

Approved 2/1/18

Minutes – December 7, 2017

Vermont State Rehabilitation Council (VTSRC)

Vermont State Rehabilitation Council (VT SRC)		
Thursday, December 7, 2017	12:30 PM – 3:30 PM	Gifford Medical Center Red Clover Room 44 South Main Street Randolph, Vermont 05060
Meeting called by	Adam Leonard, Chair at 12:37 pm	
Members Present	Max Barrows, Courtney, Blasius, Jessica Brennan, Sherrie Brunelle, Nick Caputo, Diane Dalmasse, Martha Frank, Marlena Hughes, Robin Ingenthron, Christopher Kane, Amanda Kohle, Sarah Launderville, Sam Liss, Rose Lucenti, Calla Papademas, Brian Smith, Olivia Smith-Hammond, Deborah Tucker Boyce	
Members Absent	Michelle Paya	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	Rich Tulikangas, Director, Linking Learning to Careers; Rachel Knapp, Assistive Technology Specialist, VR	
Guests	Ashley Pulaski, Lee Reilly (Max Barrow’s Assistant); Shaun Donahue, Regional Manager, VR	
1. Today’s Agenda		
2 minutes	Adam Leonard	
Discussion	Adam asked for any proposed additions or changes to the agenda. Sherrie proposed: <ul style="list-style-type: none">• a discussion item being added under Other Business about more efficient ways to distribute the Full SRC’s meeting materials. Amanda moved to accept the agenda with the proposed addition. Sam 2 nd . No further discussion. All approved.	
Conclusions	Today’s agenda accepted with the addition of a discussion item about more efficient ways to distribute the Full SRC’s meeting materials under “Other Business”.	
Action Items	Person	Deadline

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		Responsible	
None		n/a	n/a
2. Introductions			
5 minutes	Adam Leonard		
Discussion	Everyone went around the table and introduced themselves.		
Conclusions	We have a great group of members!		
Action Items		Person Responsible	Deadline
None		n/a	n/a
3. Approval of Minutes – June 1, 2017 SRC Meeting			
3 minutes	Adam Leonard		
Discussion	Adam asked for any proposed changes or amendments to the June 1, 2017 Full SRC Minutes. There were none. Sam moved to approve. Max 2 nd . No discussion. All approved.		
Conclusions	Minutes approved.		
Action Items		Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org		Debra Kobus	12/12/2017
4. Consent Agenda – Approved Minutes			
2 minutes	Adam Leonard		
Discussion	Adam asked for any proposed changes or amendments to the following consent agenda items: <ul style="list-style-type: none">• Policy & Procedures Committee – May 4 & September 7, 2017;• Steering Committee – May 4 & September 7, 2017; Performance Review Committee – February 2 & April 6, 2017;• Coordinator’s Report – December 7, 2017. There were none. Sam moved to approve. Sherrie 2 nd . No further discussion. All approved.		
Conclusions	Consent agenda accepted.		
Action Items		Person Responsible	Deadline
Upload approved items as needed to www.VTSRC.org		Debra Kobus	12/12/2017
5. Approval of 10th Annual SRC Retreat Report held on			

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October 5, 2017		
3 minutes	Adam Leonard	
Discussion	<p>Adam asked for any proposed changes or amendments.</p> <p>Martha proposed the following addition to the 10th Annual Retreat Minutes:</p> <p>“Discussion took place to include the Youth Risk Survey that takes place every two years. Currently there are no questions that address youth with disabilities and Martha Frank informed the SRC that she would like to advocate for changes to address the omission on the survey. Stressed importance of looking at this sub population and how if our State was informed, it would impact current data and possible future funding allocation. Also referenced what states currently do have this on their survey and how powerful the data in Rhode Island.”</p> <p>Sam Liss proposed the following addition in the 10th Annual Retreat Minutes under the committee reports (P&P):</p> <p>“Sherrie also mentioned an SRC bylaw change that was considered and approved by the committee (and sent to the full SRC for a vote) and deferred to Sam to explain. See 3 below.”</p> <p>Martha Frank moved to approve the 10th Annual Retreat Minutes with the proposed additions. Nick Caputo 2nd. No further discussion. All approved.</p>	
Conclusions	Minutes approved with two additions.	
Action Items	Person Responsible	Deadline
Sam and Martha will connect with Debra to add these two omissions	Martha Frank and Sam Liss	12/12/2017
Update 10 th Annual Retreat Draft Minutes and then	Debra Kobus	
Upload approved minutes to www.VTSRC.org		

6. Committee Chair Updates	
5 minutes	Sherry Brunelle, Adam Leonard
Discussion	<p><u>Policy and Procedures Committee:</u> Sherrie Brunelle provided the update for the P & P Committee.</p> <p>At the most recent P & P Committee Meeting, we reviewed the committee’s 2018 priorities and discussed the need for some new chapters:</p> <ul style="list-style-type: none">• Career Pathways• Post-Secondary Education• Guidelines on Vehicle Repairs• Consumer Rights• And Supported Employment. <p>We have met all WIOA/Pre-ETS requirements.</p> <p>Policy and Procedures Committee 2018 Priorities:</p> <ul style="list-style-type: none">• First: Post-Secondary Education• Second: Supported Employment• Third: Vehicle Repairs <p>Sam inquired about VR budget cuts related to the Car Coach position. Diane said in the latest budget update we eliminated the Car Coach contract, but we instituted a fee for service approach. Now if a counselor wants to use Car Coach they can with the cost paid for with service dollars. Sherrie said this new policy needs to be articulated in the Policy and Procedures Manual as it currently is not.</p> <p><u>Performance Review Committee:</u> Adam provided the update for the PR Committee.</p> <p>At the most recent PR committee meeting:</p> <ul style="list-style-type: none">• James walked us through the latest edition of the Needs Assessment;• we made some recommendations for some minor changes to the Needs Assessment;

	<ul style="list-style-type: none"> • the PR Committee voted to approve the Needs Assessment • the PR Committee recommends approval by the Full SRC; • Chris Kane was elected the new Chair of the PR Committee; • “Parking Lot” items were established to memorialize for future discussion subjects surrounding such items as: <ul style="list-style-type: none"> ○ Employers; ○ working environments; ○ dissecting more thoroughly the different disability types noted in the recently approved Needs Assessment. <p><u>Steering Committee:</u></p> <p>Adam said that at the most recent Steering Committee meeting, our discussions centered on:</p> <ul style="list-style-type: none"> • the 2018 Meeting Schedule and possible ways to restructure SRC subcommittee meetings because of the re-establishment of the AOE subcommittee including: <ul style="list-style-type: none"> ○ meeting times, ○ locations of meetings such as the possibility of having the Steering Committee meet by teleconference, ○ and the pros and cons of moving them around; • 2018 Full SRC Meeting Presentation Topics such as Aware, adding RMs to the Full SRC Meetings, etc.; <p>Sam reminded everyone of the Ad Hoc Policy where the Chair of the SRC is not able to be considered for Chair or Vice Chair on any other SRC subcommittee. This policy is meant to increase the number of members on the Steering Committee.</p>
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Conclusions	Thank you, Sherrie, Adam, and Sam!		
Action Items		Person Responsible	Deadline
None		n/a	n/a

7. Director's Report	
10 minutes	Diane Dalmasse
Discussion	<p><u>Senate Tax Bill:</u> We had quite a fright around Thanksgiving. It came to light that the Senate Tax Bill would create a \$1.5 trillion deficit that would trigger Sequestration and zero out much of the federal government including VR.</p> <p>We have been in contact with Senator Leahy's office and CSAVR and the advocates are also on alert. It is our understanding that neither side of the aisle wants this to happen, but a waiver must be passed by congress in separate legislation before the end of the year.</p> <p>Senator Collins from Maine said that she would not support the bill if this was to happen. Senator Collins influenced Mitch McConnell to introduce legislation soon that would automatically waive the PAYGO rules. Diane noted that no one knew of this and it was Sam that alerted everyone.</p> <p><u>Careers Initiative:</u> Post AWARE implementation, we are ready to launch our Careers Initiative. As many of you know, WIOA created Common Performance Measures which consist of job retention, median earnings, credential attainment, measurable skills acquisition, and employer satisfaction. Our old Standards and Indicators measures are gone. We are moving from quantitative measures, counting how many people got jobs, to more qualitative measures, higher wage jobs, retention, etc. This will require a major paradigm shift in how we do our work.</p> <p>We kicked off these initiatives yesterday and focused on what we should be doing. We collected a lot of helpful information, which will be useful as we implement this initiative. We are going to use an implementation team to roll out this initiative in all our districts as we need to obtain local ownership to be successful. To do this, we need to frequently communicate with the field as they will inform us on how we get there. We will go through this process in March and April and execute the plan in late spring or early summer with implementation following.</p>

Aware: We are still in our warranty period and there are still a few things that need to be corrected. Staff are doing very well. Amanda said that it has been very helpful. Jessie seconded that and said she has always been a big supporter of data bases and thinks it is going smoothly. Shaun is impressed with the almost universal acceptance to this new way we perform our work.

Federal Reporting: Thanks to Alice Porter, we made the deadline for our first WIOA driven federal report with edit-checked data. WIOA added almost 100 new data elements and moved us from annual reporting on closed cases to quarterly reporting on all cases active and closed. AWARE saved us! There is no way our legacy system could have generated the data for these quarterly reports. We hope it gets easier as we get used to the system.

VR FY '18 Budget: We are facing a Maintenance of Effort penalty in 2020 of roughly \$752,000 which RSA will deduct from our award. We have a plan in place, but we are really stretched in field capacity and hope our fiscal woes will be resolved in the next couple of years.

The State had to invest in VR when we lost \$4.5M so it increased the state's commitment and that threshold cannot be maintained. We must come up with the \$4.5m or it will be deducted each year.

To explain, James Smith said that we received extra money from reallocation funding and then it went away. Since the State provided the extra funds for 2017 that meant the portion of the average of state funds spiked and the statute says you must maintain this average over two years. At the end of Fiscal Year 2019, the Feds will look back at our two-year average and see that it has dropped and therefore will take a chunk of money out of our funding; and if we did nothing, they would take out \$750K.

JFI Sustainability: Diane said we have been a major partner

with the Jobs for Independence Grant to assist people who are eligible for or receive food stamps who are homeless, have substance abuse issues, and a criminal background. It is a three-year grant project that expires next year. We have had great results. It is a research project with a treatment and control group and we are considered the best of the ten projects they have across the country as determined by the Department of Agriculture.

We want to sustain this program after the grant ends as the success stories have been amazing. These individuals are the most difficult to serve, for example, some are living in their cars and are opioid addicted. We are able, using our EAP clinicians, VR counselors, behavioral employment consultants, VDIL, and some educational programs through CCV, to get them to work.

There is SNAP and Employment and Training funding available at the Federal level that is uncapped that requires a 50-50 match. James is on the workgroup that is putting together a white paper and it is coming together well. We also hope to get this in front of the Governor around his workforce initiative and convince the powers to be and the legislature that we should continue this effort.

Employing Vermonters with Disabilities: We continue to partner with Public Assets Institute and VCIL to begin a campaign on the value of hiring people with disabilities. We have a final proposal and identified several funding sources we will approach about funding our efforts. Sarah Launderville said that she has met with several organizations and that there is interest. We see this as a 3-year initiative to support individuals with disabilities.

Diane said she is very excited about this initiative and thinks it will enable consumers to make informed decisions about their future vocational goals. We can help customers believe they can achieve a career and not just a job.

Diane said it was Sam's idea based around the work that

Vermont Works for Women and The Vermont Commission on Women did around changing the story on women in the workforce. Sam said that he was excited that Diane, Paul Cillo, the President of Public Assets Institute, and Commissioner Hutt were excited about the idea.

Linking Learning to Careers: We are going to have a full presentation around this later today. LLC is also an exciting grant. It is a \$9M, five-year effort to work with students with disabilities in high school believing they can have a career and/or go on to post-secondary education.

Career Access: Sam asked for an update on where Vermont stands with Career Access.

James said that the National Council on Independent Living (NCIL) and the World Institute on Disability approached us with a very ambitious proposal which has since morphed into a scaled down one consisting of adding curriculum they developed around youth, self-advocacy impairment, and career development as a component to our Linking Learning to Careers Project. We have received the proposal and believe it will be a nice enhancement to the LLC project and will be discussing it further with Rich Tulikangas.

Sam added that the World Institute on Disability (WID) working with Policy Works out of Tallahassee, California made a major modification to their proposal when they realized they were not going to obtain public funding by pursuing private funding. I am not sure how VR is going to mesh private funding with the Linking Learning to Careers Project. James said this still needs to be worked out.

Training Videos: Diane said that VR was approached by a Technical Assistance Center funded by RSA to do training videos for VR Agencies because of the innovative work that VR is doing related to transition. We had a professional film crew onsite for a few days where they filmed at four different sites. Amanda said that it was great opportunity to showcase how we do it here as Vermont's model is much different from

	other states. When the videos are available, the SRC and the legislature will have access to view them.	
Conclusions	Thank you, Sherrie, Adam, Sam, and Amanda!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
8. Advocacy, Education and Outreach (AOE) Vote for Re-establishment		
5 minutes	Adam Leonard	
Discussion	<p>The Steering Committee dissolved the Advocacy, Outreach and Education (AOE) subcommittee with the theory that the SRC is tasked with AOE as part of its responsibilities and specific advocacy projects could be assigned to specific individuals as part of these requirements. However, many members raised concerns that the ad hoc method was not the most efficient way to perform this function, so it was proposed to re-institute the AOE Committee.</p> <p>Sam Liss said it was our intent that a re-instituted AOE committee be restructured to not be two hours of people talking at each other. The committee would focus more on strategic planning such as with Business Account Managers (BAMS) and Youth Core Transition Teams.</p> <p>Courtney Blasius asked what the AOE stands for. Sarah Launderville said good question – Advocacy, Outreach, and Education.</p> <p>Sherrie Brunelle said that those interested in becoming a member of this committee, would determine how this committee would function.</p> <p>Deb Tucker asked about the mission of SRC. Adam said that one of the missions of the SRC is advocacy work on behalf of individuals with disabilities and their employment. In addition, there are certain aspects of advocacy that employees of VR are prohibited from performing and the SRC members are not. Sarah said that some of the activities that we did were awesome where committee members would go to the State House and inform our representatives about what</p>	

	<p>we were doing.</p> <p>Martha Frank said that inviting legislators to come to one of the Core Transition Team Meetings to inform them about a variety of topics that we focus on is an excellent way to educate our representatives.</p> <p>Sam said that when the reallocation funds were cut drastically, it was up to SRC members, specifically the AOE members, to do the heavy advocacy before committees.</p> <p>Robin Ingenthron said that to his knowledge if a committee is sunset a couple of times, it becomes an ad hoc committee that doesn't need a formal vote to resuscitate. Sherrie said that she believes that members of AOE felt very strongly that it should continue not as an Ad Hoc subcommittee but a Standing subcommittee of the SRC.</p> <p>Adam asked for a vote by a show of hands to re-establish the Advocacy, Education and Outreach Committee. All were in favor. The AOE Committee was re-established.</p>	
Conclusions	SRC re-established the AOE subcommittee.	
Action Items	Person Responsible	Deadline
Update of SRC website and related informational and meeting materials	Debra Kobus	1/06/2018
9. Elections (SRC Chair and Vice Chair – report out on PR Chair election)		
25 minutes	Adam Leonard	
Discussion	<p>Adam said we need to elect a new SRC Chair and Vice Chair. Nominations requests for these positions were sent to members by email. Sarah Launderville was nominated as Chair. Adam asked Sarah if she would accept this nomination and she agreed. Adam moved for a consensus vote for Sarah to be elected Chair of the SRC. By a show of hands, all were in favor. Sarah was elected Chair of the SRC.</p> <p>Next is the election for Vice Chair. In this instance, we will utilize an Australian ballot because there were two individuals</p>	

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	<p>nominated for this position – Sam Liss and Brian Smith. Sam said that since there is another qualified nomination he preferred to withdraw from consideration for the position of Vice Chair. With Sam’s withdrawal from consideration, the sole nominee was Brian Smith. Adam asked if there were any other nominations from the floor? There were none. Adam moved for a consensus vote for Brian to be elected Vice Chair of the SRC. By a show of hands, all were in favor.</p> <p>Lastly, Adam informed the Full SRC that the PR Committee voted to elect Chris Kane as its new Chair.</p>	
Conclusions	<p>Sarah Launderville was elected as new Chair. Brian Smith was elected as new Vice Chair. Chris Kane was elected new PR Committee Chair.</p>	
Action Items	Person Responsible	Deadline
Update SRC materials and website.	Debra Kobus	1/6/2018
10. Needs Assessment Vote		
15 minutes	Adam Leonard and James Smith	
Discussion	<p>Adam said the PR Committee reviewed the Needs Assessment and voted on bringing it for approval to the Full SRC. Adam asked if there were any questions. Adam explained that the Needs Assessment was a document that was revised every three years. The document takes a big picture look at what the VR does and informs the State Plan helping focus VR goals, priorities, and objectives. Adam asked all those in favor by a show of hands. All approved. The Needs Assessment was approved by the Full SRC.</p>	
Conclusions	<p>The Needs Assessment was approved by the Full SRC.</p>	
Action Items	Person Responsible	Deadline
Proceed with VR’s next steps – SRC Approved Needs Assessment	James Smith	As required
11. Linking Learning to Careers - PRESENTATION		
85 minutes	Rich Tulikangas and Rachel Knapp	
Discussion	<p>Linking Learning to Careers is about improving employment and post-secondary results for students through internships, training, certification and paid jobs on one side;</p>	

and dual enrollment opportunities on the other side that includes coursework and degrees. VR Leadership includes Diane, James, Hugh Bradshaw, and Bill Sugarman, our regional manager for Morrisville and Barre.

State partners include: CCV, VABIR, VT AOE, VT DOL, & others.

With the implementation of the Workforce Innovation and Opportunity Act (WIOA), there became a much greater emphasis on 9th to 12th graders. This built on very naturally with Voc Rehab's prior effort as a national innovator in high school disability transition services resulting in Vermont being awarded 1 of the 5 grants nationally.

LLC is all about achieving large outcomes and about increasing students' confidence in what they can do from a career success standpoint after participating in this work. There is a couple of different ways that we represent the project visually. First the LLC tree identified who all the partners are.

We are enrolling 800 students in this project statewide (400 by the end of February and an additional 400 by the end of next November). Because this is a research study, as students are enrolled, they would either get the services they would ordinarily receive OR receive LLC services.

Another way that we think about the vision of Linking Learning to Careers is changing the trajectory. Hopefully the students become inspired in this process and we can actualize their goals. This program is a research lab and is not what we have tried in the past and believes the program will provide positive impact.

How will we get there? LLC will deliver enhanced services – career development support through an LLC Plan that our career consultants will work with each of the students to plan and document the work they are doing along the way. This is a five-year project and our career consultants will stay with these students during that whole timeframe. A continuum of work base learning experiences will be available for the

students including at a minimum an unpaid internship, and an employer paid competitive job.

Sarah asked if Rich was looking at employers for long term employment. Rich said it is about the student's interest and what we know is frequently these turn into hires. What often happens is that you build a relationship and the employers' say, "why would we **not** continue to work with the student!".

It is also a goal to have a student continue with their education through post-secondary education with CCV, our partner, and we are working very closely with them on that.

We also have money for transportation support for students.

Sarah asked if there are additional funds for AT. Rich said we have funds that support Rachel and Lori to do presentations with different AT equipment. We also have funds to purchase AT equipment though we want to make sure that the school is living up to their responsibility on the AT side. We can also support what the student needs to be successful in an employment environment, which may be a bit different.

The three things we are guaranteeing:

- at least one formally prepared and evaluated job shadow;
- at least one formally prepared and evaluated unpaid internship and or volunteer experience;
- at least one employer paid job in a competitive, integrated setting.

Max wondered about employees that need special work environments (i.e. lighting, noise, etc.) and what special accommodations are needed for the students to be successful.

Martha asked is if the focus is going to be college and Rich said no. There is just as much opportunity to attend Trade Schools.

The post-secondary opportunities include:

- tours of CCV campuses, relationship building with key CCV staff members, and student mentoring opportunities;
- enhanced Introduction to College and Careers (ICC) course with focus on students with disabilities and navigating the ADA transitions process;
- 2 additional dual enrollment vouchers (these can be used for developmental courses if needed to support college success);
- employment/work place skills focused contracted courses for students with identified goals of entering the workplace upon graduation from high school.

Martha said that these opportunities are not helpful for disenfranchised students and asked if LLC will be working directly with IEP teams to assist students in getting there. With the dual enrollment, there is no prerequisite that a student needs to take a class. Rich said that LLC isn't for all students. LLC is offering two additional vouchers for pre-college courses and the AOE vouchers cannot be used that way.

Sam said that there is an unfair stigma around Tech Schools as people have different strengths, which are valuable and can be used to obtain high paying jobs/careers. Rich said over the next 10 years some postsecondary education will be required and this will include skills education for a lot of those technical jobs. Martha said that high school students don't get to experience technical education. Creating more work-based learning experiences would be helpful for these students.

James stated that 12K students exit the school system without options. This means that 12,000 youth, aged 19-25 are completely off the grid. There are 7,000 that graduate high school each year, and 3,500 go on to nothing and those figures are frightening.

One other thing we are exploring with CCV is creating mentorships between CCV students and LLC high school students.

Janice spoke about Assistive Technology Supports and specifically what students will have access to. An on-site AT specialist will provide services that includes:

- assessment and consultation;
- demonstration and training;
- on the job evaluation;
- delivery of assistive technology equipment;
- follow up for revision to ensure appropriate equipment and use.

Janice said an AT profile will also be created about what has worked for the student that they can take with them in their career development. Janice said that it is a bit early to be able to document successes.

Sarah said for students that have difficulty using the phone, VCIL has money to assist them. Rachel and Lori should meet with Sarah about this. Sarah said we have another AT program that has a waiting list, but she would be happy to inform them about this program as well.

Rich explained the other key elements of the program:

- expansion of existing high-quality pre-employment transition services for youth;
- Strategic national partners – Mathematica (design and evaluation) and TransCen (fidelity monitoring and PD)
- Key state partners – Community College of Vermont, VABIR, Agency of Education
- 5-year research effort to demonstrate results
- New dedicated staffing to support student successes – Career Consultants

Rich said that the program is all about collaboration. Rich reiterated a favorite African Proverb: “If you want to go fast, go

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	alone. If you want to go far, go together.”	
Conclusions	Adam thanked Rich and Janice for coming in and doing a wonderful presentation.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
12. Other Business - Discussion item about more efficient ways to distribute the Full SRC’s meeting materials		
5 minutes	Sherrie Brunelle	
Discussion	<p>Distribution of SRC Materials – Sherrie Brunelle is concerned about the resources that are being used with providing a formally bound meeting packet every other month especially since this information is being sent out by email and is available on the SRC website. Sherrie said that this must be very costly and wanted to know what other people think.</p> <p>James Smith said that maybe we want to go to electronic delivery with the option of asking for a hard copy. Debra Kobus should poll each person. Courtney Blasius agreed to that approach.</p> <p>Max found the 42-page Needs Assessment document very intense and its length made it difficult to keep focus.</p> <p>Sherrie following up on accessibility, remarked about the shading in our minutes and that it is a lot to take in visually.</p> <p>Diane said another option is to recycle these at the end of the meeting.</p>	
Conclusions	Debra will poll each person as to their desire of an electronic or hard copy of meeting materials.	
Action Items	Person Responsible	Deadline
Poll each member related to whether they want to continue to receive Full SRC meeting materials electronically or via a mailed bound hard copy	Debra Kobus	January 12, 2018
13. Adjournment		

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0 minutes	Adam Leonard	
Discussion	Prior to adjournment, Adam requested that each member around the table state what they were appreciative about related to the SRC. After the round table, Max Barrows moved to adjourn. Sam Liss 2nd.	
Conclusions	Adjourned at 3:21 pm	
Action Items	Person Responsible	Deadline
Draft minutes uploaded to www.VTSRC.org	Debra Kobus	01/06/2018
Draft minutes emailed to Committee members	Debra Kobus	01/06/2018
Minutes approved	Full SRC	02/01/2018
Approved minutes uploaded to website www.VTSRC.org	Debra Kobus	02/06/2018