

Minutes – May 1, 2014

SRC Executive Committee - Steering

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Thursday, May 1, 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 at the request of the Chair	
Members Present	Kerry White, Michele Hubert, Diane Dalmasse and Adam Leonard	
Members Absent	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	James Smith requested that a discussion about the Steering meeting time and the method of the meeting be added to today's agenda.	
Conclusions	Committee members agreed. Discussion on meeting time and method of meeting added under "Other Business."	
2. Approval of Minutes – March 10, 2014 Committee Meeting		
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Discussion	Michele Hubert made motion to approve. Unanimous vote.	
Conclusions	Approved.	
Action Items		Person Responsible
Upload approved minutes to www.VTSRC.org		Rebekah Stephens
		3/14/2014
3. Discussion and Approval of June 5, 2014 SRC Meeting Agenda		
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Discussion	June 5, 2014 SRC agenda to include a presentation by Market Decisions on the results of the Consumer Satisfaction Survey Focus Groups. All DVR regional supervisors to be invited to this meeting. The agenda will also include a review and vote on the DVR State Plan. James Smith requested that a "Next Steps" discussion be added to the Market Decisions presentation.	
Conclusions	Diane Dalmasse will check with Susan Wells to confirm that Market Decisions will have the final results ready for a June 5 th presentation. The Committee requested that the Focus Group results and the DVR State Plan Goals & Priorities and Action Plan be made available to the full SRC for review prior to the June 5 th meeting.	
Action Items		Person Responsible
Prepare draft SRC agenda for review by Steering Committee		Rebekah Stephens
Confirm with Diane Dalmasse - Market Decisions availability for June 5, 2014 presentation of Focus Groups results		Rebekah Stephens
Invite all DVR regional managers to June 5, 2014 SRC meeting		Rebekah Stephens
Secure and forward results of Focus Groups to full SRC for review		Rebekah Stephens
Secure and forward DVR State Plan Goals & Priorities and Action Plan to full SRC for review		Rebekah Stephens
		5/9/2014
		5/6/2014
		5/6/2014
		5/22/2015
		5/15/2015
4. Discussion – AT Council on SRC December 4, 2014 Video Conference Meeting Agenda		
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Discussion	The majority of this meeting will consist of hearing from the DVR Transition Counselors. Transition Counselors from all of VT will be attending this meeting via video conference. The Steering committee would like to discuss topic options for this meeting at the November 6, 2014	

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Steering committee meeting. The Committee would also like a list of the Transition Counselors that will be attending this meeting. There is time on the agenda to include the AT Council. The Committee members would like to know what Amber Fulcher's agenda is for the meeting. Will she be presenting on a specific topic and/or conducting general Council business?		
Conclusions	The AT Advisory Council will be first on the agenda and then Transition Counselors. The Committee members would like Amber to present a director's report at the December meeting. The report should include – program accomplishments, budget overview and plans for 2015.	
Action Items	Person Responsible	Deadline
Include discussion of Transition Counselor topics for the December 4, 2014 SRC meeting on November 6, 2014 Steering committee agenda	Rebekah Stephens	10/24/2014
Contact Renee Kievit-Kylar about December 4, 2014 SRC meeting	Rebekah Stephens	10/1/2014
Secure list of Transition Counselors that will be attending December 4, 2014 SRC meeting from Renee Kievit-Kylar	Rebekah Stephens	10/10/2014
Contact Amber Fulcher – AT Advisory Council agenda for December 4, 2014 and SRC request for Director's report	Rebekah Stephens	5/7/2014
5. Discussion – October 9, 2014 SRC Annual Retreat Agenda		
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Discussion	The Committee members would like to have some activities around relationship building or networking; more than an ice breaker. "Let's do more than just a day long SRC meeting. Let's make it a Retreat." The members requested that DVR regional managers and/or particular program staff attend the Retreat this year. The Committee members would like an opportunity to get to know the DVR regional managers/staff. As there are new members, Committee members suggest offering the "Hit the Ground Running" presentation at the Retreat. But to make it different; maybe do it as part of a break out time with other SRC members participating in separate topic specific groups at the same time. The members agree that Terri O'Shea should be approached to facilitate this year's Retreat. James Smith suggested a possible Retreat topic – "Budget overview of DVR." This topic would require a solid hour. The quote for the Sheraton Burlington Hotel (food and room) was submitted to the Steering Committee for review and approval.	
Conclusions	Forward quote for Sheraton to James Smith for review. The Committee members would like to have an August 2014 phone conference to plan the agenda for the October 9, 2014 Retreat.	
Action Items	Person Responsible	Deadline
Forward quote for Sheraton to James Smith for review	Rebekah Stephens	5/2/2014
Contact Terri O'Shea about facilitating Annual Retreat	Rebekah Stephens	7/3/2014
Send out meeting wizard for August 2014 Steering Committee phone conference to plan Annual Retreat agenda	Rebekah Stephens	5/14/2014
6. Discussion – Showing of VCIL Access Pilot Program Video (7 minutes) along with some discussion time at an upcoming full SRC meeting		
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Discussion	The Committee agreed to include the showing of the VCIL Access Pilot Program video on the October 2, 2014 SRC agenda - 15 minutes.	
Conclusions	Include on October 2, 2014 full SRC agenda.	
Action Items	Person Responsible	Deadline
Secure VCIL video for October 2, 2014 full SRC meeting	Rebekah Stephens	9/2/2014

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7. Other Business		
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Discussion	Neal Meier offered to have the SILC (Statewide Independent Living Council) and the GCEPD (Governor’s Committee on Employment of People with Disabilities) come out and present to the SRC. Committee members discussed if Steering Committee meetings could be held via phone conference. Committee members would like to try September’s Steering Committee meeting via phone conference.	
Conclusions	The Committee agreed to invite the SILC and the GCEPD to present to the SRC at the next two available SRC meetings. Committee members have agreed to try a couple of Steering Committee meetings via phone conference. Phone conferences will be scheduled for 1 hour. Committee members would like to move the September Steering meeting to August to allow sufficient time to plan Annual Retreat.	
Action Items	Person Responsible	Deadline
Contact Neal Meier – GCEPD presentation to SRC at February 5, 2015 SRC meeting	Rebekah Stephens	12/9/2014
Contact Neal Meier – SILC presentation to SRC at April 2, 2015 SRC meeting	Rebekah Stephens	2/3/2015
Send out meeting wizard for August 2014 Steering Committee phone conference meeting	Rebekah Stephens	5/14/2014
8. Adjournment		
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Discussion	No discussion.	
Conclusions	Meeting adjourned at 1:10 p.m.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	5/30/2014
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	5/30/2014
Emailed draft minutes to Committee members	Rebekah Stephens	5/30/2014
Minutes approved by Committee	Committee Members	9/4/2014
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	9/12/2014