

# Minutes – May 3, 2012

## SRC Executive Committee - Steering

SRC Executive Committee - Steering		
Thursday, May 3, 2012	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Jennifer Whitmore (Vice-Chair)	
Members Present	Ellie Marshall, Sam Liss, Don Parrish	
Members Absent	P. Neal Meier Ph.D. and Diane Dalmasse	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	No changes to agenda.	
2. Approval of Minutes – March 1, 2012 Committee Meeting		
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<b>Discussion</b>	Don Parrish moved to accept. Ellie Marshall 2nded.	
<b>Conclusions</b>	Approved unanimously.	
Action Items		Person Responsible
Upload approved minutes to SRC website VTSRC.org		Rebekah M. Stephens
		6/1/2012
3. Review of 4 <sup>th</sup> Annual Retreat Report and Development of Action Plan		
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<b>Discussion</b>	Committee decided to focus on one element of report today. Committee chose to discuss “Recruitment” specifically of business members.” Committee suggested a structured process for recruitment. Don Parrish will draft a process statement to be reviewed at the next Steering Committee meeting. Rebekah Stephens has permission of the Committee to go ahead and actively compile a list of potential recruits. SRC Chair to be consulted before initial contact with potential recruits. Committee discussed options on how to interview and meet potential recruits before formal approval. One option may be to have potential recruit attend a full SRC meeting and put <u>meet and greet</u> of potential recruit on agenda as a scheduled item. Rebekah Stephens submitted a draft recruitment letter to Committee for discussion and input. Committee recommended having two separate letters. One letter should be in conversational format and act as a general and friendly introduction to the SRC and potential membership. This letter will be sent to potential recruits first. The second letter once interest in membership is expressed will be in a more formal format and consist of 2 pages. The first page will describe the SRC and the Committees. The second page will detail the time commitments and mandatory information, which includes the training commitment, attendance requirements, and if determined by the Committee, the requirement to attend the “informal” interview meeting (meet and greet) at a full SRC meeting.	
<b>Conclusions</b>	Don Parrish will draft a process statement on recruitment to be reviewed at next Steering Committee meeting. Rebekah Stephens will continue to compile a list of potential recruits. Hugh Bradshaw will be contacted and a request made for a list of disability friendly employers and businesses. The Review of 4 <sup>th</sup> Annual Retreat Report and Development of Action Plan will continue at next Steering Committee meeting in September 2012.	
Action Items		Person Responsible
Draft process statement to be done and submitted to Steering Committee for review		Don Parrish
Drafts of recruitment letters to be done and submitted to Steering Committee for review		Rebekah Stephens
Continue to compile SRC recruitment list for review by SRC Chair		Rebekah Stephens
Contact Hugh Bradshaw and request list of disability friendly employers/businesses		Rebekah Stephens
		8/31/2012
		7/31/2012
		Ongoing
		6/04/2012

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Put Review of 4 <sup>th</sup> Annual Retreat Report and Development of Action Plan on September 2012 Committee agenda		Rebekah Stephens	9/20/2012
<b>4. Brendan Hogan, Ballit Health Purchasing – Health Insurance Exchange and Health Reform</b>			
30 minutes	Brendan Hogan – Contractor for Vermont Vocational Rehabilitation under the Social Security Supplemental Grant		
<b>Discussion</b>	Brendan presented to the Committee a general outline of the presentation for the full SRC scheduled for June 7, 2012. Brendan will be providing information on the ACA (Affordable Care Act) programs – Dual Eligibles, Medicaid Health Homes, Money follows the Person, and the Health Care Exchange. What VT has now, how is VT going to improve, and how Bill 89 is going to do it.		
<b>Conclusions</b>	Brendan will provide Rebekah Stephens with a copy of the power point presentation for inclusion in the meeting packet.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Email reminder to Brendan for copy of power point presentation for packet		Rebekah M. Stephens	5/21/2012
<b>5. June 7, 2012 SRC Agenda</b>			
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<b>Discussion</b>	Agenda to include: 1. Brendan Hogan (90 minutes, on agenda after approval of agenda and introductions) 2. Discussion on SRC incorporating AT Advisory Board (30 minutes) (James Smith will email Amber Fulcher's proposal to the Committee for review. The Committee members will read and provide input to James. James will draft a recommendation for presentation to the SRC) 3. SWOT memo (30 minutes, Diane Dalmasse/James Smith will identify 2 or 3 areas for discussion. VR may bring in someone to present on topic. Diane/James will let Rebekah Stephens areas chosen and if a presenter will be attending the SRC meeting.		
<b>Conclusions</b>	June 7, 2012 SRC agenda will be formatted with times and in order to accommodate Brendan Hogan's presentation.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Email reminder to Diane Dalmasse/James Smith for SWOT memo discussion topics, presenter information and director's report		Rebekah M. Stephens	5/18/2012
Prepare agenda for June 7, 2012 SRC meeting		Rebekah M. Stephens	5/22/2012
Email reminder to James Smith for draft recommendation on AT Advisory Board for inclusion in meeting packet		Rebekah M. Stephens	5/22/2012
<b>6. Other Business</b>			
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<b>Discussion</b>	None.		
<b>Conclusions</b>	None.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
None.		n/a	n/a
<b>7. Adjournment</b>			
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<b>Discussion</b>	Don Parrish moved to adjourn. Sam Liss 2nded. Passed unanimously.		
<b>Conclusions</b>	Meeting adjourned at 1:40 pm.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes respectfully submitted for approval.		Rebekah M. Stephens	6/1/2012
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah M. Stephens	6/1/2012
Minutes approved by Steering Committee and uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Steering/R. Stephens	9/14/2012