

**Approved Agenda**  
**SRC Performance Review Committee**  
**THURSDAY, April 5, 2018**  
**10:00 AM – 12:00 PM**  
Waterbury Vocational Rehabilitation  
**Conference Room OAK**  
HC 2 South 280 State Drive, Waterbury, VT 05671

10:00 AM – 10:02 AM	Introductions
10:02 AM – 10:05 AM	Approval of Agenda
10:05 AM – 10:07 AM	Open for Public Comment
10:07 AM – 10:10 AM	Approval of Minutes – February 1, 2018 Committee Meeting
10:10 AM – 10:40 AM	Workplan for 2018
10:40 AM – 11:10 AM	Overview of Proposed VR Leading Indicators
11:10 AM – 11:45 AM	Discussion of ELL Accessibility of VR Services
11:45 AM – 11:55 AM	Introduction of Consumer Satisfaction Survey
11:55 AM - 12:00 PM	Other Business
12:00 PM – 12:00 PM	Adjournment

# Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

<b>SRC Performance Review Committee</b>		
<b>Thursday, February 1, 2018</b>	<b>10:00 am – 12:00 pm</b>	<b>State Office Complex HC 2 South 280 State Drive, Waterbury, VT Conference Room OAK</b>
Meeting called by	James Smith convened the meeting in Chris Kane's absence at 10:00 a.m.	
Members Present	Chris Kane (arrived at 11:30) Sherrie Brunelle, Nick Caputo, Marlena Hughes	
Members Absent	Olivia Smith-Hammond, Robin Ingenthron, Rose Lucenti, Brian Smith	
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	----	
Guests		
<b>1. Today's Agenda</b>		
<b>2 minutes</b>	<b>James Smith</b>	
Discussion	James asked if there were any proposed changes or additions to the agenda. There were none. Sherrie Brunelle moved to approve the agenda as proposed. Nick Caputo 2nd. There was no discussion. All approved – <b>Vote unanimous 3-0-0</b>	
Conclusions	The motion passed to approve the agenda.	
Action Items	Person Responsible	Deadline
none	n/a	n/a
<b>2. Open for Public Comment</b>		
<b>3 minutes</b>	<b>James Smith</b>	
Discussion	None	
Conclusions	There was not anyone from the public in attendance.	
Action Items	Person Responsible	Deadline
none	n/a	n/a

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3. Introductions		
2 minutes	James Smith	
Discussion	Members introduced themselves.	
Conclusions	Thanks everyone!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
4. Approval of Minutes – December 7, 2017		
3 minutes	James Smith	
Discussion	James asked if there were any proposed changes to the minutes. There were none. Sherrie Brunelle moved to approve. Nick Caputo 2 <sup>nd</sup> . No further discussion. All approved. <b>Vote unanimous 3-0-0.</b>	
Conclusions	December 7, 2017 minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Debra Kobus	2/5/2018
5. Review of the draft goals and priorities for VR State Plan for FY19		
45 minutes	James Smith	
Discussion	James handed out the goals and priorities for the VR State Plan for FY19. James said that its purpose which is to outline VR's goals and priorities for the next two years and how VR is supposed to work. The deadline is February 21, 2018 for this plan to be submitted. James went through the document answering questions as they came up. A few suggestions for improvement were recommended.  Motion by Nick Caputo to recommend approving the Goals and Priorities for the VR State Plan for FY19 with recommended updates. Sherrie Brunelle 2 <sup>nd</sup> . No further discussion. All approved. <b>Vote unanimous 4-0-0</b>	
Conclusions	Motion passes to recommend approving the Goals and Priorities for the VR State Plan for FY19 to the Full SRC with recommended updates.	
Action Items	Person	Deadline

## Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

	Responsible	
The PR will recommend approving the Goals and Priorities for the VR State Plan for FY19 to the Full SRC.	Chris Kane	Today – Full SRC Meeting

### 6. Discussion – Accessibility Assessment of VR website, etc.

<b>20 minutes</b>	<b>Sherrie Brunelle</b>	
Discussion	<p>Sherrie recommends that Vocational Rehabilitation along with the SRC look at the information that is available for the public and make sure it is in an accessible format. We should also make sure that there are translation services available to those who are not native English speakers. Sherrie would like this discussion item to be put on the next PR Committee agenda.</p> <p>Nick Caputo moved to add the item to the next PR Committee Meeting, Sherrie Brunelle 2<sup>nd</sup>. No further discussion. All Approved – <b>Vote unanimous 4-0-0.</b></p>	
Conclusions	Item will be added to the next meeting for further discussion.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Add item to the agenda for the next PR meeting.	Debra Kobus	3/12/2018

### 7. Review Parking Lot Items from 12/7/17 PR Minutes (see last page)

<b>15 minutes</b>	<b>Chris Kane, Chair</b>	
Discussion	<p>Ran out of time. Add item to the agenda for the next meeting. Motion by Sherrie to postpone discussion on the agenda item until the next PR Committee meeting. Marlena Hughes 2<sup>nd</sup>. No further discussion. Motion approved <b>Vote unanimous 4-0-0.</b></p>	
Conclusions	Item will be added to the next PR Committee meeting.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Add item to the agenda for the next PR meeting.	Debra Kobus	3/12/2018

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8. Develop a committee plan for the year		
25 minutes	Chris, Kane, Chair	
Discussion	Since we have run out of time, James Smith and Chris Kane will connect offline to outline a committee plan for review and discussion at the next meeting. Motion by Sherrie Brunelle to postpone discussion about this agenda item until next PR Committee meeting. Nick Caputo 2 <sup>nd</sup> . No further discussion. Motion approved <b>Vote unanimous 4-0-0.</b>	
Conclusions	Agenda item to be added to the next PR Committee meeting.	
Action Items	Person Responsible	Deadline
Chris and James will outline a committee plan for the year.	James Smith and Chris Kane	March 12, 2018
Add agenda item to the next PR meeting.	Debra Kobus	March 12, 2018
9. Other Business		
5 minutes	Chris Kane, Chair	
Discussion	None	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	n/a	n/a
10. Adjournment		
0 minutes	Chris Kane, Chair	
Discussion	Marlena moved to adjourn. Nick 2 <sup>nd</sup> . <b>Vote unanimous 4-0-0.</b> Adjourned at 12:00 pm.	
Conclusions	Motion to adjourn approved	
Action Items	Person Responsible	Deadline

**Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)**

Condensed draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Debra Kobus	2/6/2018
Full Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Debra Kobus	3/2/2018
Full Draft minutes emailed to all Committee members	Debra Kobus	3/2/2018
Minutes approved	Committee Members	4/5/2018
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Debra Kobus	4/10/2018

# Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

Parking Lot		
<ul style="list-style-type: none"> <li>• #'s breakdown by disability</li> <li>• More nuance data needed of the broader categories within cognitive disabilities</li> <li>• Look at the psychiatric disability referrals made to CAP by VR and discuss the implications of those numbers and how we can improve outcomes for these individuals. (Sherrie explained what CAP is – The Client Assistance Program is a federally mandated program through WIOA to support consumers that are needing support and in helping individuals to access services that they might qualify for. Clients not agreeing with decisions made by VR would come to CAP and we would look at the situation and explain the reasoning behind the denial or advocate on behalf of the consumer.)</li> <li>• Folks on SSI and SSDI – sub analysis</li> <li>• Looking at Pre-ETS VR students with a state by state comparison (even if not completely comparable)</li> <li>• More data about Tech Centers, certifications, and people achieving outcomes</li> </ul>	<p><b>Further Group Discussion generated from Needs Assessment Review</b></p>	<p><b>From 12/7/2017 Minutes</b></p>

## WIOA COMMON PERFORMANCE MEASURES

### Proposed Leading and Lagging Indicators

Senior Manager Retreat February 8<sup>th</sup> and 9<sup>th</sup> 2018

All the below measures are calculated by program year (July through June).

WIOA Measure: Employment rate at six months and twelve months post-closure

DVR Measure and Targets

Of the DVR consumers who have evidence of earnings in the Department of Labor, Unemployment Insurance database at employment (26) closure, what percentage:

- Have evidence of earnings in the Department of Labor (DOL), Unemployment Insurance (UI) database 6 months post closure:
  - Sample: All individuals with employment closures that are two quarters old during the program year
  - Outcome: The total number of individuals still employed based on UI data in the second quarter post closure

**Target 95%**

- Have evidence of earnings in the Department of Labor, Unemployment Insurance database 12 months post closure:
  - Sample: All individuals with employment closures that are four quarters old during the program year
  - Outcome: The total number of individuals still employed based on UI data in the fourth quarter post closure

**Target 80%**

WIOA Measure: Median earnings at six months post closure

DVR Measure and Target

The percentage of DVR consumers who are closed employed (26) who have earnings at or above 150% the current Vermont minimum wage.

- Sample: All DVR employment closures during the program year. Note: The same individual can have more than one closure during a program year.
- Outcome: The number of closures at or above 150% minimum wage at the time of closure

**Target 40%**



## WIOA Measure: Credential Attainment

### DVR Measure and Target

The percentage of DVR consumers who complete a post-secondary education or industry recognized credential while the case was open or within one year of closure, each program year:

- Sample: DVR consumers in plan status with educational goal and/or within 365 days of DVR closure during the program year
- Outcome: The number of individuals who achieve a credential during the program year

**Target 20%**

### Proposed Lead Indicators

The following are proposed lead indicators for the DVR targets.

- Percentage of consumers in a plan status who participated in at least one assessment from the DVR toolkit
- Percentage of consumers with an IPE employment goal in a higher wage career cluster as per LMI
- Percentage of DVR consumers in a plan status, currently enrolled in a post-secondary education or training program that would result in a credential. This will include credentials that are not included as allowable by RSA, but will benefit the consumer
- Percentage of cases with more than one team member (e.g. benefits counselor, VABIR EC, EAP counselor or AT Specialist)
- Percentage of cases with evidence of regular contact with DVR or VABIR, 3 months, 6 months and 9 months post closure