

Minutes – May 2, 2013

SRC Executive Committee - Steering

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Thursday, May 2, 2013	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403	
Meeting called by	Sam Liss (Chair) at 12:05pm		
Members Present	Ellie Marshall and Diane Dalmasse		
Members Absent	Allen Evans, Kerry White and Sarah Launderville		
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	No discussion.		
Conclusions	Approved by consensus.		
2. Approval of Minutes – March 7, 2013 Committee Meeting			
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Discussion	Ellie Marshall moved to approve. Sam 2 nd . No discussion.		
Conclusions	Approved unanimously.		
Action Items		Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org		Rebekah Stephens	5/10/2013
3. Discussion and Approval of June 6, 2013 SRC Meeting Agenda			
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Discussion	Rebekah Stephens handed out proposed agenda for June SRC meeting. Keep all SRC business first on agenda and put Hugh Bradshaw presentation on CWS Team and Employer Full Survey Results at 12:35 pm – 2:00 pm. Director's report will include SWOT memo update (20 minutes). Diane Dalmasse will do Order of Selection, as James Smith will be on vacation.		
Conclusions	Draft agenda approved with corrections.		
Action Items		Person Responsible	Deadline
Prepare draft agenda for June meeting and forward to SRC members		Rebekah Stephens	5/22/2013
4. Update on October SRC Annual Retreat			
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Discussion	Rebekah Stephens updated Committee on October 10, 2013 Annual Retreat. Retreat will be held at Seyon State Park. All SRC members, but two, have responded affirmative for attendance. Agenda for Retreat needs to be set before September. Conference call to be set up to discuss and set agenda. It was suggested that strategic planning occur in the morning and new member training and information sharing in the afternoon. Ellie Marshall and Sam Liss have agreed to teach a segment in afternoon. Devereaux Simon (if able to attend) will share information learned at June National SRC Forum.		
Conclusions	Rebekah will arrange conference call to discuss and set Retreat agenda.		
Action Items		Person Responsible	Deadline
Arrange conference call for early June 2013		Rebekah Stephens	5/10/2013
5. Discussion on Attendance at I-Team meetings by SRC or PR Committee Chair			
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Discussion	Rebekah Stephens read the February 2013 SRC minutes back to Committee Members. Sarah Launderville has been sitting in on the I-Team meetings, however now that she is chairing the AOE		

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Committee she will not be participating in the I-Team meetings. Diane Dalmasse suggested that Ellie Marshall would be a perfect fit as both SRC vice-chair and Performance Review Committee Chair and her interest in the topic of supported employment. Ellie stated that she is able to fit the meetings into her schedule at this time. However, Ellie is concerned because she is terming off the SRC as of 9/30/2013. Diane explained that there are only 2 more meetings scheduled at this time. The next one is June 14, 2013 in Randolph from 9:30am – 3:00pm at the Conference Center in the Maple Clover Room. The 2 nd meeting is to take place sometime in August 2013. Susan Wells chairs these meetings.		
Conclusions	Ellie will attend these two meetings. This topic will be revisited in the Fall after Ellie terms off the SRC. Put discussion of this topic on October 3, 2013 Full SRC agenda.	
Action Items	Person Responsible	Deadline
Put discussion of “Who will replace Ellie Marshall at I-Team meetings?” on October 3, 2013 Full SRC agenda	Rebekah Stephens	9/1/2013
6. Update on House Human Services Testimony		
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Discussion	Sam quickly updated Committee on upcoming testimony – May 9, 2013 from 8:30am – 9:30 am. Unfortunately Ellie Marshall can not testify due to a doctor’s appointment. Whitney Nichols is having issues with transportation. The brochure is finished. James Smith suggested getting another SRC member like Laban Hill to testify if Ellie can’t attend. Ellie is going to try and reschedule her appointment. Sam said Sarah Launderville would be a great choice but her schedule is crazy. He is waiting to hear from her. Suggestion was made to have SRC pay for a driver for Whitney.	
Conclusions	Rebekah Stephens to contact Leo Schiff, VR Brattleboro supervisor, to arrange for transportation for Whitney. Ellie will email Rebekah by close of business tomorrow regarding her ability to reschedule doctor’s appointment.	
Action Items	Person Responsible	Deadline
Contact Whitney Nichols and Leo Schiff regarding transportation to Montpelier for Whitney in regards to testimony on 5/9/2013	Rebekah Stephens	5/3/2013
Let Sam Liss know if Ellie Marshall can testify	Rebekah Stephens	5/3/2013
7. Other Business		
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Discussion	Diane Dalmasse explained that VR will be conducting a Baldrige Survey. The survey will focus on 7 key areas of the VR organization. The survey comes out of a manufacturing environment, however, it has been significantly modified and will do well in the VR environment. The survey will begin on May 14, 2013 and remain open for 2 weeks. Diane suggested SRC members participate in the survey. The intent behind SRC participation is to provide an outside look at VR. The SRC would be put into survey as a category of responders so results can be tracked. VR will be conducting an 1 hour pre-training for staff on May 13, 2013 via the VIT sites. The pre-training will focus on defining terms that will be used in the survey. SRC members are invited to participate in the video meetings. The survey will be conducted via the internet and will take approximately 30 minutes or less to complete. The Committee likes the idea of having the SRC participate in the survey. Committee members discussed the VR New Counselor Training recently attended by Ellie Marshall, Sam Liss and Karen Hussey. Sam shared that he loved it. Alicia Wein was very good. Sam felt welcomed and comfortable. “It was like I was one of the staff.” The atmosphere was not intimidating and he learned a lot about the Reach Up Family Assistance (RUFA) program. Ellie found the training did a great job conveying the culture of VR and what is like being in the organization. The training provided a nice window into VR that was not achieved through the “secret shopper”. Karen Hussey’s feedback was read for the Committee members. “I attended the new VR Counselor training last Friday and found it to be	

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well organized and interesting. Alicia is a great trainer and VR is fortunate to have her!" Committee members discussed current SRC membership. Rebekah Stephens gave an overview of applications in process and current appointed membership. Currently there are no outstanding vacancies on the Council. William Pendlebury, VR Counselor, is terming on 9/30/2013. The Committee agreed that the recruitment of 2 additional VR counselors for the Council is sufficient. Three counselors have expressed interest in sitting on the SRC. The first 2 counselors to email Diane will be given the opportunity to apply for the Council. Kate Stattel, VR/RU Counselor and Christie Skarie, VR Counselor were the first 2 to reply. The Committee would like a regional analysis of membership.		
Conclusions	Committee agrees that SRC members should participate in the survey. Committee is pleased with recruitment efforts.	
Action Items		
	Person Responsible	Deadline
Diane Dalmasse will have Susan Wells contact Rebekah Stephens with information on how SRC members can participate in the survey	Diane Dalmasse	5/14/2013
Email SRC members about participating in the survey	Rebekah Stephens	5/10/2013
Applications for SRC membership to be sent to Kate Stattel and Christie Skarie	Rebekah Stephens	5/14/2013
Prepare regional analysis of SRC membership for Steering Committee and email to Steering Committee members	Rebekah Stephens	5/15/2013
Put discussion of attendance at VR New Counselor training on June 2013 SRC meeting agenda	Rebekah Stephens	5/22/2013
8. Adjournment		
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Discussion	Ellie Marshall made motion to adjourn. Sam Liss 2 nd .	
Conclusions	Meeting adjourned at 1:25 pm.	
Action Items		
	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	5/30/2013
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	5/30/2013
Draft minutes emailed to Committee members	Rebekah Stephens	5/30/2013
Minutes approved by Committee	Committee Members	9/5/2013
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	9/13/2013