

## **Suggested Revisions: Sections 9 and 10:**

**Recommendation: Combine Sections 9 and 10 into one (1) section. References are made in Section 10 to “criteria listed above”. However, the criteria is not “listed above”, it is actually in the previous section. Therefore, it would be more organized and, hopefully, more “user friendly.”**

Section 9: Selection Process **(Have redone the outline because “I” of the outline is actually the Section 9 title.**

- I. Eligibility Criteria
  - A. The purpose of the Selection Process for Randolph Sheppard Managers procedures is to provide established criteria for the selection of a facility manager in order to provide a fair, unbiased, and impartial process for the selection, transfer, and promotion of managers for Randolph Sheppard vending facilities. ~~Extra consideration will be given to a displaced licensed managers by awarding two (2) additional points to their total score.~~ This sentence does not apply or refer to the purpose.
  - B. In order to apply for an available facility, the applicant must be Licensed and in “Good Standing”. The Randolph Sheppard Program Manager will verify the applicant’s “Good Standing” prior to convening the Selection Committee. The criteria for a manager to be in “Good Standing” is as follows:
    1. **Note: These “Good Standing” criteria had revisions suggested at the meeting on October 28, 2009, in Marrero, La. Therefore, we will wait until those proposed revisions are made.**

II. Selection Criteria

**(OK) This is where the “extra consideration for displaced licensed managers” info is listed and the 2 extra points mentioned. This should be sufficient.)**

III. Displaced Managers -- OK

IV. Transfers of Vending Manager -- OK

V. Selection Conference

A. Prior to convening the Selection Conference, the Randolph Sheppard Program Manager will have reviewed each applicant’s

**B. The ~~Randolph Sheppard Program Manager~~ chairperson of the Louisiana Blind Vendors Elected Committee (LBVEC) will convene and preside over the Selection Conference.**

**C. A quorum of members of the LBVEC must be available for the conference. A quorum will consist of       ?? 4 or whatever number decided upon of the nine (9) committee members, not to include the chairperson.**

VI. Exceptions to assignment and selection procedures

A. OK

B. OK

C. OK

D. OK

**This is the beginning of Section 10, which as recommended above, would be a continuation of Section 9.**

- VII. Screening Committee and Recommendation for Assignment
- A. Career Advancement Assignment
1. OK
  2. OK
  3. The application process to Level **4 & above** vending facilities may include a formal interview process.
- VIII. Reports of Improper Contact .... OK
- Note: This includes Sections 1 (Page 27), 2, and to the end of 3 (Page28)**
- Members of the selection panel must report alleged improper contacts ..... through to end of “The actions prescribed as consequences of improper contact.**
- IX. Selection Process for **all** Levels **1-&-2** of Vending Facility Vacancies  
**(NOTE: In VII, A, 3 ... the formal interview process was noted for Levels 4 and above. Therefore, it is already stated and does not need to be restated in this portion)**
- B. The Selection Committee shall consist of:
1. The members of the LBVEC
  2. The Chairperson of the LBVEC will serve as chairperson of the Selection Committee and be the responsible party for ensuring that all selection policies and procedures are followed.
- C. **Prior to convening the Selection Conference:**
1. **T**he Randolph Sheppard Program Manager will
    - a. **O**fficially review each applicant’s file, verifying that there are no outstanding debt obligations, disciplinary actions, bankruptcies, or criminal records that may

preclude ~~the~~ **an** applicant from working at the particular vending facility. **(NOTE: The applicants should be screened before the Selection Conference. The original on Page 37 of the draft, stated “each applicant”, not the selected applicant. Therefore, it is logical to do this BEFORE the selection conference is held.)**

- b. **Review and verify that each RSMA has accurately and completely answered the questionnaire regarding his/her respective applicant.**

2. **The Randolph Sheppard Program Manager will notify the Chairperson of the LBVEC, that all applicants are in “Good Standing” and their files have been reviewed and verified.**

- D. The Selection Committee will evaluate each applicant based upon the Interview Scoring ~~Criteria~~ Evaluation Criteria **which** will be as follows: ~~will be as follows:~~

1. **Interview Scoring Evaluation Criteria is as follows:**
  - a. **General Knowledge – A review of the applicant’s general knowledge of the Randolph Sheppard Program**

**Interview Scoring Evaluation Criteria is good. Leave as is.**

**Business Plan ---- at meeting Michael St. Julien stated this section would probably be taken out, until Upward Mobility Training guidelines implemented.**

**Notification of Selection Panel's decision AND If no qualifying applicant can be selected..... --- will be moved after Selection Process completed.**

- X. Final Selection
  - E. The final selection and vote will be based upon the following:
    - 1. The review, with the applicant..... OK
    - 2. The applicant's ability to succeed in the program, ..... OK
    - 3. The aforementioned scoring guidelines and numeric total, including additional points awarded in special situations, such as:
      - a. Displaced Managers..... OK
      - b. Managers directly involved ..... OK
  - F. The overall score will be tallied .....OK
  - G. If there is a tie score ..... OK
  - H. The applicant interviews will be recorded ..... OK

**This section was moved from behind "Improper contacts" to this location.**

- XI. Review of Committee Selection and Notification of Results
  - I. The Randolph Sheppard Program Manager will review the Selection Committee's vote. ~~The vote is not considered final until the Randolph Sheppard Program Manager has officially reviewed each applicant's file verifying that there are no outstanding debt obligations, disciplinary actions, bankruptcies, or criminal records that may preclude the applicant from working at the particular vending facility~~

- J. ~~If there are no substantive issues~~ **The the** results of the selection process will be communicated in writing to all applicants.
- K. All selection committee panel members involved in the selection process shall not discuss or release any information pertaining to the selection at any time, unless requested to do so **in writing** by the Rehabilitation Services Administration (RSA), or the Randolph Shepard Program **in writing**.

XII. Manager Refuses to Accept Location

- A. In situations where a Licensed manager applies for a location  
.....

- 1. A Licensed Manager who has applied three (3) times in ~~one~~ **two (2)** years for a location, and turns down all three offers.....
- 2. OK
- 3. If the Licensed Manager appointed to vending facility decides not to accept the facility and is not a current permit holder,.....

**Question arose at October 28<sup>th</sup> meeting: What if a permit has been awarded? This needs to be addressed here.**  
Also moved from behind “Improper Contacts” to this location