

Minutes – September 5, 2013

SRC Executive Committee - Steering

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Thursday, September 5, 2013	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Sam Liss (Chair) at 12:15pm	
Members Present	Sarah Launderville, Ellie Marshall, Allen Evans, Diane Dalmasse	
Members Absent	n/a	
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.	
2. Approval of Minutes – May 2, 2013 Committee Meeting		
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Discussion	No discussion. Sarah Launderville moved to approve. Allen 2 nd .	
Conclusions	Minutes approved unanimously.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	9/13/2013
3. Discussion and Approval of October 3, 2013 SRC Meeting Agenda		
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Discussion	The draft agenda was revised to include a presentation by the Burlington Office Vocational Rehabilitation staff and an update on S.1356. Diane Dalmasse will be away and will be unable to attend the October 3 rd SRC meeting. As a result, the director's report and SWOT memo update have been removed from the agenda to make room for the S.1356 update. Parking Lot and Round Table have also been removed to accommodate the meeting schedule. To assist Sarah Launderville with update on S.1356, Rita Martin and/or Steve Wooderson of Council of State Administrators of Vocational Rehabilitation (CSAVR) and Hugh Bradshaw, VR Employment Services Manager will be invited to join the update/discussion.	
Conclusions	The revised draft agenda has been approved.	
Action Items	Person Responsible	Deadline
Complete all revisions to draft agenda	Rebekah Stephens	9/18/2013
Contact Rita Martin and Steve Wooderson of CSAVR	Diane Dalmasse	9/10/2013
Contact Hugh Bradshaw	Rebekah Stephens	9/10/2013
4. Review and Approval of October 10, 2013 SRC Retreat Agenda		
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Discussion	The draft agenda was revised to include a presentation on the Consumer Satisfaction Survey by Brian Robertson, Ph.D., Market Decisions.	
Conclusions	Rebekah Stephens and Terri O'Shea will complete revisions to draft agenda and submit for approval via email.	
Action Items	Person Responsible	Deadline
Draft agenda to be completed and submitted for approval	Rebekah Stephens	9/10/2013
Brian Robertson to be invited to present at Retreat	Diane Dalmasse	9/9/2013
5. Discussion on upcoming October election of new SRC Chair and SRC Vice-Chair		

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Discussion	Nominations for Allen Evans as Chair and Sarah Launderville as Vice-Chair have been received via email. The Steering Committee members discussed additional possible nominations. The members suggested Michele Hubert for Chair, Sarah Launderville for Chair, Allen Evans for Vice-Chair, and April Tuck for Vice-Chair.		
Conclusions	Allen Evans accepted the nomination for Vice-Chair. Sarah Launderville needs to decide if she will accept the nomination for chair.		
Action Items	Person Responsible	Deadline	
Contact Michele Hubert, Sarah Launderville and April Tuck regarding acceptance of nominations	Rebekah Stephens	9/13/2013	
6. Consumer Satisfaction Survey Presentation – request by VR to put on SRC agenda			
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Discussion	After discussion, the committee members agreed to put the presentation on the Annual SRC Retreat scheduled for October 10, 2013.		
Conclusions	Retreat agenda to include Presentation by Brian Robertson, Ph.D., Market Decisions on Consumer Satisfaction Survey.		
Action Items	Person Responsible	Deadline	
Revise Retreat Agenda to include Consumer Satisfaction Survey presentation	Rebekah Stephens	9/10/2013	
7. SRC Considerations of Support for/Concerns re: S.1356 – Reauthorization of WIA/Rehab Act			
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Discussion	SRC needs to determine if they should take a position on this formally at this time. VR's main concern at this point is the moving of the RSA to the DOL from the DOE. A letter of support against this from the Full SRC would be appreciated at some time in the future.		
Conclusions	The issue will be discussed further in the Advocacy, Outreach and Education Committee.		
Action Items	Person Responsible	Deadline	
None.	n/a	n/a	
8. Homelessness Program for Veteran Families – discussion around SRC support of this program			
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Discussion	Over the summer, Ted Tighe, director of this program contacted Rebekah Stephens to see if the SRC wanted any marketing items in connection with this program. I.e.: pens, posters, magnets, etc... The SRC does not have any need of these marketing items. However, VR would like 12 posters to hang in their regional offices.		
Conclusions	Rebekah will contact Ted Tighe and order 12 posters (free of charge) for VR.		
Action Items	Person Responsible	Deadline	
Contact Ted Tighe and order posters for VR	Rebekah Stephens	9/10/2013	
9. Other Business			
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Discussion	The members discussed current recruitment efforts. There are currently 2 VR counselors that have submitted applications for membership on the SRC.		
Conclusions	Members agree that 2 VR counselors are sufficient at this time for membership.		
Action Items	Person Responsible	Deadline	
None.	n/a	n/a	
10. Adjournment			

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Discussion	Sarah Launderville made motion to adjourn. Allen 2 nd .	
Conclusions	Meeting adjourned at 1:35pm.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	10/4/2013
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	9/17/2013
Minutes approved by Committee	Committee Members	11/25/2013
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	11/15/2013