

# Minutes – March 10, 2014

## SRC Executive Committee - Steering

<b>SRC Executive Committee - Steering</b>		
Thursday, March 10, 2014	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Allen Evans (Vice-Chair) at 12:03 pm	
Members Present	Kerry White and Adam Leonard	
Members Absent	Michele Hubert, Diane Dalmasse and Sarah Launderville	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
<b>1. Today's Agenda</b>		
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<b>Discussion</b>	No discussion. This meeting was rescheduled from March 6, 2014, as a result of a scheduling conflict with a mandatory VR training.	
<b>Conclusions</b>	Today's agenda accepted.	
<b>2. Approval of Minutes – January 9, 2014 Committee Meeting</b>		
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<b>Discussion</b>	Adam Leonard made motion to approve. Kerry White 2 <sup>nd</sup> .	
<b>Conclusions</b>	Approved.	
<b>Action Items</b>		
	<b>Person Responsible</b>	<b>Deadline</b>
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	3/14/2014
<b>3. Discussion and Approval of April 3, 2014 SRC/AT Meeting Agenda</b>		
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<b>Discussion</b>	The agenda for April 3, 2014 SRC/AT meeting is full. To allow for sufficient time on Needs Assessment vote and Reach Up discussion the AT meeting portion will be limited to 45 minutes and the VTDDC presentation will be limited to 45 minutes.	
<b>Conclusions</b>	Rebekah Stephens will make the revisions to the draft agenda.	
<b>Action Items</b>		
	<b>Person Responsible</b>	<b>Deadline</b>
Make revisions to April 3, 2014 SRC/AT draft agenda	Rebekah Stephens	3/20/2014
<b>4. Update on December 4, 2014 Video Conference Meetings</b>		
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<b>Discussion</b>	The Williston, Morrisville, Rutland, St. Albans, Brattleboro, Middlebury and Bennington VR conference rooms are currently reserved for the December 4, 2014 PR/SRC video conference. We have been unable to reserve the Burlington, Newport, Springfield, White River Junction, St. Johnsbury and Barre offices as they are already booked for other events at this time.	
<b>Conclusions</b>	James Smith will contact the Newport, Springfield, White River Junction, St. Johnsbury and Barre offices to determine if the rooms can be freed up for the SRC video conference from 12:30pm – 3:30pm on December 4, 2014. James will make the decision about having the Burlington VR staff attend the video conference at the Williston site. James also suggested contacting Alice Porter about possibly providing a ride to the Williston site for SRC member Alaina Clements.	
<b>Action Items</b>		
	<b>Person Responsible</b>	<b>Deadline</b>
Contact Newport, Springfield, White River Junction, St. Johnsbury and Barre VR offices about December 4, 2014 SRC video conference and use of the conference rooms by the SRC from 12:30pm – 3:30	James Smith	4/1/2014

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Contact Alice Porter about a ride for Alaina Clements to Williston site on December 4, 2014 for both PR and SRC meetings	Rebekah Stephens	3/12/2014
<b>5. SRC Coordinator's Contract Discussion</b>		
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<b>Discussion</b>	Rebekah Stephens, current SRC coordinator, left the room for this discussion.	
<b>Conclusions</b>	A new RFP (Request for Proposal), as required by State law, will be done. The RFP language will include some updates. A limited number of individuals will be interviewed. The process will be completed before July 1, 2014.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Conduct process around new contract for SRC coordinator	James Smith	7/1/2014
<b>6. Other Business</b>		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>7. Adjournment</b>		
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<b>Discussion</b>	Kerry White made motion to adjourn. Adam Leonard 2 <sup>nd</sup> .	
<b>Conclusions</b>	Adjourned at 1:03 pm.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes submitted for approval	Rebekah Stephens	4/8/2014
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	4/8/2014
Emailed draft minutes to Committee members	Rebekah Stephens	4/8/2014
Minutes approved by Committee	Committee Members	5/1/2014
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	5/9/2014