

# Minutes – January 8, 2015

## SRC Executive Committee - Steering

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Thursday, January 8, 2015	12:00 pm – 1:30 pm	Video Conference – Rutland VR & Williston VR
Meeting called by	Kerry White (Chair) at 12:25 pm	
Members Present	Adam Leonard, Diane Dalmasse & Sarah Launderville	
Members Absent	none	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Guests	Leslie Mitchell, Sam Liss & Patti Shane	
1. Today's Agenda		
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<b>Discussion</b>	No discussion.	
<b>Conclusions</b>	Today's agenda accepted.	
2. Approval of Minutes – August 13, 2014 & November 6, 2014 Committee Meetings		
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<b>Discussion</b>	Sarah Launderville moved to approve. Adam Leonard 2 <sup>nd</sup> .	
<b>Conclusions</b>	Minutes approved.	
Action Items		Person Responsible
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens
		1/16/2015
3. Discussion and Approval of February 5, 2015 SRC Meeting Agenda		
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<b>Discussion</b>	Diane Dalmasse and James Smith requested that a discussion on “Pre-employment Transition Services (PETS): Changes per Workforce Innovation and Opportunity Act & Plan on how VR is addressing” be included on the February 5, 2015 full SRC meeting agenda. This is an important and time sensitive topic. Committee members agree to move the Motivational Interviewing presentation to the April 2, 2015 full SRC meeting agenda. The PETS discussion will be given 1 hour on the February 5, 2015 SRC agenda. Committee members also agree that 15 minutes should be included on the agenda for the introduction of Greg Voorheis, VR Mature Worker Coordinator.	
<b>Conclusions</b>	Update the agenda to include the PETS discussion and additional time for Greg Voorheis.	
Action Items		Person Responsible
Prepare and distribute updated meeting agenda for February 5, 2015 full SRC meeting		Rebekah Stephens
		1/23/2015
Contact Alicia Wein regarding rescheduling of Motivational Interviewing presentation		Rebekah Stephens
		1/16/2015
Include presentation on Motivational Interviewing on April 2, 2015 full SRC meeting agenda		Rebekah Stephens
		3/20/2015
4. Discussion – 8 <sup>th</sup> Annual SRC Retreat: Approval of Date and Location		
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<b>Discussion</b>	Committee members agree that participating in the VR Retreat last year was a great experience. Committee members would like to have a standalone SRC Retreat this year with the focus on spending time with SRC members and getting to know each other a little better. Diane Dalmasse extended an invitation to the SRC to also join VR again at this year's VR Retreat, “The SRC is always welcome.” The Committee members would like this year's SRC Retreat to achieve a balance between	

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relationship activities and topic discussion. Suggestion was made to have relationship building activities in the morning and a topic related discussion in the afternoon. Groton was suggested as a location for the Retreat. Committee members would like Terri O’Shea as facilitator.		
<b>Conclusions</b>	8 <sup>th</sup> Annual SRC Retreat will be held on October 8, 2015 at a location in Groton, VT. Committee members will firm up agenda at March 5, 2015 Steering Committee meeting. Rebekah Stephens to contact Terri O’Shea and reserve Retreat location prior to March 5 <sup>th</sup> meeting.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Contact Terri O’Shea – facilitating 8 <sup>th</sup> Annual SRC Retreat	Rebekah Stephens	1/16/2015
Reserve Groton location for 8 <sup>th</sup> Annual SRC Retreat	Rebekah Stephens	1/30/2015
Include discussion of 8 <sup>th</sup> Annual SRC Retreat agenda on March 5, 2015 Steering Committee meeting agenda	Rebekah Stephens	2/20/2015
<b>5. Other Business</b>		
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<b>Discussion</b>	Discussion around future full SRC agenda item “How will the SRC best provide leadership during a time of rapidly changing technologies?” Suggestion was also made that the Steering Committee possibly discuss putting together a formal set of guidelines around reasonable accommodations for attendance at SRC meetings.	
<b>Conclusions</b>	Some follow up is needed on specifics for topics before including on full SRC agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Follow up on suggestions for agenda items “How will the SRC best provide leadership during a time of rapidly changing technologies?” and “Guidelines around reasonable accommodations for attendance at SRC meetings.”	Kerry White/Rebekah Stephens	TBD
<b>6. Adjournment</b>		
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<b>Discussion</b>	Sarah Launderville moved to adjourn. Adam Leonard 2 <sup>nd</sup> .	
<b>Conclusions</b>	Adjourned at 1:00 pm	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes submitted for approval	Rebekah Stephens	2/6/2015
Draft minutes emailed to Committee members	Rebekah Stephens	2/6/2015
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	2/6/2015
Minutes approved by Committee	Committee Members	3/5/2015
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	3/13/2015