

MINUTES
SRC EXECUTIVE COMMITTEE
THURSDAY, NOVEMBER 3, 2011
12:00 PM – 1:30 PM
VABIRS, 75 TALCOTT ROAD, WILLISTON, VT

Present: P. Neal Meier (SRC Chair), Jennifer Whitmore (SRC Vice-Chair), Don Parrish (Policy and Procedures Chair), Ellie Marshall (Performance Review Chair), Sam Liss (Advocacy, Outreach and Education Chair), and Diane Dalmasse (DVR Director).

Not Present: n/a

Staff: James Smith, DVR Budget and Policy Specialist and Liaison to the SRC; and Rebekah M. Stephens, SRC Coordinator.

The meeting was convened at 12:01 p.m.

1. Agenda:

Technical Assistance Circular (RSA-TAC-12-01, October 21, 2011) provided by Diane Dalmasse and added to today's agenda.

2. Minutes of May 5, 2011 Committee Meeting (approved by Committee -September 6, 2011 and SRC-October 6, 2011):

No discussion necessary.

3. Non-Minutes of September 1 & 6, 2011 Meetings:

There was some confusion as to whether or not there were minutes for these 2 meetings. Rebekah Stephens is to check with Jim Radar when he returns from vacation.

4. Planning for December 1, 2011, SRC Meeting:

AGENDA ITEMS for December 1

- a. SWOT memo - Follow Up report on recommendations made in memo.
- b. MWPD – Sam will do a Power Point presentation.
- c. Presentation of Certificates for Martha Frank and David Townsend: Rebekah Stephens will prepare invitation to Martha and David. James Smith will secure certificates.
- d. Budget report – James Smith to prepare.
- e. Director's report – Diane Dalmasse to prepare.
- f. Coordinator's report – Rebekah Stephens to prepare a brief report.
- g. Election of officers
- h. Assisted Technology Services – brief overview – James Smith to invite Amber Fulcher and Sharon Alderman to present.
- i. MIG grant has ended – brief overview – James to invite Sharon Alderman to present.
- j. Discussion of Technical Assistance Circular (RSA-TAC-12-01, October 21, 2011).

December 1, 2011 SRC meeting to be held at VR's new location: 94 Harvest Lane Williston, VT.

Agenda ITEMS for February 2, 2012 SRC meeting:

- k. Mental health commissioner/panel. Ellie Marshall will be spearheading. Topic – *Lower Rates of Successful Closures: Why and what is being done to address*. Rebekah Stephens is to prepare invitation to mental health commissioner. Ellie Marshall and James Smith will work together to determine who will be invited to participate on panel.

5. **Update on Progress for Planning of December 8, 2011, 4th Annual SRC Retreat:**
 - a. Location is confirmed for Union Institute & University, Vermont Agricultural, Business and Education Center in Brattleboro Vermont.
 - b. All potential panel participants have been contacted and responses are due by November 15, 2011.
 - c. James Smith is in process of securing facilitator. Terry O’Shea has been recommended by Diane Dalmasse. Once facilitator is secured, Rebekah Stephens to schedule a planning day for the Retreat. James Smith, Rebekah Stephens and the facilitator will meet.

6. **Discussion of making “e” course mandatory for all SRC members (within 6 months of appointment for new members) <http://www.erehab.org/SRC/index.php>:**

Committee agreed to make e-course mandatory for all existing and new members of the SRC. Completion of the e-course takes approximately 4 hours. Members who complete course may request to be compensated at the rate of \$50.00. E-course will be referenced in the invitation letter and reiterated at the acceptance meeting. Members will turn in completion certificates to Rebekah Stephens.

7. **Planning of 2012 SRC meeting locations:**

February 2012 – Barre
April 2012 - St. Albans
June 2012 - Rutland
October 2012 – Springfield
December 2012 - St. Johnsbury
December Retreat location – Randolph (suggested venues: hospital or Gifford medical center or the Langevin House)

8. **Discussion of Planning (at least one) 2012 SRC meeting via Video Conference:**

Committee agreed that Video Conferencing will be used as a backup due to bad weather conditions.

9. **Discuss Certificate for Martha Frank to be presented at December 1, 2011 SRC meeting:**

Rebekah Stephens will prepare invitation to Martha and David. James Smith will secure certificates.

10. **Other Business:**
 - a. Technical Assistance Circular (RSA-TAC-12-01, October 21, 2011) – At next meeting the Committee is to look at term limits on page 8 item #10. Rebekah Stephens to secure all term information on each SRC member for excel spreadsheet. Committee wants to ensure that appointments are staggered so that every three years only a certain amount of individuals are going off council.

- b. Recruiting – went over SRC council membership and Sect 105 requirements along with Technical Assistance Circular. Rebekah Stephens is to put Technical Assistance Circular on website. Committee would like to create an archive of reference materials on the website. Diane Dalmasse mentioned that Chip Evans has expressed interest in joining the SRC. Rebekah Stephens will contact Chip Evans to see if he is still interested in joining SRC.
- c. James Smith reviewed current membership with Committee. Currently the SRC is short 2 people in the area of “Four representatives of business, industry and labor”, 1 person in the area of “Representative from the state workforce investment board”, and light in the area of “Representatives of disability advocacy groups”. Neal Meier will call Ed Paquin and discuss possible recruits. Neal Meier suggested representatives from employers such as: IBM, Green Mountain Coffee, and Ben and Jerry’s. Diane shared that IBM and Green Mountain Coffee have not always been cooperative in the past. However, Shaws and Hannafords have always been active partners with VR. Other suggestions for possible sources of recruitment were Business’s for Social Responsibilities – Owen Mills and Champlain Chocolate. The Committee also suggested looking for a union labor representative-a steward potentially, however, not a member. Possible sources of recruitment for the “Representatives of disability advocacy groups” area are Vermont Workers Center, NAMI, and VPS advocacy. It was suggested that Jerry Wood of VR may have some valuable input in this area.

11. Adjournment:

Meeting adjourned at 1:27 pm.

Respectfully submitted by Rebekah M. Stephens, SRC Coordinator.
Approved by Committee on January 5, 2012