

APPROVED AGENDA  
SRC STEERING COMMITTEE  
Thursday, May 3, 2018  
1:45 PM – 3:15 PM  
Waterbury Vocational Rehabilitation  
Room Cherry C  
HC 2 South 280 State Drive, Waterbury, VT 05671

- |                          |  |
|--------------------------|--|
| <b>1:45 pm - 1:47 pm</b> | <b>Introductions</b>   |
| <b>1:47 pm – 1:50 pm</b> | <b>Approval of Agenda</b>  |
| <b>1:50 pm – 1:53 pm</b> | <b>Open for Public Comment</b>   |
| <b>1:53 pm - 1:55 pm</b> | <b>Approval of Minutes – March 1, 2018</b>   |
| <b>1:55 pm - 2:00 pm</b> | <b>Recruitment Update</b><br>a. Update - Business, Industry and Labor Recruitment Leads  |
| <b>2:00 pm - 3:00 pm</b> | <b>Discussion – Agenda for June 7, 2018 Full SRC Meeting</b><br><b>(see Parking Lot for presentation ideas)</b><br><b><u>Standing agenda</u></b> items include:<br>1. Introductions<br>2. Approval of Agenda<br>3. Open for Public Comment<br>4. Approval of Minutes<br>5. Consent Agenda<br>6. Committee Chair Updates<br>7. Director’s Report<br>8. Regional Manager Update<br><b>9. Presentation</b><br>10. Other Business<br>11. Roundtable<br>12. Adjournment |
| <b>3:00 pm – 3:10 pm</b> | <b>Follow Up – Venue – October 4, 2018 Retreat</b>   |
| <b>3:10 pm – 3:15 pm</b> | <b>Other Business</b>  |
| <b>3:15 pm – 3:15 pm</b> | <b>Adjournment</b>   |

**See back for Parking Lot Items**

PARKING LOT	Person Responsible	Deadline
Possible <b>Career Pathways</b> presentation	Debra Kobus - reminder to Committee Members	Open
<b>Member Training</b>	Debra Kobus - reminder to Committee Members	Open
Presentation on the <b>Social Security Administration Ticket to Work Program</b> and how VR benefits (Suggested by Sherrie Brunelle)	Debra Kobus - reminder to Committee Members	Open

**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

<b>SRC Executive Committee - Steering</b>		
<b>Thursday, March 1, 2018</b>	<b>1:45 pm – 3:15 pm</b>	<b>Waterbury State Complex Room Cherry C HC 2 South 280 State Drive, Waterbury, VT 05671</b>
<b>Meeting called by</b>	Brian Smith, Vice-Chair, convened the meeting at 1:55 pm	
<b>Members Present</b>	Brian Smith, SRC Vice-Chair; Sherrie Brunelle, Policy & Procedures Committee Chair; Christopher Kane (by phone), Performance Review Committee Chair; Sam Liss, Advocacy, Outreach and Education Committee, Chair; Diane Dalmasse, Division of Vocational Rehabilitation Director	
<b>Members Absent</b>	Sarah Launderville, SRC Chair	
<b>SRC Liaison</b>	James Smith, DVR Budget and Policy Manager	
<b>SRC Coordinator</b>	Debra Kobus	
<b>Interpreters</b>	----	
<b>Speakers/Presenters</b>	----	
<b>Guests</b>	----	
<b>1) Introductions (Brian Smith)</b>		
<b>Discussion</b>	Those in attendance went around the table and introduced themselves.	
<b>Conclusions</b>	Thanks to everyone!	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>2) Approval of Agenda (Brian Smith)</b>		
<b>Discussion</b>	Brian asked if there were any proposed changes or additions to the agenda. James asked that prior approval provisions be added to the agenda. Sam moved to approve the agenda as proposed. Sherrie 2nd. There was no further discussion. All approved as amended – <b>Vote unanimous 4-0-1 with Diane</b>	

**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

	<b>Dalmasse abstaining.</b>	
<b>Conclusions</b>	Motion passes - today's agenda accepted with addition – see under 9) Other Business	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>3) Open for Public Comment</b>		
<b>Discussion</b>	There was no public comment	
<b>Conclusions</b>	n/a	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>4) Approval of Minutes – January 3, 2018 (Brian Smith)</b>		
<b>Discussion</b>	Brian asked that the group review the January 3, 2018 minutes and asked if there were any proposed amendments. There were none. Sherrie moved to approve. Sam 2 <sup>nd</sup> . There was no further discussion. All approved <b>Vote 4-0-1 with Diane Dalmasse abstaining.</b>	
<b>Conclusions</b>	January 3, 2017 minutes approved without amendment.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Upload approved minutes to <a href="http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/">http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/</a>	Debra Kobus	3/6/2018
<b>5) Update from Legal on Open Meeting Law Requirements (James Smith)</b>		
<b>Discussion</b>	James reported that DAIL's AG confirmed that the SRC is required to follow the Open Meeting Law with draft minutes being required to be posted to the SRC website within 5 calendar days after the meetings. Debra is currently adhering to this requirement.	
<b>Conclusions</b>	SRC will adhere to the Open Meeting Law	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>6) AHS Budget Update (Diane Dalmasse)</b>		

**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

<p><b>Discussion</b></p>	<p>Diane Dalmasse reported that VR is not impacted by any AHS reductions. We have received good news from the Feds that we will be receiving a cost of living increase. We will be losing our Title 6b funding which amounts to the same increase we are getting in cost of living. The Title 6b funds have been provided to the Designated Agencies to implement Supported Employment.</p> <p>Diane reported that she and the DAIL business person have come to an agreement about VRs budget and we are looking okay as to revenue and expenses.</p> <p>The department is very concerned about losing Attendant Services funding which allows consumers to get to work.</p> <p>The only other budget implication is the 4% reduction in development services waiver program.</p> <p>In the current financial climate, Brian said that we must show a return on investment, which is why data is so important.</p> <p>Chris said there are several special education funding proposals that are currently in the legislature.</p>	
<p><b>Conclusions</b></p>	<p>VR is not impacted by any AHS reductions.</p>	
<p><b>Action Items</b></p>	<p><b>Person Responsible</b></p>	<p><b>Deadline</b></p>
<p>None</p>	<p>n/a</p>	<p>n/a</p>
<p><b>7) Discussion – Recruitment (Group)</b></p>		
<p><b>Discussion</b></p>	<p><b>a) Youth Committee Update (James Smith &amp; Diane Dalmasse)</b>  Diane reported that a second meeting is scheduled with key stakeholders. Vermont Family Network’s spring conference keynote speaker is inspirational about youth leadership and we are trying to arrange a luncheon with her and youth.</p> <p><b>b) Update – Hugh Bradshaw and Business, Industry and Labor Recruitment (Debra Kobus)</b>  Debra reported that Cari Kelley has applied and James has forwarded it up to the Commissioner’s Office for approval filling</p>	

**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

	<p>one of the two open slots in the Business, Industry and Labor.</p> <p>James will reach out to Hugh Bradshaw to see if there is another employer that he is aware of that may be interested in joining the SRC.</p>				
<b>Conclusions</b>	James will reach out to Hugh Bradshaw to find out if there is another employer that may be interested in joining the SRC and would be a good fit.				
<b>Action Items</b>	<table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>James Smith</td> <td>3/6/2018</td> </tr> </tbody> </table>	Person Responsible	Deadline	James Smith	3/6/2018
Person Responsible	Deadline				
James Smith	3/6/2018				
Reach out to Hugh Bradshaw to see if there is another employer that he is aware of that may be interested in joining the SRC					
<b>8) Discussion – Agenda for April 5, 2018 Full SRC (Group)</b>					
<b>Discussion</b>	<p><b>See Parking Lot for Presentation Ideas</b></p> <p><b>Standing agenda</b> items include:</p> <ol style="list-style-type: none"> <li>1) Introductions</li> <li>2) Approval of Agenda</li> <li>3) Open for Public Comment</li> <li>4) Approval of Minutes</li> <li>5) Consent Agenda</li> <li>6) Committee Chair Updates and RM Report Out</li> <li>7) Director’s Report</li> <li>8) <b>Presentation</b></li> <li>9) Other Business</li> <li>10) Adjournment</li> </ol> <p>James asked that “Order of Selection be added to the April 5<sup>th</sup> agenda.</p> <p>It was agreed that the April 5 presentation to the Full SRC we provide an Aware Update. James suggested that we have a couple of counselors in the Aware system talk about their experience. It was suggested that a combination of Alice Porter, Amanda Kohle, and David Leonard discuss how we are doing in getting to a fully functional Aware system. James will reach out to these folks about the presentation. Sam said that in the AOE Committee meeting it was suggested that at a Full SRC meeting a report out be provided</p>				

**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

	<p>on any events or legislative items that they should be aware of. Diane said that could be included in report outs.</p> <p>Sherrie would like to learn from the Regional Managers' presentation what is working in their region and what their challenges are.</p> <p>Diane said VR's huge overarching theme is around Career Pathways. We have developed eight project charters that talk about our project management plan and what our action plan is. These are all coming from eight visions statements that she put together in large part based from conversations she and the SRC has had over the past couple of years. The focus of the work in the regions is going to be all about vocational assessment, career counseling, and motivational interviewing.</p> <p>Brian said that there are pockets of people that are looking to obtain higher education without costs and within that conversation it would be good for people with challenges have that opportunity. However, ultimately since government is going to be parsing out a resource, it should be considering and prioritizing these resources for those most in need and where it can receive the biggest bang for its investment.</p> <p>The presentation scheduled for June to the Full SRC is currently Career Pathways.</p> <p>Diane is currently in the process of reviewing caseloads to implement the College Steps Program at Castleton. This would assist not only people with developmental disabilities but others that need extra support.</p>	
<p><b>Conclusions</b></p>	<ul style="list-style-type: none"> <li>• James asked that "Order of Selection be added to the April 5<sup>th</sup> Full SRC Agenda.</li> <li>• James to reach out to Amanda Kohle, Alice Porter, and David Leonard regarding an Aware presentation at the April 5<sup>th</sup> Full SRC meeting</li> <li>• Regional Managers should report out about what is working in their region and where they are having challenges</li> </ul>	
<p><b>Action Items</b></p>	<p><b>Person Resp.</b></p>	<p><b>Deadline</b></p>

**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

April 5 <sup>th</sup> Agenda Item – Order of Selection	Debra Kobus	March 23, 2018
Reach out to Amanda Kohle, Alice Porter, and David Leonard regarding an Aware presentation at the April 5 <sup>th</sup> Full SRC meeting	James Smith	March 6, 2018
Regional Managers should report out about what is working in their region and where they are having challenges.	Debra Kobus	March 23, 2018
<b>9) Discussion – Venue – October 4, 2018 Retreat (Group)</b>		
<b>Discussion</b>	The group agreed that they did not want to return to Waterbury Fish and Game this year. Seyon Ranch, a State park, was suggested as a very nice place for a retreat and they can also provide lunch at a very reasonable price. Seyon Ranch is in Groton. Debra will reach out to them about availability, pricing, and menus. She will also find out if they can accommodate special menus like dairy free, gluten free, etc. Langevin House is an alternative location. Once Debra receives this information she will send it along to the Steering Committee.	
<b>Conclusions</b>	Debra to contact Seyon Ranch State Park related to the Retreat and report back to the committee.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Contact Seyon Ranch State Park to see if they can accommodate the SRC Retreat scheduled for October 4, 2018.	Debra Kobus	April 5, 2018
<b>10) Other Business (Brian Smith)</b>		
<b>Discussion</b>	Per James, RSA requires prior approval related to expense reimbursements for these meetings so if folks need monetary reimbursement – a heads up is required.	
<b>Conclusions</b>	Prior approval required by RSA related to these meetings if folks needs monetary reimbursement – a heads up is required.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>11) Adjournment (Brian Smith)</b>		
<b>Discussion</b>	Adjourned by consensus.	
<b>Conclusions</b>	Adjourned at 3:07 pm	



**Draft Minutes – March 1, 2018**  
**SRC Executive Committee - Steering**

Action Items	Person Responsible	Deadline
Statutorily Required Draft Minutes uploaded to <a href="http://vtsrc.org/members/draft-minutes/">http://vtsrc.org/members/draft-minutes/</a>	Debra Kobus	3/6/2018
Draft minutes emailed to Committee Members	Debra Kobus	3/6/2018
Minutes approved by Committee	Committee Members	5/3/2018
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Debra Kobus	5/8/2018
<b>PARKING LOT</b>	<b>Person Responsible</b>	<b>Deadline</b>
Possible <b>Career Pathways</b> presentation – <b>June 7, 2018</b> presentation	Debra Kobus – reminder to Committee Members	Open
Possible <b>Aware Update</b> presentation to the Full SRC at the <b>April 5, 2018</b> Full SRC Meeting	Debra Kobus - reminder to Committee Members	Open
<b>New Member Training</b>	Debra Kobus - reminder to Committee Members	Open
<b>Presentation on the Social Security Ticket to Work Program and how VR benefits</b>	Debra Kobus - reminder to Committee Members	Open