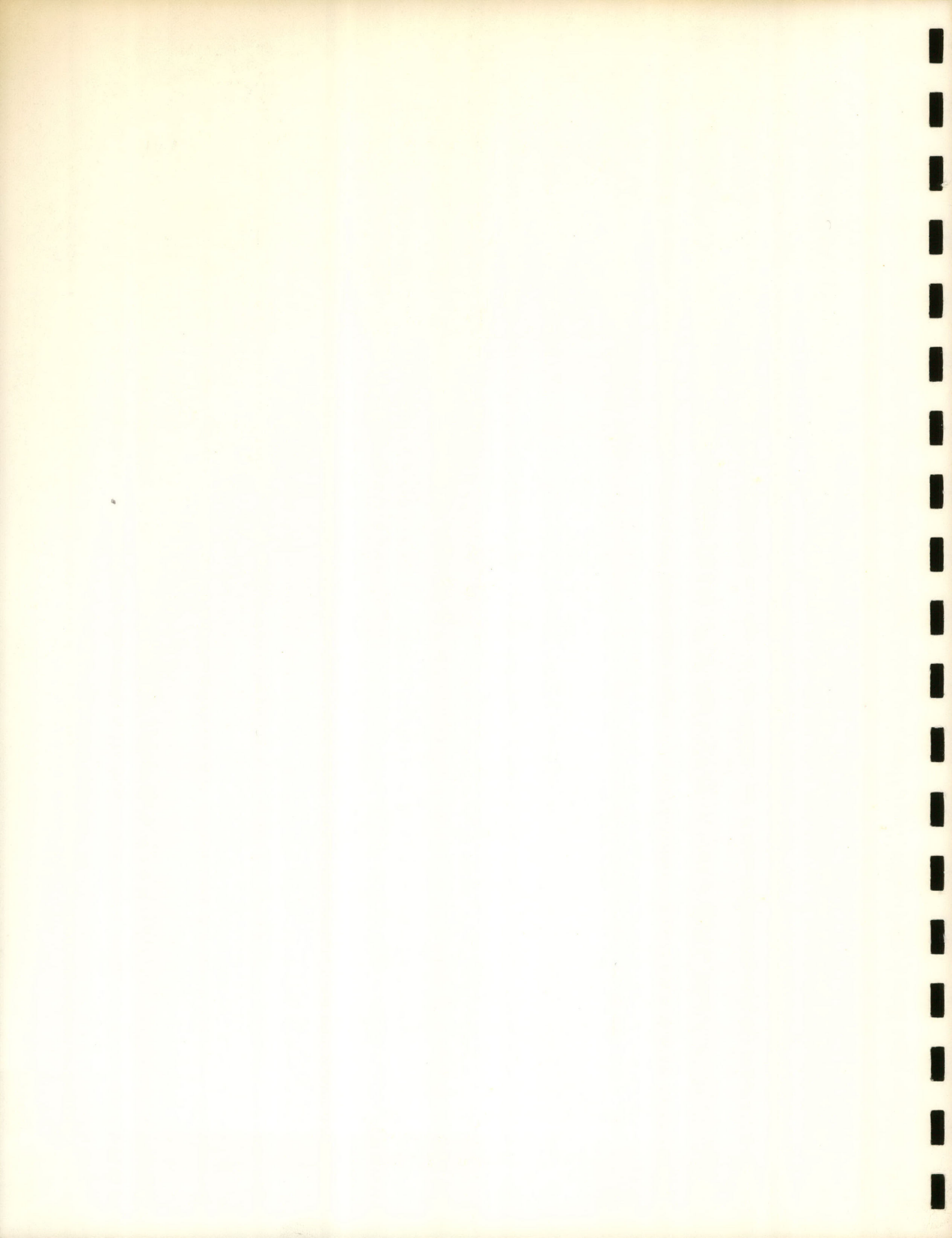
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TEXAS REHABILITATION COMMISSION

**STATE EMPLOYMENT
OF THE HANDICAPPED**

**Joe C. Thompson Conference Center
The University of Texas at Austin
September 28, 1972**

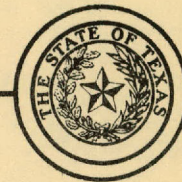


PROCEEDINGS

STATE EMPLOYMENT OF THE
HANDICAPPED WORKSHOP
September 28, 1972

Texas Rehabilitation Commission
1600 W. 38th Street
Austin, Texas 78731

Texas Rehabilitation Commission



COMMISSIONER FOR REHABILITATION Jess M. Irwin, Jr.

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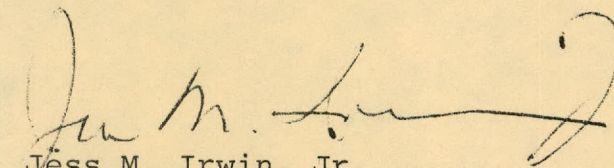
Jack B. Dale, Jr.
Clifford S. Knape, Ph.D.
James H. Sammons, M.D.

FOREWARD

The Texas Rehabilitation Commission's section on State Employment of the Handicapped was created early in 1970. The program is still unique over the nation in its approach to selective placement of qualified handicapped people in state governmental positions.

Progress has been significant in the selective placement of handicapped people in state government service. This has been a two-way street where state agencies have benefited from the services Texas Rehabilitation Commission has to offer them in helping to solve their manpower problems and many Texas Rehabilitation Commission clients are working successfully in state government service. The success of the program was made possible by the outstanding cooperation of other state agencies.

The State Employment of the Handicapped Workshop was held for the purpose of implementing the program in all sections of the State. Texas Rehabilitation Commission will be serving all State agency field offices through this program. The State of Texas will benefit from this program that serves people and government.


Jess M. Irwin, Jr.
Commissioner



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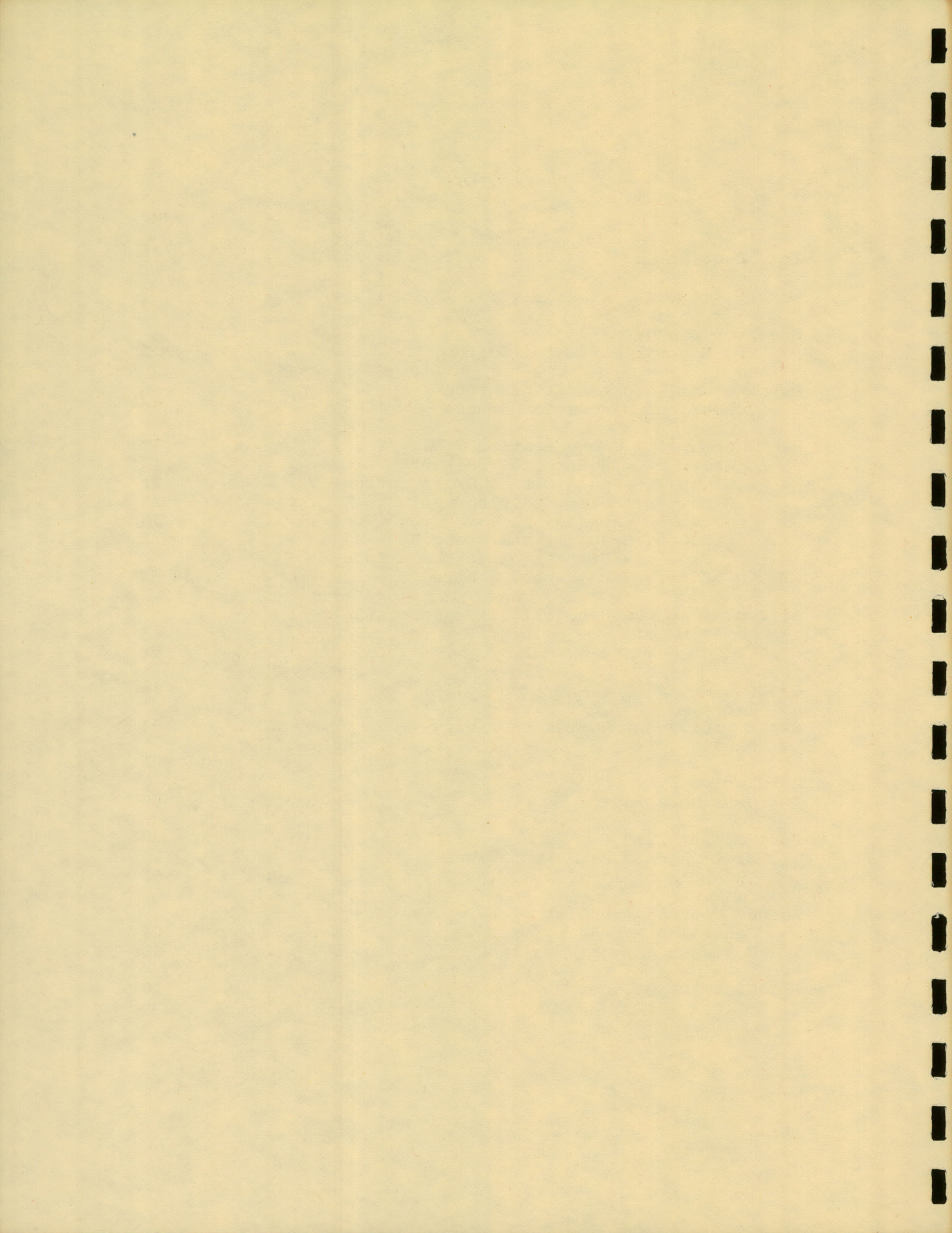
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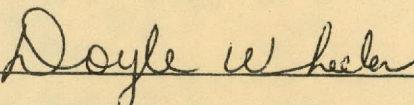
INTRODUCTION

Objectives of the State Employment of the Handicapped Program include providing state agencies opportunity to utilize the valuable manpower resource the Texas Rehabilitation Commission clients represent. The program also facilitates access to desirable positions available in state agencies for TRC clients.

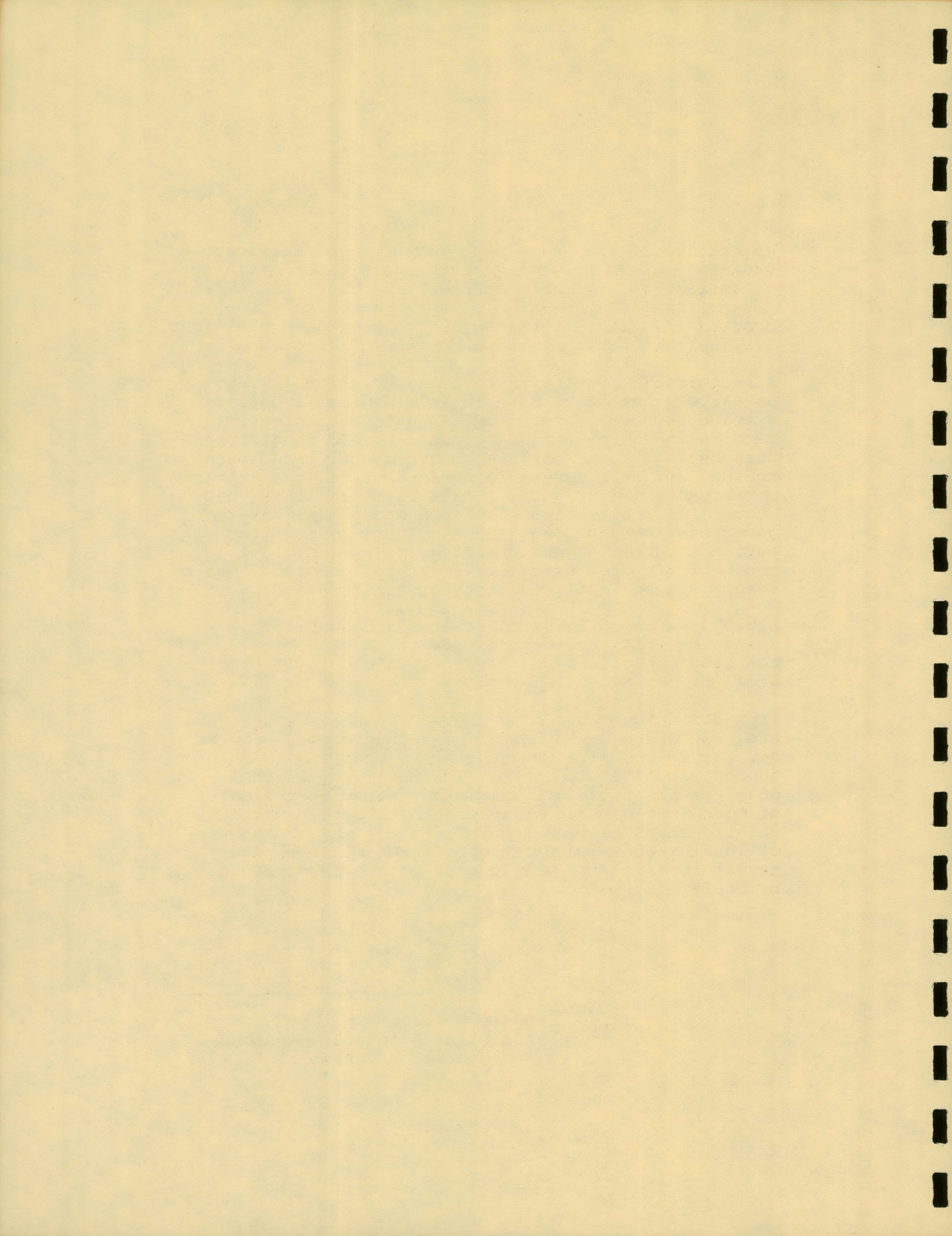
A recent Texas Public Employee Association survey of 63,000 state jobs reveals an alarming five year average turnover rate of 26% annually. Employer records indicate that selectively placed handicapped workers have fewer on-the-job accidents, less absenteeism, and more favorable turnover rates than other workers on similar jobs. These facts indicate that successful utilization of the handicapped in State government service can save taxpayers some of the cost of recruiting and training expense and lost productivity from excessive employee turnover. State agencies need loyal, productive, safe employees.

State government service provides job stability, fringe benefits and opportunity for advancement not always available to handicapped people in other areas of employment.

From its unique beginning two and one-half years ago, the State Employment of the Handicapped Program now has 80 coordinators in state agencies with approximately 90,000 jobs. The next step in the development of the program is a state-wide system of coordination that will lead to effective working relationships between local TRC staff and the staff of local State agency field offices. This should result in effective utilization of the handicapped by State government.



Doyle Wheeler
Assistant Deputy Commissioner
for General Programs



TEXAS REHABILITATION COMMISSION

Workshop Agenda

STATE EMPLOYMENT OF THE HANDICAPPED PROGRAM

Joe C. Thompson Conference Center
The University of Texas at Austin

September 28, 1972

Presiding: Mrs. Dora Huston

Morning Session

Participants: Texas Rehabilitation Commission Staff
Staff Agency Coordinators

8:15 a.m.	Welcome and Introductions - Jess M. Irwin, Jr.
8:30	Address - The Honorable Preston Smith, Governor of Texas
9:00	Progress Report - Mrs. Dora Huston and Andy Alexander
9:30	Implementation of Program Expansion - Homer DeGlandon and W.W. McFarland
9:50	Group Sessions
10:30	Recommendations from Groups
11:15	Summary - Mrs. Dora Huston
11:30	Lunch

Afternoon Session

Participants: Texas Rehabilitation Commission Staff

Afternoon Session (continued)

- 1:30 p.m. Placement in the Rehabilitation Process
 - Doyle Wheeler and Vernon M. Arrell
- 2:00 Discussion and Work Session
 What to do
 How to do it
- (This will include information on
resources, techniques, materials
and methods to implement expansion
of the State Employment of the
Handicapped Program.)
- 4:30 Workshop Evaluation
 - Mrs. Dora Huston
- 4:45 Adjournment

* * * * *

WORKSHOP SPEAKERS AND FACULTY

(In Order of Appearance)

Jess M. Irwin, Jr.
Commissioner
Texas Rehabilitation Commission
Austin, Texas

The Honorable Preston Smith
Governor
State of Texas
Austin, Texas

Mrs. Dora Huston
State Coordinator, State Employment
of the Handicapped Program
Texas Rehabilitation Commission
Austin, Texas

Andy Alexander
Assistant Coordinator, State Employment
of the Handicapped Program
Texas Rehabilitation Commission
Austin, Texas

Workshop Speakers and Faculty (continued)

Homer DeGlandon
Personnel Director
Department of Mental Health and
Mental Retardation
Austin, Texas

W. W. McFarland
Regional Director, Region III
Texas Rehabilitation Commission
Austin, Texas

Doyle Wheeler
Assistant Deputy Commissioner
for General Programs
Texas Rehabilitation Commission
Austin, Texas

Vernon M. Arrell
Assistant Deputy Commissioner
for Special Programs
Texas Rehabilitation Commission
Austin, Texas

Disability strikes without regard to color, creed, national origin, or sex. The best traditions of rehabilitation and the established policies of state rehabilitation agencies preclude both the exercise and toleration of any form of discrimination in the extension of services to the disabled. The Texas Rehabilitation Commission's actions are in compliance with the Civil Rights Act of 1964.

AN ADDRESS

Delivered By

The Honorable Preston Smith
Governor of Texas

I have always been sympathetic with the problems of the handicapped and those who work with them, but I have gained a new appreciation in recent days. There is probably no handicap greater than that of being a lame duck Governor trying to work with a lame duck Legislature.

However, I am reassured by those of you here this morning and by the aims of this workshop that something good for state government can come out of situations involving all kinds of handicapped people if there is teamwork and cooperation.

I believe in the program for state employment of the handicapped. As most of you know, I have held this conviction for a long time and have said so publicly at every opportunity. Some two years ago, soon after Jess Irwin was named to head the new Texas Rehabilitation Commission and recruited Dora Huston to work on a program to promote state hiring of the handicapped, I endorsed the idea wholeheartedly.

I issued a statement and a press release, and I wrote a letter to all state agency heads asking for

their cooperation. In the statement I said that because the state and federal governments were taking the lead and spending a lot of money and effort to prepare the handicapped to work and become taxpayers rather than tax consumers, I thought it only fitting that the state should be in the forefront in using this source of manpower.

Under Jess Irwin's leadership, the Texas Rehabilitation Commission plunged right in and developed what has been described as a program unique in the nation to encourage state employment of the handicapped. I understand that 56 of our state agencies have now designated coordinators to help in this effort, and I commend their administrators.

Seeing what has been accomplished in this short time, I believe in the program more strongly than ever. A recent survey conducted by the Texas Legislative Council shows that of nearly 69,000 people employed in state government, 3,794 are handicapped. We think this is a conservative figure because many agency heads hesitate to report a person as handicapped if the disabling condition is not obvious or if the problem does not interfere with his job performance. Nevertheless, the employees who were reported as handicapped in the survey represent 5.5 percent of the state's work force, not including faculty and staff of our public colleges and

and universities.

These people are working in jobs ranging from judge to janitor. They are represented in almost every job classification category in state government. Surprisingly, nearly 40 percent of them are in professional and managerial positions. Eighty percent of them are earning \$5,000 or more a year, and one out of four is earning more than \$9,000 annually.

I think these facts can be added to the usual arguments for hiring the handicapped. The statistics say clearly that such people employed by state government are doing important jobs--and doing them well. They say the handicapped have proved they can perform as promised. They also say clearly that state agencies are not hiring the handicapped as a matter of charity for menial, low-paid jobs.

I know the Texas Rehabilitation Commission has made a significant contribution these last few years to producing such an encouraging situation. You will be hearing a more detailed report on the program for state employment of the handicapped later, but I'm sure you don't mind hearing part of a success story repeated. The Legislative Council's survey showed that 1,658 handicapped people have been hired by state agencies since January 1, 1970--about the time this program began. We don't know exactly how many of these were

placed by Texas Rehabilitation Commission counselors, but I would bet there were many more than your agency has taken credit for.

Of course the important thing is not the mechanics of how handicapped state employees got their jobs. What matters is that they are working, supporting themselves and their families, paying taxes, and giving the state its money's worth in return for their salaries.

The general positive picture of all handicapped state employees holds up when we look at those hired during the last couple of years. Nearly 30 percent of these newer workers are in professional and managerial jobs. Twenty percent are doing clerical work, and the rest are performing capably in a wide variety of positions. About 60 percent of them are earning \$5,000 a year or more.

All of this is even more impressive when we remember that a lot of these people were tax consumers rather than wage earners before they went to work for the state; so we are really getting a double economic benefit. Those who were trained and placed as Texas Rehabilitation clients were included in caseloads where closures accounted for a total increase of more than \$136 million in earnings in the last three years. From every angle, rehabilitation is one of the most profitable enterprises in which the state is engaged.

We have made a lot of progress, but if the picture were all rosy there wouldn't be any reason for us to be here this morning. There is plenty of room for improvement. Attitudes have changed, but we still find resistance, both active and passive, to hiring the handicapped for state agency jobs. We still find state personnel people who are giving us excuses rather than reasons for not hiring qualified handicapped applicants.

There have been problems, of course, but we have done some constructive things in recent years to overcome them. For instance, state law now requires that buildings constructed with public funds be accessible to the handicapped, which means these people can get into state buildings to work as well as to transact business as citizens.

We also have a law which guarantees handicapped people the same right as the able-bodied to the use of public facilities, which means that employees with physical disabilities will have fewer problems with accommodations when they travel on state business.

Gradually, we have had a gain in public understanding of the fact that the handicapped have the same rights to work, to travel, and to recreation that the rest of us enjoy.

I hope we will continue to make progress in state employment of the handicapped through our own initiative.

The federal government has set us a good example through the selective placement program of the United States Civil Service Commission. Now it is beginning to look as though federal law and guidelines will force us to follow that example if we don't do it voluntarily.

There was quite a stir among our state agency heads recently as the result of a meeting with representatives of the Equal Employment Opportunities Commission. As you know, that Commission enforces Civil Rights Act prohibitions against job discrimination because of race, sex, religion, and national origin, and these are now applicable to government as well as private enterprise. We should also recognize that bills have been introduced in Congress to add the physically and mentally handicapped to the list of minority groups against whom discrimination is prohibited.

I am sure most of you are also aware that some of our state agencies, including several of the larger ones, are required by federal law to hire under a merit system. According to the recently passed federal Intergovernmental Personnel Act, these merit systems will now operate under policies developed or approved by the U. S. Civil Service Commission, and the law requires affirmative practices in training and hiring minority groups, including the handicapped.

This means we may have to re-examine and change some of our testing and screening procedures and some of our policies concerning qualifications.

I hope you state agency coordinators will encourage the hiring of the handicapped from nobler motives, but I think it might help to be able to cite a good record in this regard if federal investigators start looking into charges of job discrimination against you.

As I said in the beginning, I am sold on your program. It has proved itself, and the time has come to enlarge it. You hold the keys to its continued growth and success. The Governor and the Legislature can make policy, but only you can implement it.

You will be challenged today to expand and improve the program for state employment of the handicapped, and you will learn the specifics of how to go about it.

In your efforts to make this program better, you will be in the happy situation of having all the best arguments and the weight of the evidence on your side. Placing and hiring the handicapped in state jobs makes good sense from every standpoint--economic, social, ethical, legal, and humanitarian.

The Texas Rehabilitation Commission recently made us all proud when it became "Number One" among the states in total number of clients rehabilitated. With your help and cooperation, we can also make our program

for state employment of the handicapped a model for the nation.

The Reports and Recommendations from the concurrent discussion groups which follow were tape recorded and informally written at the workshop.

The following material was taken from the tape and the original written recommendations without change except for minor editing.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 1. COMMUNICATION

- a. Recommend procedure for exchange of information.

Example - How to develop communication between State Agency offices and TRC offices so that TRC Counselors learn about job openings and State Agency personnel learn about job ready handicapped clients.

Group 1 Reporting: H.D. DeBerry, Personnel
and Wage Administrator
for Highway Department

We have written eight recommendations and I am going to follow the lead of my ex-boss at the Highway Department, Mr. D.C. Greer. When he got up to make a speech he would say what he wanted to and then he would hand the written part to the press; so I am going to hand our written recommendations to Mrs. Huston.

I am very proud of what we did. I think our group worked real well together, and I think that we have some constructive comments. It is my understanding that these comments or recommendations will be published and sent to the participants in this meeting.

We decided regarding the topic we had, that primarily it is communication and education we need, and I can see a lot of difference in the attitude that our people have now toward the handicapped than they had several years back. I think that one of the reasons for that is that our agency head, Mr. Dingwall, entered into this program wholeheartedly. He put out actual orders and directives to our people, and they were handed down through the ranks, to give consideration to handicapped people. At our annual or semi-annual meetings where we had all of these people in, it was mentioned verbally.

I think we have had more employment of the handicapped so far from referrals from TRC and primarily I think that we have broken a barrier with our people in giving consideration to handicapped people that just walk in.

I think, also, that we made some strides in the rehabilitating of employees that become handicapped during employment through heart attacks or many other different illnesses that hit people. It is very seldom that we have to actually let anybody go. Of course, now under the Disability Retirement Benefits, if they have been there long enough, they do have a little bit to fall back on. But, I think

that it is very important that the agency head become familiar with this and pass the information down to his people.

We have also used in our agency publications information about handicapped people that have gained recognition, and I think that has helped a whole lot.

In the orientation for a new employee they should be fully informed as to what they can expect from you and then what you expect from them. They are being hired as an individual, and I go back to my superior at the Highway Department, in that he has never said to hire anyone just for the sake of hiring. We still have to base it on merit and we have approached our equal opportunity employment from this same basis and we think that we are making strides in that now.

Another thing that was brought up this morning is the need for a constant reminder. I go back to the time a number of years back when they said Coca-Cola had gotten to the point that they didn't think they had to advertise. When they quit advertising, their sales dropped in half in just a very short time. I think we have to keep reminding our people of this and I think we will have to keep reminding them of the whole new realm that we are in here now of equal employment opportunity. I think that applies to the handicapped, to the minorities or any people that need help to give them a chance to get a job. Of course, I think that after they get the job, it is up to them, but I do think that we need to help them get the job in the first place.

Group 1 Recommendations

1. That every State agency be fully informed of Texas Rehabilitation Commission (TRC) liaison director or contact person so that jobs can be discussed, etc. - communicate and exchange information.
2. That the TRC liaison person should show the State Employment audio visual presentation and invite all State agency contacts in the area to view it. In the process, he will become known as the liaison person and meet other contacts within other agencies.
3. Job openings occur fast and need to be filled fast. Recommend that TRC make out applications of clients and send them out to other agencies. When jobs open, they can possibly be filled by application.
4. Recommend the education of State agency personnel regarding TRC services. Supervisors, Superintendents, Personnel Officers, etc. do not know about TRC State Employment of the Handicapped Program. When openings occur, no one turns to TRC.
5. Exchange of information regarding TRC job ready clients and State agency job openings is recommended.
6. Stop a "one punch" approach. Constantly keep personnel informed in all agencies because of constant turnover and people tend to forget. Quarterly meetings on a regular recurring basis or a news-o-gram would be informative. The State Employment of the Handicapped Program needs to be included in all agency orientation programs.
7. Explain within State agencies the duties of the job and make sure that good business practices are followed.
8. Recommend that TEC, through some way in the Job Bank process, show State job openings in a separate way, so that current openings can be found faster without reviewing 2000 jobs in order to find State agency jobs.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 2. IN SERVICE TRAINING

- a. Recommend how in-service training about employment of the handicapped can be effectively utilized in State Agency offices and what information should be included.

Example - Best method to use to educate all State employees about the handicapped and what they can do; also best method to educate TRC employees about other State Agencies -
Re: Agency policies, types of jobs, etc.

Group 2 Reporting: Jack Thurman, Regional
Director, Region I of
TRC

Dora, the Secretary will hand in the written report later. I had a good committee, but they didn't always agree with me. We did agree on some points. One, that we realize that we in here have to carry this program to the field where the jobs are.

We need to first establish with every State agency and with ours and the Blind Commission a mutual respect for each other. We must become the expert resource to State agencies as to what a client can do. We must respect the State agencies and what their jobs require.

We recommended some help from the State Office and we feel that TRC and Blind Commission people need a workshop to train in the use of certain implements that we feel we need. Before we can find jobs for the handicapped in State agencies, we need to know what is available in the field. We also need to know what jobs are available in their central or State Office, because some of our clients are willing to move. So, we are recommending a workshop from one to three weeks or however long it takes.

We feel that these coordinators in the field need a State Classification Manual so that they know what is available as far as classified positions are concerned and approximately what are the requirements. They also need an appropriation act that describes a job available to the State agency, but then we need to relate this to what is available to Mr. So and So at the Department of Public Safety in his area of responsibility.

We realize that training has got to be on a one to one basis in order to get the job. Therefore, communications between the Coordinators in the field has got to be established before training can begin. We feel that the training will be between the local State agency group in the field and whoever the Coordinator is with TRC or the Blind Commission. I am going to put in a little philosophy, in that we've got people here with some very high

degrees, but if we do not get down to the local problems and how we can sell each other then our training will not ever take effect. We do need the support of these field coordinators from a central place, primarily in Austin, because in my State agency I do not have all the different positions that the agencies have in the field offices and I do need some tie in if this person is willing to relocate. If the TRC coordinator doesn't sell this program to the counselor, he won't use it. So we have to have training at this level and I think if our coordinator will get on the level in the field where the job is available and where he is working, on a coffee drinking basis, and be involved in that State agency's own in-service training, he will be successful.

We have to establish one thing for a learning process, we learn from experience because we had to learn in order to get the credit. The things that really stick to us is that when we have a problem we learn a whole lot better, so you take the individual problem and learn through this process. I personally feel, Dora, that we of TRC and the Blind Commission will have difficulty in meeting the demands.

Group 2 Recommendations

To establish good communication between agencies:

1. Make contact on one to one basis between State agency coordinators and TRC and Blind Commission field staff--to help develop mutual respect.
2. Conduct joint special workshops on placement with State agencies-TRC-Blind Commission personnel and area (local) State agency staff.
3. Establish TRC area coordinator--similar to State agency coordinator (Blind Commission uses special placement counselor) for local areas.
4. Furnish area coordinator (TRC) with list of all state classified positions for all State agencies with job requirements and how obtained.
5. Area TRC coordinators determine what type of positions are available in local area.

Through the above we can learn of each others needs.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 3. FIELD OFFICE ORGANIZATION

- a. Recommend how Agency field offices should be organized for efficient employment of the handicapped.

Example - Should a specific person in each field office be designated as liaison for placement of handicapped. How should this person relate to the State Coordinator of his Agency and vice versa? What should their title be? What should their duties be?

Group 3 Reporting: Joe Kennedy, Personnel
Director, University of
Texas System

Our discussion topic was field office organization. We have come up with essentially four recommendations that encompasses several ideas. Our group was very actively engaged in this, in fact we didn't have much controversy, we generally agreed on most of these and I think you will see why.

First of all, we felt that each State agency should have a person designated as the Coordinator for that agency and that they should have an individual in each of the field office areas to be the Coordinator with TRC.

We further agreed that the agency coordinators in each area should relate with their counterparts in the local area and not necessarily the Director of the Regional Office of TRC or even the State headquarters. This has to be a very personal touch and therefore, each coordinator in each agency office should have direct communication with only the TRC staff person from the local area. For example, I believe the discussion centered around the point that in some areas there would be four or five counselors. I think the idea here is that the agency coordinator at the local level should be coordinating with one person at the local level. Then he could get in touch with proper counselors or whomever he felt would be the logical person to work with him.

We also think the responsibility of each agency would be to give the coordinators in various local areas a good orientation program, that there should probably be workshops and other things held to be sure that they understand the program.

To supplement this point, I think it would be helpful to include the TRC people involved, in other words let them help, it could be on a regional basis. I know in our case we have some institutions that would be in the various regions, so that there would be no problem to coordinate with the regional areas. But there needs to be good coordination and in order to

be sure we do that, we have suggested that proper orientation be set up with each of these local coordinators.

We make one further point, that the field coordinators selected will definitely have to have a strong interest in this particular matter. I think that it is important in the selection process that the individual selected at the local field office is extremely interested in this particular approach because if he isn't then you simply are not going to get the proper coordination that you want.

I think that this pretty well summarizes the recommendations that we made. We made no attempt to identify what you might call the liaison person. Personally, I like the word coordinator, we use it a lot in our U.T. System and I think this has some advantages. But, we don't have any specific recommendations on job titles.

The other point that I want to make is that at the local level from what I have heard today, the TRC organization is such that if one person is not selected to coordinate with the agency coordinator, then you have several people calling on the same person. We consider this to be one of the more important recommendations, that one person be selected to coordinate.

Group 3 Recommendations

1. Each State agency central office should have a coordinator for hiring the handicapped and they should have one individual in each of their field offices designated as the coordinator in his immediate local area.
2. Agency coordinators in each area should relate (communicate) with their TRC counterparts in the local area and not district or regional offices. Similarly, agency local coordinators should be in constant communication with his own agency coordinator in the agency State office.
3. We believe that it is the responsibility of each agency to give a thorough orientation to their field coordinators, and that agency heads communicate agency policy on hiring of the handicapped.
4. The field coordinators selected should have a strong interest in employing the handicapped, and that he should if possible, be located at or very near the source of personnel input.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 4. SELECTIVE PLACEMENT

- a. Recommend the information needed to successfully match the job and person.

Example - What disability groups have worked successfully in the kinds of jobs found in the Agency.

Group 4 Reporting: Jack Sudderth, Supervisor,
Dallas District Office, TRC

Ladies and gentlemen our subject was to list certain selective placement opportunities for the handicapped people. We got more into a discussion of techniques rather than to explore our topic that was assigned to us. We got off on the development of job opportunities and job placements of the deaf which have been done in the following areas: keypunch operator, printing and other areas of this nature and the reason that we were able to have success in this type of placement was because the deaf are not affected by noise. Also, we have had some experience in placing deaf clients as accounting clerks and routine types of jobs such as assembly lines and things of this nature and one fellow said that he placed a deaf person in construction work.

We got into a more complicated disability group, the deaf-blind. What types of jobs could these people get? We learned that they can be machinists, microfilm workers and the basic problem that was reported of this particular disability group was acceptance. They have got to have acceptance in order to succeed. Other areas the blind disability group may get into is in baking and bakery jobs, auto mechanics, and rehabilitation counselors. I was surprised when one of the members of the Blind Commission said "we are getting away from piano playing and broommaking, we are doing more for our people now than that."

With the physically handicapped, we talked about the severely disabled. We had one severely disabled person working as a coordinator for volunteer services of a large company. Other positions reported held by severely disabled persons were Chief of Services with the Railroad Commission, Rehabilitation Counselor, and stunt pilot.

We discussed people with behavioral disorders, such as the juvenile and the adult offender. We have had a great deal of success in placing these people in various types of employment. It was pointed out that with the juvenile offender, we

need to teach them a skill, even a skill that they might not use immediately in some cases.

We felt that the mentally ill could return to the same types of jobs that they had prior to their mental illness. Mentally retarded have been placed as janitors, ranch and farm workers, food service, cosmetologist, barbers and practically all types of employment related to helping people. There should be modification of jobs in industry so that their employees becoming handicapped can stay on the job and not be dismissed. We came up with modifying a drafting table for example and building a ramp so that they can get to and from the job.

Group 4 RecommendationsSelective Placement

Disability Groups

1. Deaf
 - (a) keypunch operators and printers - not affected by the noise
 - (b) shoe shops -(repair) - show and tell type job
 - (c) accounting clerks
 - (d) routine type job (i.e. assembly line)
 - (e) construction work, ground level-routine

2. Deaf-Blind

There are only two training centers in the country for the deaf-blind - Alabama and New York. Their basic problem is employer acceptance.

 - (a) machinists
 - (b) microfilm work

3. Blind
 - (a) bakery
 - (b) auto mechanics
 - (c) Rehabilitation Counselors

Getting away from placement only in broom making and musician jobs.

4. Physically Handicapped
 - (a) coordinators of volunteer services; in-service training
 - (b) Chief of Administrative Services - State agency
 - (c) Rehabilitation Counselor
 - (d) stunt pilot

5. Behavioral Disorders

Unskilled juveniles - get them into some kind of skilled training experience.

6. Mentally Ill - utilize existing skills in placement.

7. Mentally Retarded
 - (a) yard work
 - (b) janitorial

- (c) ranch and farm work - supervised
- (d) food service
- (e) building maintenance
- (f) cosmetologists
- (g) barbers

Modifications

In the case of some disability groups performing in certain jobs, some modification is necessary.

- (a) draftsman - modified drafting table
- (b) rearrange work station
- (c) sewing industry, leather industry - modification of machinery
- (d) ramps

Training

Blind - Medical transcriptions worker (training program in Houston) no modifications (making modifications for the Blind is discouraged)

Mentally Retarded - Special training programs for mentally retarded - i.e., sorting mail; as cosmetologists - (parental help - no outside modifications.)

It is a hard selling job. We're not selling cars, we are selling people. Recommend that you sell from the top down. Once the president is sold on your client, he will convince the other employees.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 5. AWARDS

- a. Recommend how to fully implement the State Employment of the Handicapped Awards Program in all State Agencies.

Example - How to get Agency participation? What is the best method to use to present TRC merit awards.

Group 5 Reporting: Richard Palacios, Supervisor,
TRC, San Antonio.

Our group discussed the subject of the Awards Program. The objective was to recommend how to fully implement the State Employment of the Handicapped Awards Program in all State agencies.

There are now three awards given by the Governor annually, one to the Handicapped State Employee, an award to a State Agency and an award to a State Employee.

These are the awards that will be presented tomorrow, so the first point of discussion was, are these awards too few or if we change this, could we give too many awards. Since this program has just started, we want to get as many people participating as possible or we try to find some other way of handling this.

So, we have this suggestion. The way that the awards are made are that nominations are received from the field, from TRC offices and from State agencies themselves. Now if all the people that are nominated receive a Certificate of Merit, this is something less than the award, but they are recognized for their efforts.

We thought it might be a good idea in keeping this system that rather than giving the certificates through the mail, there should be some type of public relations function at the local level. For example, when the State Highway Department has a staff meeting in a district office where an employee has won a Merit Award, the presentation could be made at that time with newspaper and T.V. coverage at the local level.

From all these local Merit award winners, one from each of three categories will be designated to receive the Governor's Citation.

Also, we recommend that the criteria for receiving the awards be made available to everyone to promote more interest in it. In making the nominations for

the awards, the agency heads together with the coordinator should be more involved, to give it more meaning.

Continue what is being done now and give it more public relations and recognition at the local level. I think that one of the points about the awards program is that we hope it will encourage other handicapped people to see what they can accomplish and that we can encourage employers and line supervisors that have not worked with handicapped people so that they can understand what can be done. By getting this information they will become more involved.

Group 5 Recommendations

Awards

1. Presentations should be made at a local level by TRC personnel in recipient's office where his fellow employees and employers are present.
 - a. From these local presentations nominations be given to the State Awards Selection Committee for their selection for the Governor's Awards.
 - b. The following three awards are good:
 1. Outstanding handicapped State employee.
 2. Outstanding State agency in the placement of handicapped people.
 3. State employee who has made the most outstanding contribution to handicapped personnel employed in State government service.
2. It is important that all personnel making recommendations have the criteria for recipients of awards.
3. Recommend involvement by high level administration to secure cooperation in rendering nominations.
4. Awards are good because the publicity encourages the recipient and all handicapped. Those employed will try to do better; those not employed will learn they can secure employment. Also, employers will learn (from this awards publicity in news media) that there are handicapped to be employed and that they will do a good job.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 6. PROBLEMS STATE AGENCIES FACE IN HIRING
HANDICAPPED PEOPLE

- a. Recommend solutions for the following:
 - 1. Architectural barriers
 - 2. Attitude of other employees
 - 3. Workmen's Compensation Insurance Rates

Group 6 - Reporting: John Prater, Director of
Staff Services, Water
Quality Board

We had three subjects in our group that we discussed. The first was that of recommendations for architectural barriers. As you may know, there is a State law that requires all public buildings built with tax dollars to be architectural barrier free. This law is about two years old and it applied only to new buildings after that date. The law has been amended to apply to buildings which are leased by State agencies. The Building Commission administers the law.

One of our recommendations was, that the coordinators here inspect their buildings, and see if there are architectural barriers to handicapped. There are two things that can be done if you are in a State building, the Board of Control should be contacted, they do have some funds and I am sure they can handle only so many every two years but they can help you to remove architectural barriers in State buildings. Also, contact the owner of private buildings to discuss with him the removal of architectural barriers in his building. Generally, the cost of removing architectural barriers is not nearly as expensive as people think.

The next area was the attitude of other workers. Of course, this is a much broader subject. It was the opinion of the group, that the impetus on other employees for employment of the handicapped must be made by the top administration, not only initiated, but carried out. But probably far more important is the attitude of co-workers after handicapped people are employed to make sure that success is achieved.

As far as workmen's compensation rates, we only touched on that for the reason that most State agencies are not involved in this. The important thing is that people who use workmen's compensation as the reason for not hiring the handicapped are using it as an excuse more than a reason. The rates of workmen's compensation are based on accident experience, not on the physical condition of the people. If handicapped people are employed in

positions that are appropriate to their skills, they do not have more accidents than other people. Many handicapped people are certainly more careful than people who do not have a handicap. We also tied this back to architectural barriers so if they are employed in skills for which they have the capabilities and architectural barriers are removed, generally workmen's compensation rates are not affected.

Group 6 Recommendations

Architectural Barriers

Legislation requires public buildings built with tax dollars to be free of architectural barriers. Building owners must make modifications to comply with law in rental or lease space to state agencies.

Law is adequate but only two years old and slow implementing.

Suggestions:

1. Make architects more aware of the law.
2. Coordinators should look at own buildings and call attention of needs to Board of Control or private owners.
3. Communications of needs is the prime factor.

Workmen's Compensation

Private employers would be primarily concerned with this area.

Rates are no different for handicapped unless he has more accidents than others.

Tie in with architectural barriers, if they are removed, accidents are lessened.

Attitude of Other Employees

Top administrators must give initial emphasis.

Successful employment depends on co-workers attitudes.

Publications available to agencies pertaining to handicapped and television gives insight.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 7. PROBLEMS STATE AGENCIES FACE IN HIRING
HANDICAPPED PEOPLE

- a. Recommend solutions for the following:
 - 1. Merit System procedures
 - 2. Fear of need to fire

Group 7 Reporting: Marion Theriot, Staff Services
Officer, Air Control Board

Our group was in charge of the responsibility for solving the problems employers face in hiring handicapped people, specifically directed to Merit System procedures and fear of the need to fire the handicapped.

As all of you know who have worked with the Merit System, the requirements in the Merit System Council of the State of Texas vary from agency to agency. To give you an example, Air Control Board employees are furnished by the Health Department which is under the Merit System, so employees furnished the Air Control Board are also under the Merit System. On the other hand, the Water Quality Board receives their funding from EPA as does the Air Control Board, but they have a choice of whether or not to be under the Merit System.

The Merit System does serve a purpose but as related to the handicapped, there are problems, one of which is the testing conditions for handicapped people. All of you that have ever had to sit for examinations at the Merit System Council know that you have to sit in crowded conditions whether it is for a professional or clerical exam. You will hear typewriters and all kinds of distractions and it is pretty hard to concentrate. So you can imagine what it would be like under these conditions for someone who had a special handicap.

We had two specific recommendations. One would be that the Merit System Council try to provide for adequate testing conditions for the handicapped in every possible way and second to work for possible statutory changes which would place the handicapped employee on the equal basis as any other person taking the Merit Exam.

Because that is what it would take to keep one group from being especially privileged over another group, for example a disabled veteran would get 15 points on his Merit System Exam plus his regular grade whereas a handicapped person who is a non-veteran would not get the additional points. So

the only thing that you could do is to recommend that there be a statutory change.

Regarding the problem of the fear of need to fire a handicapped person, there were the following recommendations:

1. Consultation and liaison between rehabilitation counselors and the employers.
2. A face to face communication as opposed to an indirect communication between the employer and the handicapped person is desirable. It would do a lot for possibly eliminating this problem.
3. Clearly define personnel policies to handicapped employees and be sure they understand personnel procedures in the beginning, then you don't have too much of a problem as to what to do when the need comes to fire a person.
4. Progress reports should be given to the handicapped before their probationary period ends. If you have this means of communication with them, then maybe you can salvage an employee before his probation ends. In this way, I don't think you would have any fear as to what your decision may be.
5. Call the rehabilitation counselor before making a final decision. There may be some way that he can help.

Group 7. Recommendations

Problems State agencies face in hiring Handicapped people.

1. Merit System procedures
2. Fear of need to fire

We recommend the following solutions for Merit System procedures:

1. Adequate testing conditions for the handicapped
2. Possible statutory changes which would place the handicapped employee on an equal basis with employees who have veteran preferences and special registers. These changes would provide for greater flexibility in hiring handicapped employees.

We also recommend the following solutions to overcome the fear of need to fire:

1. Consultation and liaison between rehabilitation counselors and employers.
2. Face to face as opposed to indirect communications between employer and handicapped employees.
3. Clearly defined personnel policies to explain to all employees.
4. Progress reports given to handicapped employees before probation period lapses.
5. Employer to call rehabilitation counselor before making the final decision to fire.

STATE EMPLOYMENT OF THE HANDICAPPED
DISCUSSION TOPICS
FOR
CONCURRENT GROUP SESSIONS

GROUP 8. PROBLEMS STATE AGENCIES FACE IN HIRING
HANDICAPPED PEOPLE

- a. Recommend solutions for the following:
 - 1. Agency personnel policies and procedures
 - 2. Limited number of entry level positions
 - 3. Surplus labor market

Group 8 Reporting: Mr. John Stubbs, Job Analyst,
State Classification Division
of the State Auditor's Office

In Group 8 we had three basic questions, Agency Personnel Policies and Procedures, Limited Number of Entry Level Positions and Surplus in the Labor Market.

First, we should realize that this applies equally to the non-handicapped as well as to the handicapped. The problem here boils down simply to this, the agency doesn't know what you have and you don't know what they need. We have approximately 54,000 classified employees in the State of Texas. Twelve of these agencies employ 48,000 of the 54,000. We are talking in terms of 175 to 200 agencies.

Most of these small agencies have no formalized personnel policies or procedures. They operate on a very simple small range basis, they don't know of the facilities that you have and you don't know of their needs.

It was our thought that it would be most helpful to the handicapped and to non-handicapped as well, I might say, if the State could devise some form of central employment vacancy clearinghouse, a type of job bank facility for State employees. This was suggested as a means of dealing with the limited number of entry level and of the surplus because if you knew what was needed and they knew what you had we might have a more efficient, matching up of positions. This same point was touched on by group number one and I think this is a very valid point.

I don't know and nobody at our table knew of any agency that had personnel policies and procedures which would actively discriminate against a handicapped person. We feel that there is more a lack of information and a lack of awareness than any positive bar in terms of discrimination or negative attitude. We come back to the need of communication.

I feel personally that the Rehabilitation Commission could well concentrate a great deal of their efforts with the major agencies as a starting point and that perhaps at the next general session of the Legislature it could be requested to establish some form of central

bank or clearing house to provide better service to all state agencies and specifically to the handicapped. Whether this is possible I don't know.

And I would also suggest that this point be discussed with the intergovernmental personnel committee which is working and feeding information to Senator Mauzy's committee on the reform of the State personnel system, because I know these questions have come up and I know that there is a good deal of thought being given to this to establish a better communication between the agencies and the labor market.

Group 8 Recommendations

Problems State Agencies Face in Hiring Handicapped People

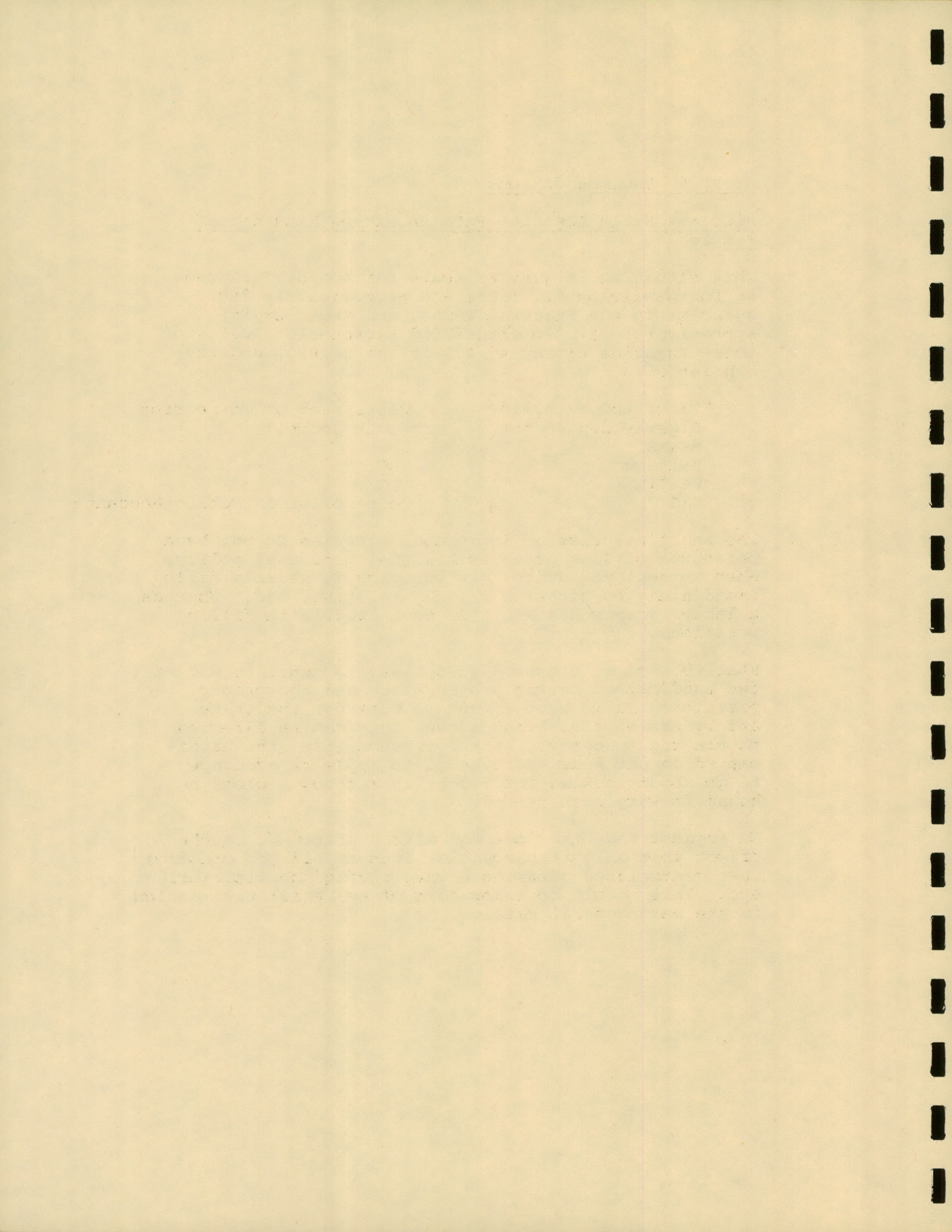
This situation is just as acute for non-handicapped as for handicapped. There are approximately 200 agencies in the State of Texas, and these employ approximately 54,000 classified personnel. Twelve of these agencies employ 48,000 of the 54,000, and they consist of:

Parks and Wildlife	Department of Correction
Highway Department	Youth Council
MH&MR	DPS
Welfare	TRC
Health	TEA
TEC	Comptroller of Public Accounts

The small agencies or individual agencies do not have personnel offices or an established personnel policy. When an employee quits, the position is usually filled immediately by either a friend, relative, etc. Whereas a larger agency has a little more trouble in filling positions.

What we need is a centralized clearing house to direct the handicapped to the proper place and the proper position. These people want to work for the state and by having a clearing house, they can be directed to the right agency. At the present time, the handicapped do not know where to go to apply or even how to go about looking for a job; therefore, a clearing house is very much needed.

We suggest that the Governor make a statement to the effect that all state agencies turn in all job openings to a centralized clearing house, giving job description, etc. This should be taken care of by Legislative action in the next general session.



Afternoon Session

Participants: Texas Rehabilitation Commission Staff

PLACEMENT IN THE REHABILITATION PROCESS
- Doyle Wheeler and Vernon M. Arrell

The following is a summary of remarks by Mr. Doyle Wheeler, Assistant Deputy Commissioner for General Programs, Texas Rehabilitation Commission.

Selective placement is not only a step in the rehabilitation process, but is a skill of the highest importance in successful vocational rehabilitation of the handicapped.

It is not sufficient that the client have the benefit of accurate diagnosis, skillful evaluation and counseling, a sound rehabilitation plan with a realistic and appropriate vocational objective, and effective training that provides necessary job skills for that objective. Important as these steps in the rehabilitation process are, their value decreases sharply if the client is not selectively placed in a job for which he is suited in a work environment whereby he can be successfully utilized. Thus, selective placement is highly important in the rehabilitation process.

Selective placement of the handicapped in state government service offers our clients stable jobs,

insurance and retirement benefits (sometimes unavailable from other employers), and opportunity for advancement. On the other hand, the state can benefit from utilizing this capable, desirable source of manpower offering lower turnover, less absenteeism and enviable safety records. Greater utilization of the handicapped could make possible savings to the taxpayer of the large costs of excessive turnover in state government which has averaged 26% for the last five years.

What is selective placement of the handicapped? One definition is a "A program of personnel management whereby the skills of a person are carefully matched with the duties of the job." For the handicapped this emphasizes his abilities, not his disabilities--what he can do, not what he can't do. Without attention to these points of selective placement, of course the handicapped will fail--just as any employee will fail. Careful practice of selective placement principles, which are nothing more than sound principles of personnel administration, in state employment of the handicapped will lead to more efficient and productive government service benefiting all citizens, agencies and our clients.

The State Employment of the Handicapped Program

provides counselors an entree to 80 coordinators who can assist them with placements in agencies with 90,000 jobs. The coordinator has been charged by his agency head with assisting in any way enabling that agency to selectively place the handicapped in positions they can perform safely and efficiently. He can assist with information about job requirements and standards, vacancies, employment procedures, how to apply, future jobs that may come with new programs and many other helpful items.

Ask the coordinator to help with task analysis of the actual job duties to see if your client is qualified to do the work. The counselor may need to be patient with the coordinator because he may not be familiar with the jargon of task analysis and selective placement. Recognize the need to educate the coordinator and others he involves about selective placement concepts.

Despite such minor procedural difficulties, the coordinator can help immeasurably in placing qualified clients in this very desirable employment area--state government service. In fact, in no other employment area does the counselor have available from anyone the helpful kind of assistance in placing the handicapped that the

coordinator can offer! You are missing a good opportunity if you fail to take advantage of his help.

The coordinator can also help with job evaluation to identify jobs in that agency which certain disability groups can perform. Even though the coordinator may not be a professional in this area, he probably has access to the description and qualifications for most agency jobs.

Task analysis for specific clients and job evaluation for disability groups are cornerstones of selective placement of the handicapped.

PLACEMENT IN THE REHABILITATION PROCESS
- Doyle Wheeler and Vernon M. Arrell

The following is a summary of remarks by Mr. Vernon M. Arrell, Assistant Deputy Commissioner for Special Programs, Texas Rehabilitation Commission.

An important part of the rehabilitation process is skillful placement and thorough followup after the client goes to work. All too often our clients have failed in previous employment because of personal problems both on and off the job. Effective counselor followup after placement can help prevent many failures. Because of the public trust inherent in employment of the handicapped in state government, it is especially important that our counselors provide necessary followup services to the client and to the state employer.

Followup begins with the employer to get his evaluation after the client's first few days on the job. Inquiry is made to determine if the client is punctual and adapting to the new position. The client may need suggestions about transportation or child-care arrangements, basic orientation to the employer's policies, or some other condition.

The employer and client should be advised of services available, explaining that he should be notified whenever his services are desired and especially before a contemplated termination.

After a few weeks another similar check should be made with the employer. For example, indications of client problems concerning inter-personal relationships, or relating to the new employment setting may suggest the need for counseling.

Another valuable source of followup information is the client's family. A check with them might reveal the following:

1. Do they endorse the work done by the client?
2. Do they approve of the employer?
3. If they are not positive regarding the work and the employer, why not?
4. How do they think the client feels about the work, the employer and the work setting?

Careful evaluation and treatment of the above and other information from the client's family can further assure successful placement.

Periodic contact with the client at routine intervals, for example 30, 90, 180 days after closure, can reveal personal, financial, social or family problems.

Counseling in these areas can be of prime importance in reducing adverse effects on job success.

Counselor followup after placement should continue as long as necessary to determine that the client has made a satisfactory adjustment.

Longer periods of followup after placement are usually called for with clients having difficult adjustments to make. Also disability groups such as the mentally retarded, the mentally or emotionally restored, the addict and the reformed offender need continued supporting services from the counselor to attain job success.

Followup Services for post-26-closures is a concept that for certain individuals, vocational adjustment may require additional services in order to maintain employment and to prevent the breakdown of otherwise good rehabilitation results. Such services are supportive and supplemental to the original vocational rehabilitation plan. If complex, extensive services much different than those in the original plan are needed, the case should be re-opened based on a new determination of eligibility.

Periodic and in specified cases routine contact with former clients to ascertain the need for Followup

Services is encouraged. All vocational rehabilitation services available before closure may be allowed as Followup Services.

Training such as night school, concurrent with employment, might be needed to develop necessary job skills. For example, a rehabilitated garage mechanic might need supplementary training in front-end alignment to keep his job, but not solely for upgrading.

Likewise, therapy may be needed for job adjustment. If a client with a psychiatric handicap develops some unexpected tensions on the job shortly after closure, and it is deemed that probably brief therapy could bring adjustment, this could be a Followup Service to maintain a successful placement.

Should an amputee lose work productivity because of a stump neuroma or a poor fitting prosthesis, the difficulty could be corrected as a Followup Service.

Probably the most valuable Followup Service is counselor contact with the client and employer to identify work maladjustment before it leads to termination of employment. If steps can not be taken that lead to successful adjustment, then the counselor

might still provide invaluable service to both the client and employer. By being in touch with the case before termination, the counselor can help arrange the cessation of employment on terms most desirable for all concerned. The process of finding another placement can begin, possibly without lapse of income for the client. The trauma of job failure for the employee might be minimized or avoided. Development of adversity to utilizing the handicapped by the employer may be precluded, leaving the door open for future placements.

Effective followup after placement is the conservator of selective placement and both are keystones in the arch of the vocational rehabilitation process.

DISCUSSION AND WORK SESSION

Texas Rehabilitation Commission Staff participating included the Assistant Deputy Commissioner for General Programs, the Assistant Deputy Commissioner for Special Programs, the Coordinator and Assistant Coordinator for State Employment of the Handicapped, Regional Director and selected Supervisors and Placement Officers from each Region.

1. The participants determined that because of Regional differences in concentration of state agency field offices, that each Region needed a unique plan for implementation of the Program. Each Regional Director will submit to the Assistant Deputy Commissioner for General Programs by November 1, 1973 a written plan to implement the State Employment of the Handicapped Program in each state agency field office.
2. It was determined that use of the monthly form for reporting placements in state government service by supervisory units be discontinued. A procedure has been devised for reporting closures in state employment on the SRS-RSA 300 form. Placements in state government are to be reported in accordance with RSM, No. 002, page 22.

AWARDS PUBLICITY

The following is a summary of remarks by Paul A. Tracy of George Christian and Associates, Consultant to the Texas Rehabilitation Commission.

Let's review briefly the Awards Program for State Employment of the Handicapped. Recognition is given for three categories: Outstanding Handicapped State Employee, Outstanding State Agency employing the Handicapped and Outstanding Employee encouraging Employment of the Handicapped.

Agencies and their employees shown on the State Auditor's List of State Agencies are eligible to be nominated for the above categories.

Awards of two types are given in each category. Each eligible nominee receives the Texas Rehabilitation Commission Merit Award, an attractive certificate signed by the Commissioner and the Chairman of the Board. From all nominees in each category the most outstanding receives the Governor's Citation, a handsome hand-illuminated certificate signed by the Governor and the Chairman of the Governor's Committee for Employment of the Handicapped.

Presentation of the Governor's Citation is made at the Awards Luncheon during the Annual Meeting of the Governor's Committee in Austin. Publicity about these award recipients is coordinated by the Central Office State Employment staff with the Governor's Committee. News stories about each Governor's Citation honoree are sent to news media in appropriate locations.

Because of the wide geographic spread of the nominees, it is unlikely that they could be gotten together for presentation of their Merit Awards on other than a Regional or local basis. Therefore, it is necessary that the Merit Award presentation be arranged by the Regional Director for each nominee from his Region.

To assist in presenting and publicizing the Merit Awards to recipients from each Region, an Awards Packet has been prepared for the Regional Director's use. The kit contains:

1. A list of nominees with the name of the nominator, their addresses and State agencies.
2. A copy of each recipient's nomination recommendation.
3. A hand lettered, signed Merit Award Certificate ready for presentation to each recipient.
4. An advance local news release about the presentation and the recipient(s).
5. A suggestions sheet for making a local presentation and Merit Awards publicity.

The presentation "ceremony" can be anything from a pause on the job with supervisors and other employees present, to a luncheon or reception. It can be at the recipient's place of employment, the TRC office or elsewhere. But it should be structured enough to allow for press coverage, especially photographers. Compared to going by the

recipient's work station and handing him his certificate, or mailing him the award, such a "ceremony" gives dignity and importance to the award and creates an opportunity for publicity.

The manager in charge of the recipient's agency office will probably be glad to help arrange the presentation. You may also want to invite the nominator and the honoree's family as well as co-workers and supervisors. Consider setting the presentation date far enough in advance to schedule the attendance of those invited. About 1 week in advance, deliver a copy of the retyped article with the date, place and names of local participants to the news editor of newspapers and radio-TV stations in the area.

1. They may note the exact place and time of presentation and send a reporter or staff photographer. Your personal visit with the news editor is more likely to gain coverage by a photographer or reporter than phoning or mailing the information.
2. They may want extra information from the honoree's recommendations to prepare a feature story, to schedule an interview by their reporter, or to have more data for a story after the actual presentation.
3. This offers an opportunity for "contact" with news media and possible discussion of other articles on TRC services, clients, and activities.

Please send clippings of any items published to Mrs. Huston in the central office.

The State Employment Awards program is an excellent opportunity to focus attention on TRC services in each recipient's community. Although the awards deal with state employment, their publicity brings TRC to the attention of all segments of the community. Effectively carrying out the presentations and publicity "opens the door" to media coverage of many other aspects of TRC services and activities in each community. And probably most important they highlight true, many times very interesting, stories about handicapped people doing outstanding work. This is a most powerful witness to the value of vocational rehabilitation.

The Regional Director has been designated to make the Awards presentation and arrange publicity. This is an important part of TRC's community involvement. Effectively carrying out this program will bring opportunities for accomplishment of other agency objectives.

CONCLUSION

The workshop proceedings established the need for a statewide system of coordination for the State Employment of the Handicapped program that will lead to effective working relationships between local TRC staff and the staff of local state agency field offices resulting in increased client placements in state government service.

TEXAS REHABILITATION COMMISSION
 STAFF DEVELOPMENT WORKSHOP
 STATE EMPLOYMENT OF THE HANDICAPPED

Joe C. Thompson Conference Center
 Austin, Texas
 September 28, 1972

PARTICIPANT LIST - STATE AGENCY REPRESENTATIVES

Adjutant General Department

Col. Thomas G. Hicks

Air Control Board

Marion Theriot

Animal Health Commission

Patsy Splawn

Board of Insurance

Ray Kirkpatrick

Building Commission

Doug Lawson

Bureau of Labor Statistics

Mable Staton
 Jeanne Killingsworth

Central Education Agency

Richard Steele

Commission for the Blind

Charles Raeke
 Tom Bodine
 Donald MacCabe

Comptroller of Public Accounts

Georgia Porachan

Coordinating Board,
 College and University System

Carol Loveless

Department of Health

Sam Baum

Mental Health and Mental Retardation

Homer DeGlandon
 Carl Fairman

Department of Public Safety

Bill Meredith

Governor's Office

Jack Roberts

Highway Department

T. C. Julian
 H. D. DeBerry, Jr.

Industrial Accident Board

Ralph Williams

Staff Development Workshop
Participant List - State Agency Representatives

Industrial Commission

L. B. Smith

State Library

Bill Carlton

Office of Consumer Credit

Ethel Lindgren

Parks & Wildlife

Bill Scruggs

Railroad Commission

Rudy Enck

Securities Commission

Peggy Peters

State Auditor

John Stubbs

Board of Control

Larry Buckley

Teacher Retirement System

Wayne Fickel

Employment Commission

Nolan Bewley

Texas Rehabilitation Commission

Clarence Glass
Scott Clay

Texas Technological University

Charles Strawn

University of Texas System

Joseph C. Kennedy

Water Development Board

Glenn Underwood

Water Quality Board

John Prater

TEXAS REHABILITATION COMMISSION
STAFF DEVELOPMENT WORKSHOP
STATE EMPLOYMENT OF THE HANDICAPPED

Joe C. Thompson Conference Center
Austin, Texas
September 28, 1972

PARTICIPANT LIST - TRC PERSONNEL

Region I

Jack Thurman - Regional Director, Lubbock Regional Office
John Clark - Supervisor, Odessa District Office
Jim Abernathy - Supervisor, El Paso District Office
Joy Blackshear - Rehabilitation Technician, El Paso District Office
George Howell - Supervisor, Lubbock District Office
Charles Burks - Rehabilitation Technician, Lubbock District Office

Region II

J. A. Hillis - Regional Director, Fort Worth Regional Office
John C. Heck - Supervisor, Fort Worth District Office
G. C. Holder - Supervisor, Fort Worth District Office

Region III

W. W. McFarland - Regional Director, Austin Regional Office
Gus Williams - Placement Counselor, Austin District Office
G. C. Denson - Supervisor, Austin District Office
B. B. Browning - Supervisor, Austin District Office
D. Ricketts - Supervisor, Austin District Office
J. Simmons - Supervisor, Austin District Office
J. K. Kerr, Waco District Office - Supervisor
Ben King, Waco District Office - Counselor
Richard Jurek, Waco District Office - Counselor
J. M. Hinton, Temple District Office - Counselor

Region IV

Larry Nelson - Regional Director, Houston Regional Office
B. T. Nunnellee - Supervisor, Houston District Office
Noah Sparks - Supervisor, Houston District Office
Charles Vassallo - Supervisor, Houston District Office
Yeura Smith - Supervisor, Houston Joint Rehabilitation Project
B. W. Koehn - Supervisor, Houston District Office

State Employment of the Handicapped
Participant List - TRC Personnel

Region V

John K. Halloran - Regional Director, San Antonio Regional Office
Ralph Galvan - Supervisor, Corpus Christi District Office
Richard Palacios - Supervisor, San Antonio District Office West
Cleto Villarreal - Supervisor, Pharr District Office

Region VI

John Wylie - Regional Director, Dallas Regional Office
Travis Fuller - Supervisor, Dallas Central District Office
Jack Sudderth - Supervisor, Dallas West District Office
John O'Brien - Supervisor, Dallas Oak Cliff District Office
Gordon Graves - Supervisor, Dallas East District Office

Region VII

Charles Funk - Regional Director, Sugarland Regional Office
Paul Ramirez - Supervisor, Galveston - UT Medical Branch
Gerald Stewart - Supervisor, Beaumont District Office

AGENCY COORDINATORS
For

State Employment of the Handicapped Program

General State Agencies

Adjutant General

Colonel Thomas G. Hicks
State Personnel Officer
Camp Mabry
Austin, TX 78703
Telephone: 475-1133

Aeronautics Commission

Allen Britt
Supervisor
1104 Finance Building
Austin, TX 78701
Telephone: 475-4768

Air Control Board

Marion Theriot
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Alcoholic Beverage Commission

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Animal Health Commission

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1020 Sam Houston Building
Austin, TX 78701
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Attorney General

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Board of Insurance

Paul Conner
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State Insurance Building
Austin, TX 78701
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Board of Pardons & Paroles

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Austin, TX 78701
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Board of Regents, State

Senior Colleges
Harold J. Marburger
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Sam Houston Building
Austin, TX 78701
Telephone: 475-3876

Board of Registration for
Professional Engineers

Mrs. Mary Hill
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John H. Reagan Building, Room 200
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Building Commission

Curtis Smith
Assistant Director
Sam Houston Building, Room 409
Austin, TX 78701
or P. O. Box 12427
Austin, TX 78711
Telephone: 475-2622

Bureau of Labor Statistics

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Sam Houston Building, 3rd Floor
Austin, TX 78701
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Central Education Agency

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T.F.A. Building, 11th Street
Austin, TX 78701
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Commission on Alcoholism

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 Sam Houston Building
 Austin, TX 78701
 Telephone: 475-2577

Commission for the Blind

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 101 East 9th, Room 800
 Austin, TX 78701
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Comptroller of Public Accounts

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Coordinating Board, Texas
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Cosmetology Commission

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Credit Union Department

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Department of Mental Health
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Good Neighbor Commission

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Industrial Accident Board

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Industrial Commission

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Legislative Council

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Room 155, State Capitol
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Library & Historical Commission

Bill Carlton
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UT - Dallas
Goeff Ferguson
Personnel Director
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Dallas, Texas 75230
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UT Health Science Center
at Dallas:

Southwestern Medical School
J.L. Reynolds, Personnel
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5323 Harry Hines
Dallas, TX 75235
Phone: 214/631-3220

UT Health Science Center
at Galveston:

UT-Medical School at Galveston
James R. Jannasch, Personnel
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Phone: 713/765-1011

UT Health Science Center
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UT-Medical School-Houston
Bob Oppermann, Personnel Director
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Houston, Texas 77025
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UT-Medical School-San Antonio
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UT System Cancer Center

M.D. Anderson Hospital
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UT System School of Nursing

Austin Nursing School
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Galveston Nursing School

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Galveston, Texas 77550
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Houston Nursing School

Elizabeth Jones, Dean
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For The
Texas Rehabilitation Commission

Please contact the supervisor in charge for information about clients qualified for placement.

ABILENE (915) 673-5034
705 Alexander Bldg.
104 Pine St.--79601

ALPINE (915) 837-2598
104 N. 5th St.--79830

AMARILLO
(806) 355-8147
4104 51st St.--79109

ANGLETON
(713) 849-8521
205 N. Chenango St.
77515

ARLINGTON
(214) 277-4491
520 Avenue H. East
Suite 100--76011

ATHENS (214) 675-7075
203 First State Bank
Bldg.--75751

AUSTIN (512) 476-7601
105 W. Riverside Dr.
78704

BAYTOWN
(713) 427-6517
102 Woods Bldg.
416 W. Defee--77520

BEAUMONT
(9713) 833-9495
1110 Goodhue Bldg.
77701

BELLVILLE
(713) 865-5111
Bellville County Court
House, Room 306--77418

BRENHAM
(713) 836-9351
504 S. Austin St.--77833

BROWNSVILLE
(512) 546-2271
1950 E. Elizabeth St.
78520

BROWNWOOD
(915) 646-9518
P.O.Box 1187--76801

BRYAN (713) 823-0021
302 Varisco Bldg.
77801

CONROE
(713) 295-8170
1330 Avenue N
Huntsville--77340

CORPUS CHRISTI
(512) 883-1876
1415 Third St.
5th Floor Medical Plaza
Bldg.--78404

CORSICANA
(214) 872-2393
407 N. Beaton--75110

DALLAS (214) 528-8550
4333 N. Central
Expressway--75205

DALLAS (214) 638-6070
2600 Stemmons Freeway
Suite 101--75207

DEL RIO (512) 775-4096
310 Del Rio National Bank Bldg.
525 South Main St.
78840

DENTON (817) 387-5520
324 E. McKinney--76201

EAGLE PASS
(512) 773-6511
Old Memorial Hospital Bldg.
78852

EDINBURG
(512) 383-7241
100 N. Closner,
Room 427-78539

EL PASO (915) 778-7726
6040 Gila Rd.--79905

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(817) 332-8351
P.O. Box 9707
3001 W. 5th St.--76107

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(713) 762-9662
625 University Blvd.
77550

GARLAND
(214) 279-6591
301 Eastgate Plaza
1500 Eastgate Dr.
75040

GEORGETOWN
(512) 863-6506
103 W. 11th St. 78626

GREENVILLE
(214) 455-2057
2718 Wesley--75401

HARLINGEN
(512) 423-6138
806 E. Morgan Blvd.
78550

HOUSTON
(713) 526-8511
401 Old National Life Bldg.
5619 Fannin--77004

HUNTSVILLE
(713) 295-8170
1330 Avenue N
77340

IRVING
(214) 254-0517
1711 W. Irving Blvd.
Suite 205--75060

KERRVILLE
(512) 257-5226
104 Sidney Baker St.
78028

LAMARQUE
(713) 938-4294
1207 1st. St.--77568

LAREDO (512) 722-6343
1919 Cedar Ave.
P.O. Box 564--78040

LONGVIEW
(214) 758-9143
621 N. 4th St.--75601

LUBBOCK
(806) 792-2182
2414 34th St.--79411

LUFKIN (713) 632-5550
1105 S. Timberland Dr.
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MIDLAND
(915) 684-5791
238 Central Bldg.
79701

MINERAL WELLS
(817) 325-1143
316 First National
Bank Bldg.
102 East Hubbard 76067

NACOGDOCHES
(713) 564-1318
2424 Pecan
Suite 103--75961

ODESSA (915) 332-0154
First National Bank Bldg.
Suite 414-79760

ORANGE (713) 886-7861
1505 Green Ave.--77630

PARIS (214) 784-7449
66 12th St.--75460

PASADENA
(713) 473-6234
714 E. Southmore
Suite 102--77502

PHARR (512) 787-5939
1011 W. Kelley
P.O. Box 11-78577

PLAINVIEW
(806) 293-4363
705 W. 6th St.
Suite 1--79072

PORT ARTHUR
(713) 982-7477
World Trade Bldg.
Room 429-430--77640

ROSENBERG
(713) 342-4011
5184 Ave. H--77471

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3010 W. Harris

SAN ANTONIO
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212-B Stumberg
Room 300--78285

SAN ANTONIO
(512) 532-4186
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Room 201--78223

SAN MARCOS
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135 S. Guadalupe
78666

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Armont Hotel Bldg.
301 N. Austin-78155

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(214) 892-6124
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216 W. Sinton
78387

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(713) 494-3166
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131 Brooks--77478

TEMPLE (817) 773-1674
810 First National Bank
Bldg.--76501

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(214) 793-5578
1001 Texas Blvd.--75501

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