

# Minutes –February 5, 2015

## SRC Performance Review Committee

SRC Performance Review Committee		
Thursday, February 5, 2015	10:00 am – 12:00 pm	Sheraton Burlington Hotel & Conference Center 870 Williston Road, South Burlington, VT 05403
Meeting called by	Adam Leonard, Chair at 10:09 a.m.	
Members Present	Samantha Brennan, Ellen Vaut, Alaina Clements, Anthony Williams (on phone), Whitney Nichols (on phone), Patti Shane, Sarah Launderville and Leslie Mitchell	
Members Absent	none	
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	-----	
Guests	n/a	
<b>1. Today's Agenda</b>		
-----	Adam Leonard	
<b>Discussion</b>	No discussion.	
<b>Conclusions</b>	Agenda accepted.	
<b>2. Approval of Minutes – December 4, 2014 Committee Meeting</b>		
-----	Adam Leonard	
<b>Discussion</b>	No discussion. Whitney Nichols moved to approve. Ellen Vaut 2 <sup>nd</sup> .	
<b>Conclusions</b>	Minutes approved.	
<b>Action Items</b>		<b>Person Responsible</b>
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens
		2/13/2015
<b>3. Discussion – Researching and advocating on/around “expunging of criminal records process &amp; How can PR/SRC advocate to improve process?”</b>		
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<b>Discussion</b>	Adam Leonard reminded the members that this issue was brought up back in June 2014 as part of the panel that was conducted. Samantha Brennan shared that a criminal record can definitely hold a person back from gaining employment. She also shared that Vermont has a tough process for expunging a criminal record. Samantha feels that VR counselors would benefit from some guidance on navigating the process when assisting their clients. She has seen individuals with drug related criminal records that have been clean for some time and would like to make a fresh start. She also saw a case where the individual was arrested for urinating in a park but the charge came up as a sex related offense. She sees mostly circumstances where a person made a bad choice in their younger years but have since turned their lives around and would like to work but their criminal records are holding them back. A criminal record in Vermont may also prevent a person from crossing over into other states for employment or medical care. Sarah Launderville shared that it costs \$75 per charge for expunging. Sarah thinks that the Legislature may be looking at this topic this year. VR is also charged a small fee by the Agency of Public Safety to get a copy of the person’s criminal record. It costs VR approximately \$16,000 per year. Whitney Nichols asked if a future panel including a person from the Department of Corrections and Agency of Public Safety would be beneficial for the PR committee members? Sarah also shared that the AOE committee has included this topic on their March 2015 agenda. Anthony Williams suggested including Dick Sears on the panel. James Smith mentioned Sue Bartlett as a good resource. James shared that VR counselors are generally not actually assisting clients through the expunging process. Samantha agreed.	

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She has never gotten even close to beginning the expunging process with a client. What action steps does PR want to take next? Do VR counselors have enough training and resources available to them around this topic? James Smith suggested VR could conduct an internal survey to get some feedback from VR counselors around this topic. Adam shared that a lot of this seems to be better handled in AOE. PR can take a look at VR available training and resources in regards to this topic.		
<b>Conclusions</b>	Committee members suggest waiting to see what happens at the AOE meeting so that actions are not duplicated. Sarah is confident that the AOE committee will be developing an action plan around this topic. Once AOE has come up with an action plan, PR committee will take a look to see if anything crosses over to PR.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Provide AOE Committee action plan on “expunging of criminal records” to PR Committee members	Sarah Lauderdale & Rebekah Stephens	TBD
<b>4. Discussion – Retreat Feedback</b>		
-----	Adam Leonard	
<b>Discussion</b>	Adam and Sarah Lauderdale had the opportunity to meet with a member of the VR staff during the “Retreat Breakout Session.” Points about “expressing ideas and increasing the flow of communication between VR staff and the SRC” were highlighted as part of the discussion. Adam asked the question, “Any thoughts on how to build better communications between the SRC and the VR counselors?” James Smith commented that the opinions shared during the “Retreat Breakout Session” were from a VR counselor that has since left the agency and the relationship was not harmonious. That being said, James agrees that better communication between the SRC and the VR counselors would be a great idea. The suggestion was made that a mechanism for addressing feedback from the VR counselors should be developed. Sarah stated that it should be made clear that the SRC is not an avenue for airing out and/or resolving VR personnel issues. It was shared that for the most part, VR counselors do not know much about the SRC. James made two suggestions: 1. The SRC could have a VR counselor from each of the 6 regions sit as members on the SRC (the SRC is not limited to how many VR counselors it can have as members) and/or 2. Samantha Brennan could be asked to pull together VR counselor feedback from the entire State. Adam asked “is the system broken or is it just this one person?” James responded that he feels that looking at just counselors instead of at the programs in general may handcuff PR in its overall mission. Adam agreed that looking at just a single group of stakeholders could narrow the scope, however, it may be beneficial to ask if the concerns of a single group of stakeholders are being met. Adam asked Samantha for her insight on the topic. Samantha shared that quarterly updates from the PR committee and/or the SRC on what topics the members are looking at would be very helpful in keeping the VR counselors up to date on what the PR committee and/or the SRC is doing. It needs to be made clear that the SRC is not the forum for disgruntled VR staff. The PR committee is the place for systemic and process issues. James suggested a first small step – The PR committee could send out a brief summary of last year’s accomplishments and this year’s goals and ask for VR counselor input. The brief summary should include the SRC website information.	
<b>Conclusions</b>	An one or two paragraph summary on the PR committee – “here is what we did and what we are planning on doing” to be completed by Rebekah Stephens and submitted to Adam for review.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Prepare summary and submit to Adam Leonard for review and approval	Rebekah Stephens	2/13/2015
Forward approved summary to James Smith for distribution to VR counseling staff	Rebekah Stephens	3/6/2015

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5. Other Business		
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<b>Discussion</b>	James Smith suggested a future PR agenda item: Change in the Rehab law is going to have a significant impact on VR key measures - a quarter of counselors will be reassigned to work with youth in transition. As a result, a change in outcomes may occur - negative in the short term but positive in the long term (3 years down the road). A new realistic view of what to expect short term needs to be identified. A new baseline along with a new set of expectations will need to be developed. A first step may be to figure out what is expected to happen and what might be some anticipated results due to the WIOA changes. The question was asked, "Is there a way that the PR committee can look at how VR counselor success is measured...and possibly redefine success...what role if any does the PR committee want to play in redefining this?" Renee Kievit-Kylar is working with transition counselors to develop new performance measures for transition counselors. A good next step may be to invite Renee to the next PR committee meeting to discuss the progress on the new transition counselor performance measures. James also mentioned that a meeting with Alliance around the new AWARE VR case management system is scheduled for March 30, 2015.	
<b>Conclusions</b>	Invite Renee Kievit-Kylar to April 2, 2015 PR committee meeting. Include 15 minutes on April 2, 2015 PR committee agenda for update on AWARE by James Smith.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Invite Renee Kievit-Kylar to April 2, 2015 PR committee meeting	Rebekah Stephens	3/4/2015
Include 15 minute update on AWARE system on April 2, 2015 PR committee meeting agenda	Rebekah Stephens	3/20/2015
Include discussion of new transition counselor performance measures on April 2, 2015 PR committee meeting agenda	Rebekah Stephens	3/20/2015
6. Adjournment		
<b>Discussion</b>	Samantha Brennan made motion to adjourn. Leslie Mitchell 2 <sup>nd</sup> .	
<b>Conclusions</b>	Meeting adjourned at 11:40 a.m.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes respectfully submitted for approval	Rebekah Stephens	3/6/2015
Draft minutes emailed to Committee members	Rebekah Stephens	3/6/2015
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	3/6/2015
Minutes approved	Committee Members	4/2/2015
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	4/10/2015