

Minutes – May 4, 2017

SRC Executive Committee - Steering

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Thursday, May 4, 2017	12:00 pm – 1:30 pm	VABVI 60 Kimball Avenue South Burlington, VT 05403
Meeting called by	Adam Leonard, Chair at 12:02 pm	
Members Present	Sam Liss and Diane Dalmasse	
Members Absent	n/a	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Guests	-----	
1. Today's Agenda		
-----	Adam Leonard	
Discussion	Sam Liss would like to add a discussion on the Vermont Disability Employment Statistics Project. Diane Dalmasse would like to revisit the dissolution of AOE Committee decision and the SRC Disability Summit. Adam Leonard would like to discuss allowing the option of calling in to the Steering Committee for one of the PR Chair nominees. Sam Liss moved to accept today's agenda with additions.	
	Adam Leonard 2 nd .	
Conclusions	Additional discussions added to today's agenda.	
Action Items		Person Responsible
None		n/a
2. Approval of Minutes – March 8, 2017 Committee Meeting		
-----	Adam Leonard	
Discussion	No discussion. Adam Leonard moved to approve. Sam Liss 2 nd .	
Conclusions	Minutes approved.	
Action Items		Person Responsible
Upload approved minutes to www.VTSRC.org		Rebekah Stephens
		5/12/2017
3. Discussion and Approval – June 1, 2017 SRC Meeting Agenda		
-----	Committee members	
Discussion	Agenda is full. Adam Leonard suggested moving 5 minutes from Committee Chair updates to Director's Report. Suggestion also made to remove Parking Lot and Round Table and give time to Director's Report. Committee members discussed options if school case manager drives the students for the panel to the meeting. If Tara Howe feels that having the school case manager present during the student panel will make the students comfortable then the school case manager may stay in the room. If not, the school case manager will be asked to wait in the waiting area until the staff panel is scheduled.	
Conclusions	Committee members agree to give extra time to Director's Report and remove Parking Lot and Round Table from agenda. June 1, 2017 SRC meeting agenda approved with changes.	
Action Items		Person Responsible
Incorporate changes in agenda and distribute to full SRC		Rebekah Stephens
		5/19/2017
4. Final Review – June 1, 2017 Panel Participants and Questions		
-----	Committee members	
Discussion	Rebekah Stephens handed out email from Tara Howe with suggestions for panel questions. Committee members reviewed Tara's suggestions. James Smith suggested adding the question "Why do you do what you do?" for the Staff panel. And he suggested asking the staff to share a success story. The format of the panels will be to ask a question and have all panel members answer that question	

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before moving on to the next question. SRC members will be able to ask questions throughout. This will help the panels stay organic in nature.		
Conclusions	Committee members finalized 7 questions for the Student panel and 6 questions for the Staff panel. Student panel: 1. Talk about your experience getting connected to VR services. 2. How does your experience with VR match up with what you thought the experience would be? 3. How would you describe the role of a VR counselor? 4. What have you found most helpful in working with VR, and what has been challenging? 5. How is/had your VR counselor helping/helped you prepare for life after high school? 6. What are your plans after high school? And if there is time, 7. When you think about what would be/have been most helpful to you in preparing for life after high school, how would you/would you have set up support for high school students? Staff panel: 1. Why do you do what you do? 2. How does coordination of services between the VR transition counselor, the VABIR youth employment specialist and the school case manager work? 3. What is working well in the process? 4. What has been challenging in the process? 5. How is communication working between parents, schools, students and VR? 6. Please tell us about a success story.	
Action Items	Person Responsible	Deadline
Questions for panel participants distributed to student and staff participants	Rebekah Stephens	5/16/2017
Let Tara Howe know about “organic nature” of student panel	Rebekah Stephens	5/16/2017
5. Update – SRC Video		
-----	Rebekah Stephens	
Discussion	Stafford students are working on final projects and the end of school is rapidly approaching. Stafford has offered to piece together a video using pictures that the SRC would supply and voiceover. Stafford shared that this option would provide a product but not the best possible product. Rebekah recommends waiting until Fall 2017 when there will be more time to produce a quality video.	
Conclusions	Committee agrees to wait until Fall 2017.	
Action Items	Person Responsible	Deadline
Contact Stafford Technical Center to schedule video production	Rebekah Stephens	9/18/2017
6. Discussion – SRC Retreat: To be or not to be		
-----	Committee members	
Discussion	Diane Dalmasse shared that an SRC Retreat is very important. At the last meeting, the Steering Committee asked that this discussion be included on today’s meeting agenda. The Committee members had concerns about holding a Retreat in the current fiscal climate and the strain on the volunteer membership with two meetings in October. James Smith added that with so many new members on the SRC it is important to provide an opportunity to connect in ways generally not available during a normal SRC meeting. Diane suggested an icebreaker activity would be a good idea. Committee members discussed the option of canceling the regularly scheduled Performance Review Committee and SRC meetings in October. James shared that the draft Needs Assessment will be ready for review in October. The Performance Review Committee normally reviews it however, this will be a good opportunity for the full SRC to weigh in on it. Diane suggested the Retreat be held at the Waterbury-Stowe Fish and Game Club. She also suggested a BBQ and potluck for lunch. The suggestion was made to move the Retreat to the first Thursday of October.	
Conclusions	Committee members agree to hold the 10 th Annual SRC Retreat on October 5, 2017. Rebekah Stephens will look in to reserving the Waterbury-Stowe Fish & Game Club for the event. It will be a BBQ and potluck. VR will supply all grilling meats, paper and plastic supplies and condiments. SRC members will be asked to bring sides and dessert. James and Adam have volunteered to man the grills.	

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Regularly scheduled October PR and SRC meetings will be canceled. The morning of the Retreat will consist of an icebreaker activity, the 2017 SRC/Committee Annual Reports, Director's 2017 Summary Report and 2018 SRC/Committee Goal setting. The afternoon will be the discussion and review of the draft Needs Assessment.		
Action Items	Person Responsible	Deadline
Get information on Waterbury-Stowe Fish & Game Club reservation and provide to Steering Committee	Rebekah Stephens	5/22/2017
Prepare draft agenda for 10 th Annual SRC Retreat	Rebekah Stephens	9/22/2017
7. Update – Recruitment Efforts		
-----	Rebekah Stephens	
Discussion	Applications for Ashley Pulaski, Sarah Launderville, Nick Caputo and Robin Ingenthron have all been received by the Governor's Office. Bi-weekly follow-ups on status of applications are being done. Julia Burakian is being moved to a "representative of a community rehabilitation program" position on the SRC. Julia recently changed jobs and no longer qualifies as a VR counselor. She wishes to remain on the Council. James Smith shared that he thinks Bill Sugarman has identified Amanda Kohle to replace Samantha Brennan on the SRC. Samantha's term ended. Per VR, VR counselors will serve only one 3-year term. This will provide an opportunity for more VR counselors to serve on the SRC. Currently the SRC has one "representative of business, industry and labor" position open. Diane Dalmasse shared that Rose Lucenti has recently changed positions with the Department of Labor (DOL) and may no longer be eligible to sit on the Council. Dave Lahr has replaced Rose at the DOL. Rose will need to resign formally to be replaced.	
Conclusions	Recruitment efforts are in good shape.	
Action Items	Person Responsible	Deadline
Reach out to Bill Sugarman regarding Amanda Kohle	Rebekah Stephens	5/8/2017
Reach out to Rose Lucenti regarding resignation	Rebekah Stephens	5/8/2017
8. Update – SRC Support: VR Budget		
-----	Diane Dalmasse	
Discussion	Diane shared that SRC support is not necessary right now. The situation is status quo.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
9. Discussion – Strategies to Recruit P&P Committee Members		
-----	Committee members	
Discussion	With the dissolution of the AOE Committee, members of AOE were asked to choose either Policy & Procedures (P&P) or Performance Review (PR) Committee to sit on. The majority chose PR. This puts 14 people on the PR Committee and only 5 on P&P Committee. It was mentioned that perhaps the convenience of the PR meeting time might play a factor in the choice to sit on PR. The Committee members discussed switching P&P and PR meeting times or having the Committees meet at the same time. These suggestions were dismissed. James Smith shared that P&P only needs 7 or 8 members to function well. James states that the new VR counselor should sit on P&P. He also mentioned that Michelle Paya would be an excellent fit for P&P. Adam Leonard mentioned that to provide additional voices on the Steering Committee, a new P&P Chair should be sought. Sam Liss is currently SRC Vice-Chair and P&P Chair. Steering discussed asking Sherrie Brunelle if she would consider becoming the new P&P Chair.	
Conclusions	Steering Committee members agree that Sherrie Brunelle should be asked to consider becoming the new P&P Chair. Rebekah Stephens will inform the new VR counselor that he/she will be	

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sitting on the P&P Committee. Michelle Paya will be approached about sitting on P&P.		
Action Items	Person Responsible	Deadline
Reach out to Sherrie Brunelle - P&P Chair position	Rebekah Stephens	5/11/2017
Inform new VR counselor - sitting on P&P	Rebekah Stephens	5/11/2017
Reach out to Michelle Paya – sitting on P&P	Rebekah Stephens	5/11/2017
10. PR Chair – Participating in Steering by Phone?		
-----	Adam Leonard	
Discussion	PR has two nominees for chair, Leslie Walker Mitchell and Julia Burakian. Julia has asked if she can participate by phone for Steering. Her new employer has given her permission to sit on the Council and attend PR and SRC meetings in person, but only if she can always attend Steering by phone. It was shared that teleconferencing can sometimes be clunky but it is doable. PR will be doing an email vote tomorrow. James Smith asked if it would be better to wait for the June PR meeting and allow each of the candidates to make a small speech. Adam responded that has not been the precedent in any of the SRC elections and an email vote will be fine.	
Conclusions	Committee members agree to allow Julia to attend Steering by phone. Email with PR Chair vote to be sent out to all PR Committee members, Friday, May 5, 2017.	
Action Items	Person Responsible	Deadline
Put out PR Chair vote via email to PR Committee members	Rebekah Stephens	5/5/2017
11. Vermont Disability Employment Statistics Project		
-----	Sam Liss & Diane Dalmasse	
Discussion	Diane shared that this project is similar to “Changing the Story” campaign. She also shared that there is currently no funding for this project. Sam wondered if scheduling a meeting with Paul Cillo would be beneficial. Committee members feel that this is a discussion better suited for outside of the Steering Committee. James Smith shared that this data is easily found on the internet.	
Conclusions	Diane and Sam will chat about this topic outside of Steering.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
12. Discussion - Dissolution of AOE Committee and SRC Disability Summit		
-----	Committee members	
Discussion	Diane Dalmasse wanted to know why the Steering Committee made this decision. Adam Leonard provided a summary of the decision. This was discussed in both the full SRC and the Steering Committee prior to making the decision to dissolve AOE. Diane and Sam Liss believe that there could still be a place for the AOE Committee. Diane and Sam suggested they meet with Sarah Launderville and have a discussion. Diane suggested that the SRC could find a more flexible way of involving the SRC in advocacy work. Diane proposed putting together a committee that would have SRC members and other stakeholders involved. Adam shared that the consensus was that advocacy is important. However, it was necessary to find a more useful way to meet those needs. Sam added that the AOE Committee was “too much talking at people and too many updates.” It was also shared that the SRC would use ad hoc committees when necessary to address advocacy issues. Sam shared that P&P has tabled the topic of adding additional advocacy language to the SRC Bylaws until this discussion is concluded. Diane stated she may include an update on the discussion with Sam and Sarah in her June 1, 2017 Director’s Report. The SRC Disability Summit has been put on indefinite hold. There has been no response of interest to date.	
Conclusions	Diane and Sam will meet with Sarah Launderville to discuss the SRC and advocacy topic. Include update on discussion on September 7, 2017 Steering Committee meeting agenda.	

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Action Items	Person Responsible	Deadline
Schedule meeting with Sam Liss and Sarah Launderville to discuss SRC advocacy topic	Diane Dalmasse	5/8/2017
Include Update – “Discussion between Diane Dalmasse, Sam Liss and Sarah Launderville around SRC and advocacy” on September 7, 2017 Steering Committee meeting agenda	Rebekah Stephens	8/25/2017
13. Adjournment		
-----	Adam Leonard	
Discussion	Sam Liss moved to adjourn. Adam Leonard 2 nd .	
Conclusions	Adjourned at 1:39 pm.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	6/2/2017
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	6/2/2017
Draft minutes emailed to Committee members	Rebekah Stephens	6/2/2017
Minutes approved by Committee	Committee members	9/7/2017
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	9/15/2017