

Minutes – September 3, 2015

SRC Executive Committee - Steering

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Thursday, January 5, 2012	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Adam Leonard (Vice-Chair) at 12:19pm	
Members Present	Sarah Launderville, Diane Dalmasse and Sam Liss	
Members Absent	none	
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	Sarah Launderville moved to accept. Adam Leonard 2 nd .	
Conclusions	Agenda accepted.	
2. Approval of Minutes – May 7, 2015 Committee Meeting		
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Discussion	Sarah Launderville moved to approve. Adam Leonard 2 nd . No discussion.	
Conclusions	Minutes approved.	
Action Items		Person Responsible
Upload approved minutes to www.VTSRC.org		Rebekah Stephens
		9/11/2015
3. Discussion and Approval of October 1, 2015 SRC Meeting Agenda		
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Discussion	Committee members reviewed draft agenda. Members would like to include a discussion/presentation on the new VR “Common Performance Measures.” These new “common performance measures” are a huge change for VR. Remainder of the draft agenda looks good.	
Conclusions	Invite Alice Porter to October 1, 2015 full SRC meeting to do presentation on the “Common Performance Measures.”	
Action Items		Person Responsible
Revise draft agenda for 10/1/2015 full SRC meeting		Rebekah Stephens
		9/18/2015
4. Discussion and Approval of October 8, 2015 8 th Annual SRC Retreat Agenda		
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Discussion	Committee members reviewed the draft annual retreat agenda and made a few changes in language. Overall the agenda is good. Diane Dalmasse suggested that VR provide a list of VR priorities to each Committee for review at the Retreat in an effort to assist the SRC in setting 2016 goals that will align with VR priorities. Committee members agree with the suggestion. Great idea!	
Conclusions	Draft agenda approved with changes in language.	
Action Items		Person Responsible
Revise draft agenda for 10/8/2015 Annual Retreat		Rebekah Stephens
		9/25/2015
Email reminder to Diane Dalmasse and James Smith regarding list of VR priorities for Annual Retreat		Rebekah Stephens
		9/23/2015
5. Discussion – Possible SRC agenda item: Update on Board of Governors Meeting		
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Discussion	Sam Liss attended this meeting over the summer. He would like to provide an update on topics covered during meeting. Committee members discussed if this topic would be better addressed	

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in the AOE Committee. Committee members agree that discussion is best suited for AOE Committee with an option to include a brief update under “Other Business” during the full SRC meeting on October 1, 2015 if the AOE Committee decides it is necessary.		
Conclusions	This topic will be addressed in AOE Committee.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
6. Discussion – Possible SRC agenda item: Discussion/Presentation on new Common Performance Measures		
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Discussion	Under WIOA (Workforce Innovation & Opportunity Act) VR and the Department of Labor (DOL) will now be using 5 common performance measures. This is a huge change for VR. Committee members voted to include this topic on the upcoming October 1, 2015 full SRC agenda.	
Conclusions	Alice Porter will be invited to the October 1, 2015 full SRC meeting to present on this topic.	
Action Items	Person Responsible	Deadline
Include this topic on October 1, 2015 full SRC agenda	Rebekah Stephens	9/18/2015
7. Discussion – Election of SRC Chair and Vice-Chair		
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Discussion	Nominations for SRC Chair and Vice-Chair will be taken via email (prior to December election) and also from the floor during the December 3, 2015 full SRC meeting. If there is more than 1 nominee per position a ballot will be used.	
Conclusions	Elections for SRC Chair and Vice-Chair will be conducted during December 3, 2015 full SRC meeting.	
Action Items	Person Responsible	Deadline
Send out email to full SRC for SRC Chair and Vice-Chair nominations	Rebekah Stephens	9/18/2015
8. Update and Discussion – SRC Membership		
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Discussion	Rebekah Stephens updated the Committee on the current status of SRC membership. Kerry White, Anthony Williams and April Tuck have resigned from the Council. Patti Shane has resigned from her employment with the Department of Education. As a result, she is no longer eligible to sit on the Council in the #10 slot – Representative of the state educational agency (SEA) responsible for the public education of students with disabilities. Patti, however, would like to remain on the Council and has requested that she be allowed to move to a different position on the Council. Sarah Launderville and Whitney Nichols are finishing their 2 nd terms on the Council as of September 30, 2015. Martha Frank and Olivia Smith-Hammond have been appointed to the Council as of July 21, 2015. The Committee discussed moving Patti to another slot. Patti will be taking a position as Director of Special Education for a private school in Vermont. The Committee members agree that Patti is an essential member of the SRC and her knowledge of special education in Vermont is invaluable. Patti has provided a couple of names for potential SEA representatives for the SRC. VR is focusing on youth and the Committee would like to see an 18 - 25 year old individual(s) on the Council. Input from this age group is important. Nancy Breiden is in process of submitting her application for membership as the new CAP (Client Assistance Program) representative. Recruitment for the WIB (Workforce Investment Board) slot is still in process.	
Conclusions	Patti Shane to be moved to a #6 – Representative of business, industry and labor slot. Membership is in good shape.	

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Action Items		Person Responsible	Deadline
Recruitment efforts to continue		Rebekah Stephens	on-going
9. Other Business			
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Discussion	None.		
Conclusions	None.		
Action Items		Person Responsible	Deadline
None		n/a	n/a
10. Adjournment			
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Discussion	None.		
Conclusions	Adjourned at 1:34 p.m.		
Action Items		Person Responsible	Deadline
Draft minutes submitted for approval		Rebekah Stephens	10/2/2015
Draft minutes uploaded to website www.VTSRC.org		Rebekah Stephens	10/2/2015
Draft minutes emailed to Committee members		Rebekah Stephens	10/2/2015
Minutes approved by Committee		Committee Members	11/5/2015
Approved minutes uploaded to website www.VTSRC.org		Rebekah Stephens	11/13/2015