

# Minutes – February 2, 2012

## SRC Performance Review Committee

SRC Performance Review Committee		
Thursday, February 2, 2012	10:00 am – 12:00 pm	Aldrich Public Library – Milne Community Room 6 Washington Street, Barre, VT 05641
Meeting called by	Ellie Marshall (Chair) at 10:10 am.	
Members Present	Sam Liss, William Pendlebury, Whitney Nichols, Ben Chater, Adam Leonard, Jennifer Whitmore, Don Parrish	
Members Absent	Christine McCarthy, P. Neal Meier, John Alexander, John Spinney	
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	Cory Brunner and Patrick Galasso	
Speakers/Presenters	Clayton Clark – VR Senior Planning Coordinator	
Facilitator	-----	
Guests	Cantlin Eaton	
<b>1. Today's Agenda</b>		
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<b>Discussion</b>	Moving Item 6 up on the agenda to become Item 4. Item 7 will be removed from agenda as SRC will not be involved in this topic at this time.	
<b>Conclusions</b>	"28 Closure Questions and Answers" becomes Item 4. "Review of Department of Mental Health Proposal for Replacing Sate Hospital with Community Placement and VR's Role in Providing Assistance to Community Placed Consumers" deleted from agenda.	
<b>2. Minutes of December 1, 2011 Committee Meeting</b>		
-----	[Presenter] Ellie Marshall	
<b>Discussion</b>	Don Parrish moved to accept the minutes. Jennifer Whitmore 2nded. Item 3 on agenda was corrected to read "and Jerry Wood, Supported Employment VR., and Probation and Parole."	
<b>Conclusions</b>	Minutes as revised approved unanimously.	
<b>Action Items</b>		<b>Person Responsible</b>
Minutes to be revised with corrected wording		Rebekah M. Stephens
Minutes as revised and approved to be uploaded to website		Rebekah M. Stephens
		<b>Deadline</b>
		2/17/2012
		2/17/2012
<b>3. Planning for the FY 2013 State Plan</b>		
-----	[Presenter] James Smith	
<b>Discussion</b>	James Smith gave a brief overview of what a State Plan is for SRC newcomers and visitors.	
VR and SRC are partners in this joint effort. James Smith proposed finding a way that SRC members, as a volunteer board, can have meaningful input into the State Plan without a maximum amount of time and effort. The completed State Plan is due by June 30, 2012. A public meeting is generally held in the first week of June to allow public input. Unfortunately public involvement is rare. Because of this, involvement by the SRC is crucial. It is up to the SRC to be the public body which holds VR accountable and provide input to VR on the State Plan. James distributed the State Plan Elements list and the committee reviewed it with him. In order to maximize the efforts of the committee, the decision was made to focus on elements that allow SRC input. James has committed to having the draft of these elements available for review by the committee members by the next committee meeting. The next committee meeting (April 2012) will focus on Questions and Answers and Input related to the drafts of these elements. The elements that will be addressed by the committee are listed below in action items. For additional information go to <a href="http://www.rsa.ed.gov/my_data.cfm">http://www.rsa.ed.gov/my_data.cfm</a> under "reports" <i>click</i> "view reports" <i>click</i> "View all Basic VR State Plans" and then pick Vermont. The list of focus elements is also listed on the SRC website under "Library".		
<b>Conclusions</b>	Committee will focus on 8 State Plan Elements for review and input. James Smith will prepare drafts of each element and will forward to Rebekah Stephens for distribution to committee by March 28, 2012. The committee will review the drafts in preparation for the April 5, 2012 committee meeting. The agenda for the April 5, 2012 meeting will consist of a question, answer and input period for each focus element.	

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<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft to Committee - <u>Section 2: Public Comment on State Plan Policies and Procedures</u>	James Smith	3/28/2012
Draft to Committee - of <u>Attachment 4.2(c): Input of State Rehabilitation Council</u>	James Smith	3/28/2012
Draft to Committee - <u>Attachment 4.8(b)(4): Arrangements and Cooperative Agreements for Provision of Supported Employment Services</u>	James Smith	3/28/2012
Draft to Committee - <u>Attachment 4.11(c)(1): State Goals and Priorities</u>	James Smith	3/28/2012
Draft to Committee - <u>Attachment 4.11(c)(3): Order of Selection</u>	James Smith	3/28/2012
Draft to Committee - <u>Attachment 4.11(d): State Strategies</u>	James Smith	3/28/2012
Draft to Committee - <u>Attachment 4.11(e)(2): Evaluation and Reports of Progress</u>	James Smith	3/28/2012
Draft to Committee - <u>Attachment 6.3: Scope, and Extent of Supported Employment Services</u>	James Smith	3/28/2012
<b>4. "28" Closure Questions and Answers</b>		
-----	[Presenter] Clayton Clark - Senior Planning Coordinator (Alice Porter - VR Administrative Services Manager was unable to attend)	
<b>Discussion</b>	Clayton Clark distributed a written summary of a portion of the answers to the questions submitted by the committee regarding "28" Closures and mental health consumers. The Planning and Evaluation Unit is examining the questions raised regarding mental health consumer outcomes. Not all questions have been answered at this time. Some questions contain subjective matter (squishy) and are difficult to measure. Therefore there are some questions that may not be able to be answered in their current form. Clayton Clark and his team will be taking a closer look at these "squishy" questions in an attempt to identify how to pull out the measurable data in response to the "squishy" questions. Question 5, 6 and 9 were identified as definitely "squishy" in nature. A full list of the questions and Clayton Clark's first response memo can be found on the SRC website under "library". As the Planning and Evaluation Unit continues to delve deeper into the list of questions, additional response memos will be forthcoming.	
<b>Conclusions</b>	Clayton Clark did an awesome job on this presentation. We look forward to future response memos.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Invite Clayton Clark back to Performance Review meeting to present additional memos.	Rebekah Stephens	TBD
<b>5. Develop Goals for Upcoming April 5, 2012 SRC Panel: "Increasing Successful Closures for Mental Health Clients"</b>		
-----	[Presenter] Ellie Marshall	
<b>Discussion</b>	The following goals for the upcoming Panel were decided upon by the committee.	
	1. Open up dialogue between the stakeholders.	
	2. Identify factors that positively influence results. Focus on what does work.	
	3. Discuss next steps for engaging Performance Review Committee in process.	
	4. Gather data from panel in order to develop a brief action plan memo to communicate with Department of Mental Health and Governor's office identifying 2 or 3 areas of need and actions needed to address these issues.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Provide cards for questions and answers after conclusion of panel	Ellie Marshall	4/5/2012
Facilitate Panel on April 5, 2012	Ellie Marshall	4/5/2012
<b>6. Discuss and Determine Panel Participants for Upcoming April 5, 2012 Panel: "Increasing Successful Closures for Mental Health Clients"</b>		
-----	[Presenter] Ellie Marshall	
<b>Discussion</b>	Committee decided to have a maximum of 5 Panel Participants. A list of questions for panel participants will be prepared and distributed to committee members for review and input prior to April 5, 2012 panel discussion. Several potential panel participants were discussed. The committee wants panel participants that represent the broadest knowledge base possible without duplication. Ellie Marshall has already made contact with 2 of the potential panel participants.	

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Ellie Marshall will contact the remainder of the potential participants. Securing participants from NAMI (National Alliance on Mental Illness), Another Way and CRT (Community Rehabilitation Treatment) was suggested.		
William Pendlebury to contact his CRT person to inquire if interested in attending as panel participant.		
<b>Conclusions</b>	As of 2/2/2012: Jerry Wood – VR Supported Employment and Laura Flint – Department of Mental Health have agreed to participate. As of 2/7/2012: Carolyn McBain and John Archambault from HCRS CRT have agreed to participate on panel.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Ellie to prepare list of questions for panel participants and email to Rebekah Stephens for distribution to committee members	Ellie Marshall	2/20/2012
Distribute list of questions for panel to committee members for review and input	Rebekah Stephens	2/20/2012
Committee members to complete review of questions and submit input to Ellie Marshall	Committee Members	3/1/2012
Final List of Panel Participants due to Rebekah Stephens	Ellie Marshall	3/3/2012
Final List of Panel Questions due to Rebekah Stephens	Ellie Marshall	3/5/2012
Final List of Panel Questions to be emailed to Panel Participants	Rebekah Stephens	3/6/2012
<b>7. Review of Department of Mental Health Proposal for Replacing State Hospital with Community Placement and VR's Role in Providing Assistance to Community Placed Consumers</b>		
<b>Discussion</b>	The Governor has set up a separate council to address this issue. The SRC will not become involved at this time to avoid duplication of efforts.	
<b>Conclusions</b>	Agenda item removed.	
<b>8. Discuss Attending Upcoming VR New Counselor Training</b>		
-----	[Presenter] Ellie Marshall	
<b>Discussion</b>	VR New counselor training is a series of training sessions that build upon each other. James Smith suggested having Alicia Wein - VR Training and Development Coordinator attend a Performance Review Committee meeting. At which time, the committee members and Alicia Wein may discuss the SRC's goal for attending this training and the best way to go about achieving this goal.	
<b>Conclusions</b>	The committee will develop a list of goals it wants to achieve by attending the training. Once that has been completed, Alicia Wein will be invited to a committee meeting.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Develop list of goals to be achieved by SRC members attending VR New Counselor Training	Committee Members	TBD
Invite Alicia Wein – VR Training and Development Coordinator to upcoming committee meeting	Rebekah Stephens	TBD
<b>9. Other Business</b>		
<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
<b>10. Adjournment</b>		
<b>Discussion</b>	None.	
<b>Conclusions</b>	Meeting adjourned at 12:06 p.m.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft Minutes Respectfully Submitted by Rebekah M. Stephens. Not yet approved.	-----	-----
Minutes approved by Committee on 4/5/2012 – upload to website	Rebekah M. Stephens	4/25/2012