

# Minutes – December 1, 2011

## SRC Performance Review Committee

SRC Performance Review Committee		
Thursday, December 1, 2011	10:00 am – 12:00 pm	VT Association for the Blind and Visually Impaired (VABVI) 60 Kimball Avenue South Burlington 05403
Meeting called by	Ellie Marshall (Chair) at 10:12 am.	
Members Present	John Alexander, Sam Liss, Don Parrish and Jennifer Whitmore	
Members Absent	William Pendlebury, P. Neal Meier, Christine McCarthy, Ben Chater and John Spinney	
SRC Liaison	Not present	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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<b>Discussion</b>	Future Not-So-Secret Shopper topic added as agenda item #5	
<b>Conclusions</b>	No other changes to today's agenda	
2. Minutes of October 6, 2011 Committee Meeting		
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<b>Discussion</b>	Don Parrish moved to accept the minutes. Sam Liss 2nded. Ellie pointed out 2 typographical errors and added some wording on page 2 paragraph 6. Page 2 – 4 <sup>th</sup> line “is” and not “in”, 4 <sup>th</sup> paragraph, first line “VR” not “VT”, 6 <sup>th</sup> paragraph last line insert “for our purposes”. Page 4 – 2 <sup>nd</sup> line “across” instead of “cross”.	
<b>Conclusions</b>	Minutes as revised approved unanimously.	
Action Items	Person Responsible	Deadline
Minutes to be revised with corrected spelling errors and additional wording	Rebekah M. Stephens	12/19/2011
Minutes as revised and approved to be uploaded to website	Rebekah M. Stephens	12/21/2011
3. Discussion of February 2012 Agenda		
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<b>Discussion</b>		
1. Review of the State Plan. James to have all corrected figures for this meeting.		
2. Develop goals for upcoming April 2012 panel on Mental Health Disabilities and Unsuccessful Closures. Focus of panel should be on employment.		
3. Discuss and Determine panel participants (suggestions Christine Longmore – Corrections Reentry Program VABIR, Christine Oliver - Commissioner of Mental Health, and Jerry Wood – VR Supported Employment, and Probation/Parole.		
4. Review of Department of Health proposal for replacing state hospital with community placement and VR's role in providing Assistance to community placed consumers.		
5. Alice Porter (VR) to report on “28” closure data from questions and how it relates directly to upcoming mental health panel. List of questions for Alice Porter are attached to December 1, 2011 minutes.		
Action Items	Person Responsible	Deadline
Deliver list of questions in reference to “28” Closures to James Smith	Ellie Marshall & R. Stephens	1/6/2012
Invite Alice Porter to February 2, 2012 Performance Review Committee Meeting	Rebekah M. Stephens	1/10/2012
Prepare agenda for February 2, 2012 Performance Review Committee Meeting	Rebekah M. Stephens	1/23/2012
State Plan Corrected Numbers for inclusion in February packet	James Smith	1/25/2012
Secure Department of Health Report for inclusion in February packet	Ellie Marshall	1/25/2012

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4. Evaluate Unsuccessful Closures (“28”)		
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<b>Discussion</b>	“28” is the closure code used by VR to indicate unsuccessful closures. The committee developed a list of 12 questions. Which will be given to Alice Porter (Senior Planner with the DVR Planning & Evaluation Unit) for the purpose of compiling information on this topic.	
<b>Conclusions</b>	Committee members have until December 31, 2011 to submit additional questions to Ellie Marshall and Rebekah Stephens for inclusion on list for Alice Porter.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Distribute list of 12 questions to committee members	Rebekah M. Stephens	12/20/2011
Committee Members to submit additional questions to Ellie Marshall or R. Stephens	Committee Members	12/31/2011
Submit list of completed questions to James Smith	Ellie Marshall/R. Stephens	1/6/2012
5. Planning for Future Not-So-Secret Shopper 2012		
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<b>Discussion</b>	The committee decided not to have a Not-So-Secret Shopper event in 2012. The committee determined it would not be effective to have the same event so close to the last one. A new perspective is needed.	
<b>Conclusions</b>	The committee determined it would be beneficial for SRC members to sit in on DVR New Counselor Training. The goal is to get a snapshot of a different slice of VR. Orientation should provide a direct picture of how the organization works as a whole.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Contact James Smith to get schedule of 2012 New Counselor Training Schedule	Rebekah M. Stephens	1/13/2012
6. Review Work Plan Through June 2012		
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<b>Discussion</b>	Committee determined agenda items for April 2012 and June 2012 meetings.	
<b>April 5, 2012 Committee Meeting:</b>		
1. Follow up State Plan 2. Panel Discussion on Mental Health Disabilities and Unsuccessful Closures to take place during April SRC meeting. 3. Develop timeline for planning of Upcoming 2014 Needs Assessment and what will be included in Assessment.		
<b>June 7, 2012 Committee Meeting:</b>		
1. Evaluation of all compiled information on “28” closures. Determine if have all information necessary for developing final Memo to VR on future action steps. 2. Discussion of a potential Disability Development Panel for Fall of 2012. 3. Continue Discussion on upcoming 2014 Needs Assessment.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Prepare agenda for April 2012 and June 2012 Performance Review Committee Mtgs	Rebekah M. Stephens	TBD
Prepare for discussion on potential Disability Development Panel for Fall 2012	Sam Liss	June 2012
7. Other Business		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
8. Adjournment		
<b>Discussion</b>	Sam Liss made motion to adjourn. Don Parrish 2 <sup>nd</sup> .	
<b>Conclusions</b>	Meeting adjourned unanimously at 12:00 pm.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Minutes Respectfully Submitted by Rebekah M. Stephens. Approved by Committee on February 2, 2012	Committee	-----