

Approved 2018.03.01

Minutes – January 3, 2018

SRC Executive Committee - Steering

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Wednesday, January 3, 2018	1:45 pm – 3:15 pm	Waterbury State Complex Room Cherry C HC 2 South 280 State Drive, Waterbury, VT 05671
Meeting called by	Sarah Launderville, Chair, convened the meeting at 2:00 pm	
Members Present	Sarah Launderville, SRC Chair Brian Smith, SRC Vice-Chair Sherrie Brunelle, Policy & Procedures Committee Chair Diane Dalmasse, Division of Vocational Rehabilitation Director	
Members Absent	Christopher Kane, Performance Review Committee Chair	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	----	
Speakers/Presenters	----	
Guests	----	
1) Approval of Today's Agenda		
----	Sarah Launderville	
Discussion	No changes to agenda.	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2) Approval of Minutes – November 2, 2017 Committee Meeting		
—	Sarah Launderville	
Discussion	November 2, 2017 minutes were reviewed. Sam moved to approve. Sherrie 2 nd . There was no further discussion. All approved.	
Conclusions	Motion passes – November 2, 2017 minutes approved.	

Action Items	Person Responsible	Deadline
Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/	Debra Kobus	1/8/2018

3) Update and Discussion – Recruitment

Discussion	<p>a) AOE Re-established – Today’s First Organizational Meeting Results</p> <p>There are a lot of new engaged members and the committees seem much more well balanced in the number of members. Sam was elected Chair of the AOE- congratulations to him. The Card Room is reserved for the SRC on March 20, 2018 at the State House. Diane said that it was suggested that it would be important to have an orientation about Voc Rehab – who we are, who we serve, and what our programs are. Perhaps we could produce notebooks. James said that a brief power point might be useful that could be easily updated.</p> <p>b) Youth Committee Update (James Smith and Diane Dalmasse)</p> <p>Diane has for years been interested in having a subset committee consisting of youth because of our focus on students and young adults. A meeting has been scheduled in Spruce 8 with Diane, Sarah, and Martha (others who are interested are invited as well) at 10 a.m. on the 12th of January to discuss the creation of a youth advisory board for the SRC that could be used in a variety of ways.</p> <p>Sherrie noted that if we had a college intern they could put their total effort towards this and may be able to gain credit for serving on such an advisory committee. Diane said that Tara Howe, VR Youth Transition Program Coordinator, would be involved. We would also want to reach out to John Spinney, who works at the Agency of Education (AOE) as the Regional Representative of Central and Northeast Vermont</p>
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SRC Executive Committee - Steering

	<p>and Chris Kane, Inclusion Coordinator. Both would be helpful in contracting with an intern.</p> <p>c) Update – Hugh Bradshaw and Business, Industry and Labor Recruitment Leads (Debra Kobus):</p> <p>Debra explained that she has only received one lead and unfortunately, the lead that was provided by the BAM ended up declining at this time although she may be interested in applying in the future. James and Diane thought it would be a good idea to work with a couple of BAMs to generate more leads. Debra will reach out to Hugh again. Debra will also reach out to Adam Leonard to see if he had any potential leads through his association with the Society for Human Resource Management (SHRM)</p>						
<p>Conclusions</p>	<p>Debra will continue her recruitment efforts with Hugh Bradshaw and will reach out to Adam Leonard for an update</p>						
<p>Action Items</p>	<table border="1"> <thead> <tr> <th data-bbox="938 1045 1193 1138">Person Responsible</th> <th data-bbox="1193 1045 1433 1138">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="938 1138 1193 1270">Debra Kobus</td> <td data-bbox="1193 1138 1433 1270">2/2/2018</td> </tr> <tr> <td data-bbox="938 1270 1193 1402">Debra Kobus</td> <td data-bbox="1193 1270 1433 1402">2/2/2018</td> </tr> </tbody> </table>	Person Responsible	Deadline	Debra Kobus	2/2/2018	Debra Kobus	2/2/2018
Person Responsible	Deadline						
Debra Kobus	2/2/2018						
Debra Kobus	2/2/2018						
<p>Debra will reach out to Hugh Bradshaw again to see if perhaps Debra could work with one or two BAMS on recruitment</p>							
<p>Debra will reach out to Adam Leonard to see if he had any success with interest from SHRM</p>							
<p>4) Discussion – Agenda for February 1, 2018 Full SRC</p>							
<p>—</p>	<p>Group</p>						
<p>Discussion</p>	<p>Full SRC Presentation Ideas from Parking Lot:</p> <ol style="list-style-type: none"> a. Possible Career Pathways Presentation b. New Member Training c. Rotating RMs d. Standing agenda items include: <ul style="list-style-type: none"> • Approval of Agenda • Introductions • Approval of Minutes • Consent Agenda • Committee Chair 						

SRC Executive Committee - Steering

	<ul style="list-style-type: none"> • Director’s Report • Presentation JFI Presentation (45 – Mark and Steve (coordinators) • VR Orientation (30) • Other Business • Adjournment <p>Diane said that she floated the idea of having a couple of Regional Manager present at each meeting but is not sure when we want to implement this. Diane said there are 6 regional managers or 7 if we include Cindy Seguin, VR Associate Regional Manager. Diane said that we probably should just develop a schedule for them. Sherrie said that whatever mechanism is used so we can get information from the RMs about what is happening in their district would be great.</p> <p>We should create a schedule for the RM and add a standing agenda idea for Regional Managers to report out on information occurring in their district.</p> <p>Jobs for Independence (JFI) is another option for a presentation. James said that JFI is a mature project that has one year to go and has some energy behind it related to funding. Diane said it has advocacy aspects to it as well.</p> <p>A portion of time should also be dedicated to the orientation of Vocational Rehabilitation Services.</p>
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Conclusions

Action Items	Person Responsible	Deadline
Develop RM rotating schedule	James Smith and Diane Dalmasse	To be determined
Debra to add standing agenda item of a report out from a Regional Manager (10 minutes)	Debra Kobus	TBD - based on above
JFI Presentation – check with program manager about doing a presentation	James Smith and Diane Dalmasse	1/12/2018
VR Orientation	James Smith	1/12/2018

		and Diane Dalmasse	
5) Update – Vermont Open Meeting Law			
—	Debra Kobus		
Discussion	Debra handed out a sheet on the requirements of the Open Meeting Law prepared by the Vermont League of Cities and Town (VLCT). The Open Meeting Law requires that draft minutes be posted on a website (if one is available) 5 days after a public meeting. Debra also handed out a template that she prepared that had what was required by statute to be included in these draft minutes that the SRC could use going forward.		
Conclusions	James will contact the Department of Disabilities, Aging and Independent Living (DAIL) legal to confirm this requirement.		
Action Items		Person Responsible	Deadline
James will follow DAIL legal to confirm requirements		James Smith	2/2/2018
6) Other Business			
—			
Discussion	<p>Sherrie wanted to bring to discussion the accessibility requirements as required by the American with Disabilities Act (ADA) as it relates to VR and the SRC. Diane said that we have the good fortune of having the AT project housed with VR and we have been systematically making our forms accessible and having Tracy Roux, AT Access Specialist, come to a meeting to discuss these requirements would be helpful.</p> <p>Sherrie also said language accessibility on VR’s website should be discussed. Regarding language accessibility and cultural sensitivity, James said that a couple of years ago we were told that we had to do this by AHS and perhaps we should have Suzanne Hopkins, VR Program Asst. Admin'r, come in and do a presentation as she became very involved in this project. James suggested that Suzanne along with a Burlington Manager come to a meeting to speak to this.</p> <p>Brian asked how often, and which jurisdictions do these issues comes up. Sherry believes that Chittenden County and</p>		

SRC Executive Committee - Steering

	<p>Rutland. James said that AHS has data on this and that Vermont Refugee Resettlement Program holds the contract on interpretation services. Sherry would just like to know what is currently being done. Sam said it is very difficult to make things perfect, but it is important to know what we are currently doing and if something comes up, a process is in place to obtain the requested service.</p> <p>Sarah said that she sends out surveys to consumers and perhaps a question could be asked on one of these surveys about the accessibility of VR’s website. James reiterated that he expects the VR website is not perfect but is a work in progress.</p> <p>James said that it might be an appropriate Performance Review Committee task. The PR committee would then make certain recommendations to the Full SRC based on expert recommendations received from VR staff. The committee agreed. Debra is to add an agenda item onto their next meeting.</p>	
Conclusions	Add a Performance Review Committee Agenda Item to their next meeting scheduled for 2/1/2018	
Action Items	Person Responsible	Deadline
Add a Performance Review Committee Agenda Item to their next meeting scheduled for 2/1/2018 (Topic discuss SRC and VR website and documentation accessibility)	Debra Kobus	1/12/2018
7) Adjournment		
—		
Discussion	Sarah asked for a motion to adjourn. Sam so moved. Sherrie 2 nd . All agreed.	
Conclusions	Motion to adjourn approved. Adjourned at 3:05 pm	
Action Items	Person Responsible	Deadline
Draft minutes emailed to Committee Members	Debra Kobus	2/2/2018
Draft minutes uploaded to www.VTSRC.org	Debra Kobus	2/2/2018
Minutes approved by Committee	Committee	3/1/2018

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	Members	
Approved minutes uploaded to www.VTSRC.org	Debra Kobus	3/1/2018
PARKING LOT	Person Responsible	Deadline
Possible Career Pathways presentation	Debra Kobus - reminder to Committee Members	Open
Possible Aware Update presentation to the Full SRC at the April 5, 2018 Full SRC Meeting	Debra Kobus - reminder to Committee Members	3/26/2018 deadline = 10 days prior (to be able to include on the Full SRC Agenda for 4/5/2018)
Determine rotating invitations to RM at the Full SRC Meetings	Debra Kobus - reminder to Committee Members	Open
New Member Training	Debra Kobus - reminder to Committee Members	Open