

Minutes – November 7, 2013

SRC Executive Committee - Steering

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Thursday, November 7, 2013	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Michele Hubert (Chair) at 12:00 pm	
Members Present	Adam Leonard, Sarah Launderville, Diane Dalmasse, Allen Evans and Anthony Williams	
Members Absent	None	
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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Discussion	James Smith requested a discussion on committee membership be added to today's agenda. Members agreed.	
Conclusions	Include discussion of committee membership under agenda item #7 – SRC Membership Update.	
2. Approval of Minutes – September 5, 2013 Committee Meeting		
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Discussion	Not all members had the opportunity to review the September 5 th draft minutes.	
Conclusions	Committee members agreed to review the draft minutes and do a vote via email. Received unanimous vote via email. Minutes approved on 11/25/2013.	
Action Items	Person Responsible	Deadline
Request email vote on approval of minutes	Rebekah Stephens	11/15/2013
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	11/28/2013
3. December 5, 2013 Full SRC Agenda		
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Discussion	Members agreed to begin 12/5 meeting at 12:00pm to allow sufficient time to honor exiting SRC members. Members would like to honor exiting members with “rice bowls” and framed certificates. Members agreed to remove the SWOT Memo update as a fixed agenda item. The items highlighted in the June 9, 2011 memo have been or are being addressed through various VR initiatives. VR is providing the SRC with consistent updates on these various initiatives and results. As part of her Director's Report (12/5), Diane Dalmasse would like to include a summary of the finalized corrective action from the RSA audit and an overview of next steps from the results of the most recent Consumer Satisfaction Survey.	
Conclusions	Rebekah Stephens is to contact Wendy Edwards about framed certificates for exiting members. Rebekah to purchase rice bowls for exiting members.	
Action Items	Person Responsible	Deadline
Include changes to SRC draft agenda as stated above	Rebekah Stephens	11/13/2013
Purchase rice bowls for December 5, 2013 SRC meeting	Rebekah Stephens	12/4/2013
Contact Wendy Edwards regarding framed certificates	Rebekah Stephens	11/11/2013
4. 2014 Meeting Sites		
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Discussion	VR's video conferencing bridge will be up and running by January 2014. Committee members would like to try a meeting via video conferencing in February 2014. PR Committee meeting and	

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Full SRC meeting would be via video conferencing. PR and SRC members would attend meetings at VR offices closest to their homes. All VR offices are equipped for VR conferencing. Committee members discussed moving January 2, 2014 committee meetings to following Thursday due to the holiday. The committee members like VABVI as location for P&P, Steering and AOE committee meetings. Members discussed location for remainder of 2014 Full SRC meetings. The SRC would like to continue with having staff from VR offices to participate at the Full SRC meetings. The idea of having a northern and southern location for meetings and alternating between them was discussed. Members like the idea of having 2 locations and inviting staff from the northern and southern part of the State to participate at meetings. Gifford Hospital as the northern location was suggested and a Rutland location is to be determined for the south.		
Conclusions	February 6, 2014 PR and Full SRC meetings to be held via video conference. January 2, 2014 committee meetings to be moved to January 9, 2014. VABVI to be rebooked for 2014 P&P, Steering and AOE committee meetings.	
Action Items	Person Responsible	Deadline
Contact VR (Williston) to arrange video conference for February 2014	Rebekah Stephens	11/20/2013
Contact VABVI to schedule meeting room for P&P, Steering and AOE Committee meetings	Rebekah Stephens	11/26/2013
Complete 2014 SRC Meeting schedule	Rebekah Stephens	12/16/2014
5. 2014 Retreat Date		
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Discussion	Members discussed scheduling of 2014 SRC Annual Retreat. Members like October for the Retreat.	
Conclusions	2014 7 th Annual SRC Retreat will be held on October 9, 2014. Location to be determined.	
Action Items	Person Responsible	Deadline
Schedule location for 7 th Annual SRC Retreat	Rebekah Stephens	12/31/2013
6. Continued Inclusion of AT Advisory Council with SRC		
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Discussion	Inclusion of the AT Advisory Council with the SRC was done on a year trial basis. The members discussed continuing the inclusion into 2014. Members agree that it seems to be working just fine, however, the committee would like to invite Amber Fulcher, Program Director for VT Assistive Technology Services, to the next Steering Committee meeting, to get Amber's input on how she thinks it is working out for the AT Advisory Council. The Committee members also suggested recruiting an individual who uses assistive technology to the SRC.	
Conclusions	Amber Fulcher will be invited to January 9, 2014 Steering Committee meeting. Rebekah Stephens will contact VR managers to get recommendations for individual who uses assistive technology for possible membership on SRC.	
Action Items	Person Responsible	Deadline
Invite Amber Fulcher to January 9, 2014 Steering Committee meeting	Rebekah Stephens	11/25/2013
Email VR managers for recommendations of individual who uses AT for possible membership on SRC	Rebekah Stephens	12/06/2013
7. SRC Membership Update		
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Discussion	Rebekah Stephens gave a brief summary of the current membership status. 7 members exited the SRC, due to second terms ending as of September 30, 2013. However, as a result of recent recruiting efforts there are only 2 vacant slots – the SILC representative and a business representative. The Committee members discussed possible individuals to be considered to fill these two vacant slots. Neal Meier was suggested as a possible SILC representative. Neal will be eligible to return to the SRC in March 2014. Members discussed Committee membership. Currently Committee membership is: P&P – 3 voting members (Allen Evans, Michele Hubert and Kerry White) and James Smith. Steering - 4 voting members (Adam Leonard, Sarah Launderville, Allen Evans and Michele Hubert) and James Smith and Diane Dalmasse. AOE – 4 voting members (Sarah Launderville, Whitney Nichols, Anthony Williams and Patti Shane) and Diane Dalmasse. PR – 4 voting members (Adam Leonard, Whitney Nichols, Anthony Williams and Ellen Vaut – membership pending) and James Smith and Samantha Brennan – membership pending. April Tuck, Devereaux Simon, Alaina Clements and Jennifer Lehman have not yet chosen a committee.	
Conclusions	Committee members would like to approach Neal for possible membership as the new SILC representative in January 2014. Rebekah will research possible individuals to recruit for the business representative slot. Rebekah will contact SRC members who have not yet been assigned to a committee.	
Action Items	Person Responsible	Deadline
Contact Neal Meier about possible membership on SRC	Rebekah Stephens	1/7/2014
Continue recruiting efforts for vacant business representative slot	Rebekah Stephens	ongoing
Contact SRC members to secure committee assignments	Rebekah Stephens	1/25/2013
8. Other Business		
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Discussion	Sarah Launderville did an outstanding job at the annual VR/VABIR Retreat. Karen Schwartz, Director for VT Developmental Disabilities Council contacted the VT SRC and offered to come out and do a one hour presentation on VTDDC. Karen has graciously offered to treat the SRC to lunch. Steering Committee members approved VTDDC presentation for April 2014 Full SRC meeting agenda.	
Conclusions	Put VTDDC presentation on Full SRC April 2014 agenda.	
Action Items	Person Responsible	Deadline
Contact Karen Schwartz to schedule presentation for April 2014	Rebekah Stephens	1/31/2014
9. Adjournment		
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Discussion	Adam Leonard moved to adjourn. Anthony Williams 2 nd .	
Conclusions	Meeting adjourned at 1:35 pm.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	1/2/2014
Draft minutes emailed to Committee Members	Rebekah Stephens	1/2/2014
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	1/2/2014
Minutes approved by Committee	Committee Members	1/9/2014
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	1/17/2014