

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

| SRC Executive Committee - Steering | | |
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| Thursday, May 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 2:05 pm | |
| Members Present | Sarah Launderville, SRC Chair; Brian Smith, SRC Vice-Chair; Sherrie Brunelle, Policy & Procedures Committee Chair; Sam Liss, Advocacy, Outreach and Education Committee, Chair; Diane Dalmasse, Division of Vocational Rehabilitation Director (Ex-officio, non-voting) | |
| 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) Introductions (Sarah Launderville) | | |
| Discussion | Those in attendance went around the table and introduced themselves. | |
| Conclusions | Thanks to everyone! | |
| Action Items | Person Responsible | Deadline |
| None | n/a | n/a |
| 2) Approval of Agenda (Sarah Launderville) | | |
| Discussion | Sarah asked if there were any proposed changes or additions to the agenda. There were none. Sam moved and it was seconded to approve the agenda as proposed. Vote unanimous 4-0-0. | |
| Conclusions | Motion passes – today’s agenda accepted. | |

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| None | | n/a | n/a |
| 3) Open for Public Comment | | | |
| Discussion | There was no public comment | | |
| Conclusions | n/a | | |
| Action Items | | Person Responsible | Deadline |
| None | | n/a | n/a |
| 4) Approval of Minutes – March 1, 2018 (Sarah Launderville) | | | |
| Discussion | Sarah asked that the group review the March 1, 2018 minutes and asked if there were any proposed amendments. There were none. Sam moved to approve and it was seconded. There was no further discussion. Vote unanimous 4-0-0. | | |
| Conclusions | March 1, 2018 minutes approved without amendment. | | |
| Action Items | | Person Responsible | Deadline |
| Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/ | | Debra Kobus | 5/8/2018 |
| 5) Discussion – Recruitment (Group) | | | |
| Discussion | <p>a) Update – Hugh Bradshaw and Business, Industry and Labor Recruitment (Debra Kobus)</p> <p>Debra reported that she has not received any leads from Hugh yet.</p> <p>James said he will reach out to Hugh to see if Debra could be provided one BAM to work with to find interested business professionals.</p> <p>Diane will reach out to Frank Cioffi to see if there might be someone from the Vermont State Workforce Board that might be interested as well.</p> | | |
| Conclusions | See above. | | |

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| James will reach out to Hugh to see if Debra could be provided one BAM to work with to find interested business professionals. | James | Open |
| Diane will reach out to Frank Cioffi to see if there might be someone from the Vermont State Workforce Board that might be interested as well. | Diane | Open |

8) Discussion – Agenda for June 7, 2018 Full SRC (Group)

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| Discussion | <p><u>See Parking Lot for Presentation Ideas</u></p> <p><u>Standing agenda</u> items include:</p> <ol style="list-style-type: none"> 1. Introductions 2. Approval of Agenda 3. Open for Public Comment 4. Approval of Minutes 5. Consent Agenda 6. Committee Chair Updates 7. Director's Report 8. Regional Managers Updates 9. Presentation 10. Roundtable 11. Other Business 12. Adjournment <p>Diane said that we could choose a couple of the (8) Charter Team Leads to come and talk about what they are doing related to Career Pathways as it is the most important thing going on in the Division.</p> <p>James, Diane, and the two Regional Managers (Leo Schiff and Will Pendlebury) will provide the Career Pathways Presentation on June 7, 2018.</p> <p>Regarding the Ticket to Work Program, Diane will provide an overview during her Director's Report and James will coordinate with Sherrie a time to deep dive on the matter.</p> <p>The October 4, 2018 Annual Retreat will be on:</p> |
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| | <ul style="list-style-type: none"> • Career Pathways • New member training <p>Debra will develop a web page specifically for new members that includes the glossary, power points, etc.</p> | | | | | | | | | | |
|--|---|--------------|----------|---|----------|---|----------|--|-----------|---|-----------|
| Conclusions | See above | | | | | | | | | | |
| Action Items | <table border="1"> <thead> <tr> <th>Person Resp.</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>James, Diane, and the two Regional Managers (Leo Schiff and Will Pendlebury) will provide the Career Pathways Presentation on June 7, 2018.</td> <td>6/7/2018</td> </tr> <tr> <td>Regarding the Ticket to Work Program, Diane will provide an overview during her Director’s Report and James will coordinate with Sherrie a time to deep dive on the matter.</td> <td>6/7/2018</td> </tr> <tr> <td>To Parking Lot: The October 4, 2018 Annual Retreat will be on: <ul style="list-style-type: none"> • Career Pathways • New member training </td> <td>8/20/2018</td> </tr> <tr> <td>Debra will develop a web page specifically for new members that includes the glossary, power points, etc.</td> <td>8/20/2018</td> </tr> </tbody> </table> | Person Resp. | Deadline | James, Diane, and the two Regional Managers (Leo Schiff and Will Pendlebury) will provide the Career Pathways Presentation on June 7, 2018. | 6/7/2018 | Regarding the Ticket to Work Program, Diane will provide an overview during her Director’s Report and James will coordinate with Sherrie a time to deep dive on the matter. | 6/7/2018 | To Parking Lot: The October 4, 2018 Annual Retreat will be on: <ul style="list-style-type: none"> • Career Pathways • New member training | 8/20/2018 | Debra will develop a web page specifically for new members that includes the glossary, power points, etc. | 8/20/2018 |
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| Regarding the Ticket to Work Program, Diane will provide an overview during her Director’s Report and James will coordinate with Sherrie a time to deep dive on the matter. | 6/7/2018 | | | | | | | | | | |
| To Parking Lot: The October 4, 2018 Annual Retreat will be on: <ul style="list-style-type: none"> • Career Pathways • New member training | 8/20/2018 | | | | | | | | | | |
| Debra will develop a web page specifically for new members that includes the glossary, power points, etc. | 8/20/2018 | | | | | | | | | | |
| 9) Discussion – Venue – October 4, 2018 Retreat (Group) | | | | | | | | | | | |
| Discussion | Debra reported that Seyon Lodge was closed for business until April 18 which is why she did not send this information sooner to the committee. The venue is available on October 4. The cost is \$200. Debra provided a menu choice (price is \$14pp). It was decided that two soup options would be desirable and Debra will find out how much that would cost. | | | | | | | | | | |
| Conclusions | It was agreed by consensus to go forward with reserving Seyon Lodge – Vermont State Park for the October 4 Retreat. Debra will check on pricing for two soup options. | | | | | | | | | | |
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| | Responsible | |
| <ul style="list-style-type: none"> Debra will reach out to Seyon Lodge to confirm the reservation. Debra will forward to Kathryn Housewright the invoice from Seyon Lodge to officially reserve the space. Debra will check on pricing for two soup options and will report back to the committee. | Debra | 5/4/2018 |
| 10) Other Business (Sarah Lauderville) | | |
| Discussion | None | |
| Conclusions | n/a | |
| Action Items | Person Responsible | Deadline |
| None | n/a | n/a |
| 1) Adjournment (Sarah Lauderville) | | |
| Discussion | Adjourned by consensus. | |
| Conclusions | Adjourned at 2:52 pm | |
| Action Items | Person Responsible | Deadline |
| Draft Minutes uploaded to http://vtsrc.org/members/draft-minutes/ | Debra Kobus | 5/8/2018 |
| Draft minutes emailed to Committee Members | Debra Kobus | 5/8/2018 |
| Minutes approved by Committee | Committee Members | 9/6/2018 |
| Approved minutes uploaded to www.VTSRC.org | Debra Kobus | 9/11/2018 |
| PARKING LOT | Person Responsible | Deadline |
| Possible Career Pathways (Credential Attainment) presentation – June 7, 2018 presentation | Debra Kobus – reminder to Committee Members | DONE |
| New Member Training | Debra Kobus - reminder to | DONE |

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| | Committee Members | |
| Presentation on the Social Security Ticket to Work Program and how VR benefits | Debra Kobus - reminder to Committee Members | DONE |
| <p>The October 4, 2018 Annual Retreat will be on:</p> <ul style="list-style-type: none"> • Career Pathways • New member training | Debra to remind committee members | August 20, 2018 |