

Minutes – November 6, 2014

SRC Executive Committee - Steering

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Thursday, November 6, 2014	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403	
Meeting called by	Kerry White at 12:10 pm		
Members Present	Diane Dalmasse		
Members Absent	Michele Hubert, Adam Leonard and Sarah Launderville		
SRC Liaison	James Smith, DVR Budget and Policy Manager		
SRC Coordinator	Rebekah M. Stephens		
Interpreters	-----		
Speakers/Presenters	-----		
Guests	SRC Members - Leslie Mitchell, Sam Liss and Anthony Williams		
1. Today's Agenda			
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Discussion	A quorum was not met for today's meeting.		
Conclusions	Meeting was held to address general SRC business.		
2. Approval of Minutes – August 13, 2014 Committee Meeting			
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Discussion	Quorum not met.		
Conclusions	Move to January 8, 2015 Steering Committee meeting agenda.		
Action Items		Person Responsible	Deadline
Put on January 8, 2015 Steering Committee meeting agenda		Rebekah Stephens	12/24/2014
3. Discussion – AT Advisory Council: How are things going? Is the current scheduling working...for SRC...for ATAC?			
-----	Diane Dalmasse		
Discussion	Amber Fulcher, Director AT was unable to attend today's meeting due to illness.		
Amber sent Diane an email with a summary of ATAC activities. Diane read the email to the Committee. The AT Advisory Council has resumed its scheduled in-person meetings. Bylaws have been approved. A vote for Council chairs is in process. Amber shared that "having the combined membership with the SRC is very positive and we will be able to get back on track with quarterly meetings for FY15." The Performance Review Committee gives up one of its meetings for the AT Advisory Council. Suggestion was made to schedule one additional PR Committee meeting for 2015. The meeting could be conducted via "point to point" video conferencing from Rutland and Williston.			
Conclusions	Thank you Amber. Discuss suggestion of an additional PR Committee meeting with Adam Leonard.		
Action Items		Person Responsible	Deadline
Discuss additional 2015 PR Committee meeting via "point to point" video conferencing with Adam Leonard		Rebekah Stephens	11/19/2014
4. Discussion – Scheduling of Election for New SRC Chair and Vice-Chair			
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Discussion	Remove parking lot and other business from December 4, 2014 full SRC agenda and schedule election of new SRC Chair and Vice-Chair. Put out an email for nominations.		
Conclusions	Include election on December 4, 2014 full SRC agenda. Email full SRC for nominations for Chair and Vice-Chair.		
Action Items		Person Responsible	Deadline
Put election for Chair and Vice-Chair on December 4, 2014 full SRC agenda		Rebekah Stephens	11/21/2014

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Email full SRC for nominations for Chair and Vice-Chair	Rebekah Stephens	11/14/2014
5. Discussion and Approval of December 4, 2014 SRC Meeting Agenda		
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Discussion	Committee discussed limiting amount of transition counselors to 6. Limiting of counselors will allow for sufficient presentation and discussion time during the December 4, 2014 SRC meeting. Diane Dalmasse will email Renee Kievit-Kylar.	
Conclusions	Rebekah Stephens will update December 4 th SRC agenda to include election of officers. Draft agenda will be approved via email vote of Steering Committee.	
Action Items	Person Responsible	Deadline
Update December 4, 2014 full SRC draft agenda	Rebekah Stephens	11/14/2014
Request email approval of draft agenda by Steering Committee	Rebekah Stephens	11/14/2014
6. Discussion – 2015 Meeting Schedule		
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Discussion	Committee discussed including both SILC and GCEPD on February 5, 2015 full SRC meeting agenda. The intent of inviting SILC and GCEPD to meet with SRC is to determine if there is an overlap in Council agendas and would it be appropriate to discuss future collaboration between Councils. Full SRC meetings to be scheduled throughout Vermont. Include 45 minutes on full SRC agenda for local VR staff. Suggestion was made to hold a full day of Committee meetings in Rutland. Suggestion was also made to conduct January 8, 2015 Committee meetings via “point to point” video conference. Suggestion was made to consider conducting remainder of 2015 committee meetings via “point to point” or at VABVI. Committee would like to conduct at least one full SRC meeting via “point to point” or video conference in 2015.	
Conclusions	Include SILC and GCEPD on February 5, 2015 full SRC agenda. Schedule 15 minutes for each Council chair to present an overview of their Council. Schedule 30 minutes for discussion on future collaboration between SILC, GCEPD and SRC. Schedule “point to point” video conference in Rutland and Williston for January 8, 2015 Committee meetings.	
Action Items	Person Responsible	Deadline
Schedule “point to point” video conference for January 8, 2015 Committee meetings (Rutland and Williston)	Rebekah Stephens	11/13/2014
Complete 2015 SRC meeting schedule	Rebekah Stephens	12/12/2014
Invite Chairs of SILC and GCEPD to February 5, 2015 full SRC meeting	Rebekah Stephens	12/9/2014
Put SILC and GCEPD on February 5, 2015 full SRC meeting agenda	Rebekah Stephens	1/23/2015
7. Discussion/Review – Current SRC Membership		
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Discussion	Committee would like to see recruitment of at least one additional former or current VR consumer from the Rutland area. Diane Dalmasse suggested speaking with Carol Leech regarding a potential WIB recruit.	
Conclusions	Rebekah Stephens will follow up on recruitment suggestions.	
Action Items	Person Responsible	Deadline
Continue recruitment efforts	Rebekah Stephens	on-going
8. Upcoming February 5, 2015 SRC Meeting – Motivational Interviewing: What does the SRC want to know?		
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Discussion	Committee members suggested the presentation on Motivational Interviewing (MI) could include an overview of what has been done in the Division and what is the future plan for MI, an overview of the “spirit of MI” and an overview of MI counseling strategies. Council members also suggested that Alicia Wein encourage SRC members to ask questions throughout the presentation instead of waiting until the end. Alicia Wein is already confirmed for MI presentation at February 5, 2015 SRC meeting.	
Conclusions	Schedule 30 minutes each for 1. What has been done in the Division and future plan, 2. Spirit of MI and 3. MI counseling strategies, for a total 1.5 hour presentation on MI.	
Action Items	Person Responsible	Deadline
Email presentation requests to Alicia Wein	Rebekah Stephens	12/9/2014
Put MI presentation on February 5, 2015 full SRC meeting agenda	Rebekah Stephens	1/23/2015
9. Other Business		
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Discussion	Sam Liss suggested having a combined meeting with DBVI-SRC. Robert Lanoue is the current DBVI-SRC chair. James Smith suggested that the chair of SRC extend the invitation to DBVI-SRC if a meeting is to be scheduled.	
Conclusions	SRC to consider a joint SRC and DBVI-SRC meeting in the future.	
Action Items	Person Responsible	Deadline
Consider joint SRC and DBVI-SRC meeting	Council members	TBD
10. Adjournment		
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Discussion	Anthony Williams moved to adjourn. Kerry White 2 nd .	
Conclusions	Adjourned at 1:40 pm.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	12/4/2014
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	12/4/2014
Draft minutes emailed to Committee members	Rebekah Stephens	12/4/2014
Minutes approved by Committee	Rebekah Stephens	1/8/2015
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	1/16/2015