

Minutes – January 9, 2014

SRC Executive Committee - Steering

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Thursday, January 9, 2014	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Michele Hubert (Chair) at 12:09 pm	
Members Present	Diane Dalmasse, Allen Evans and Adam Leonard	
Members Absent	Sarah Launderville	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Guests	Amber Fulcher, Program Director VT Assistive Technology Program	
1. Today's Agenda		
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Discussion	None.	
Conclusions	Approved.	
2. Approval of Minutes – November 7, 2013 Committee Meeting		
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Discussion	Allen Evans moved to approve. Adam Leonard 2 nd .	
Conclusions	Approved.	
Action Items		Person Responsible
Upload approved minutes to www.VTSRC.org		Rebekah Stephens
		2/7/2014
3. Discussion and Approval of February 6, 2014 SRC (Video Conference) Meeting Agenda		
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Discussion	February 6, 2014 SRC meeting is the first full SRC meeting by video conference. Committee agreed to change in meeting time to accommodate video conference. Meeting time changed to 12:00pm – 3:00pm. Lunch will not be provided for this meeting. Agenda to include review and discussion of the Needs Assessment – First draft. Due to the extensive amount of information included in the Needs Assessment, the suggestion was made to break out into small groups during the meeting.	
Conclusions	The Committee agrees that break out groups are a great idea. James Smith will forward the first draft of the Needs Assessment to Rebekah Stephens. Rebekah will forward , via email, to full SRC for review prior to meeting. A hard copy of Needs Assessment to be included in SRC packet.	
Action Items		Person Responsible
Email first draft of Needs Assessment to Rebekah Stephens		James Smith
Email first draft of Needs Assessment to full SRC		Rebekah Stephens
		1/27/2014
		1/27/2014
4. Discussion – Inclusion of AT Advisory Council with SRC, “How is it Going?”		
-----	Amber Fulcher, Program Director, VT Assistive Technology Program	
Discussion	It seems to be going very well. The AT Advisory Council has had 2 meetings thus far. Our next meeting will be scheduled sometime towards the end of January 2014. This meeting will be via phone or GOTO meeting. This meeting will focus on adopting bylaws and electing officers. Amber asked VR if Samantha Brennan will be taking the VR representative slot on AT Advisory Council now that William Pendlebury is no longer on the AT Advisory Council. Diane Dalmasse explained, now that William is a VR supervisor his schedule is quite full. Samantha would be a good choice to replace him.	
Conclusions	Amber will schedule next AT Advisory Council meeting and let Rebekah Stephens	

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know the date and time. Amber will contact Samantha about membership on AT Advisory Council.		
Action Items	Person Responsible	Deadline
Schedule next AT Advisory Council meeting	Amber Fulcher	TBD
Contact Samantha Brennan about membership on AT Advisory Council	Amber Fulcher	TBD
5. Performance Review Committee request to have Brian Robertson (Market Decisions) present at a 2014 Full SRC meeting on “Consumer Satisfaction Survey Follow Up Focus Group Results”		
-----	Adam Leonard	
Discussion	Adam explained that the Performance Review committee has suggested that Brian Robertson present to the full SRC once VR has completed the Follow Up Consumer Satisfaction Survey Focus Groups. The Steering committee members agree that this is a great idea. Susan Wells is supervising this project. It was suggested that VR regional managers be invited also. Committee members agree. These focus groups are expected to yield a lot of information. This presentation will be the main agenda item for the June 5, 2014 full SRC meeting.	
Conclusions	Put Brian Robertson’s presentation on June 5, 2014 full SRC meeting agenda.	
Action Items	Person Responsible	Deadline
Contact Susan Wells to ensure focus groups are on target for a June 5, 2014 SRC presentation	Rebekah Stephens	4/14/2014
Invite all VR regional managers to June 5, 2014 full SRC meeting	Rebekah Stephens	4/21/2014
Put Presentation and Discussion of Results from the Follow Up Consumer Satisfaction Survey Focus Groups on June 5, 2014 SRC agenda	Rebekah Stephens	5/22/2014
6. Other Business		
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Discussion	Diane Dalmasse reported that there has been no movement in Congress regarding S.1356. The Reach Up waivers are set to end on 5/5/2014. This will have a big impact on Vermont and VR. The Committee members would like to hear about the effects of this program ending. Rebekah Stephens’ contract is due for its 3 year renewal in October 2014. The Committee would like to get the process of the contract started soon. Adam Leonard shared that he really enjoyed hearing the consumer story at the December 2013 SRC meeting. Adam suggested making the sharing of a consumer story at SRC meetings a regular occurrence. The Committee likes the idea. Diane suggested that the stories come from the local office that is invited to the SRC meeting. Committee discussed venue of December 4, 2014 PR/SRC meetings. The Committee would like to do another video conference. Instead of inviting just one local office, the Committee would like to pick a particular VR program and invite the staff involved with that program from each of the video conference locations.	
Conclusions	Put the ending of the Reach Up waivers on the next available full SRC agenda and invite Karen Blake-Orne and Cindy Seguin to present on this topic (about 45 minutes). Put discussion of SRC Coordinator contract on March 6, 2014 Steering committee agenda. Schedule December 4, 2014 PR/SRC video conference meetings.	
Action Items	Person Responsible	Deadline
Schedule December 4, 2014 PR/SRC video conference meetings	Rebekah Stephens	1/10/2014
Put presentation/discussion of ending Reach Up waivers on next available SRC agenda	Rebekah Stephens	TBD
Invite Karen Blake-Orne and Cindy Seguin to present on ending Reach Up waivers	Rebekah Stephens	TBD

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7. Adjournment		
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Discussion	Michele Hubert moved to adjourn. Allen Evans 2 nd .	
Conclusions	Adjourned at 1:11pm	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	2/7/2014
Draft minutes emailed to Committee members	Rebekah Stephens	2/7/2014
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	2/7/2014
Minutes approved by Committee	Committee Members	3/6/2014
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	3/14/2014