

Minutes – September 7, 2017 SRC Executive Committee - Steering

SRC Executive Committee - Steering		
Thursday, September 7, 2017	12:00 pm – 1:30 pm	VABVI 60 Kimball Avenue South Burlington VT 05403
Meeting called by	Adam Leonard, Chair at 12:00 pm	
Members Present	Sherrie Brunelle, Sam Liss and Julia Burakian (via phone)	
Members Absent	Diane Dalmasse	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Guests	-----	
1. Today's Agenda		
-----	Adam Leonard	
Discussion	James Smith suggested adding a recruitment update to agenda. Members agreed.	
Sam Liss moved to accept with addition. Sherrie Brunelle 2 nd .		
Conclusions	Today's agenda accepted with addition.	
Action Items		Person Responsible
None		n/a
2. Approval of Minutes – May 4, 2017 Committee Meeting		
-----	Adam Leonard	
Discussion	No discussion. Sam Liss moved to approve. Adam Leonard 2 nd .	
Conclusions	Minutes approved.	
Action Items		Person Responsible
Upload approved minutes to www.VTSRC.org		Rebekah Stephens
		9/15/2017
3. Discussion and Approval – 10th Annual SRC Retreat Agenda		
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Discussion	James Smith invited all VR managers to attend the SRC Retreat for the “Presentation and Discussion – 2017 Full Draft Needs Assessment” portion of the Retreat. VR managers have been invited to join the SRC for lunch. James stated that all VR managers have confirmed attendance at the Retreat. James will be doing a Power Point presentation and will bring all equipment necessary. The Committee members agree that the Retreat will be held indoors with lunch under the pavilion. James will need 45 minutes for the Power Point presentation and 45 minutes for the discussion portion. 1 ½ hours will be allotted for lunch. The morning of the Retreat will include SRC Chair reports on 2017 Accomplishments, approval of the SRC bylaws language changes, Director's report and Order of Selection. The afternoon portion of the Retreat will include the SRC Breakout groups for setting of 2018 Goals and a Round Table.	
Conclusions	Rebekah Stephens will prepare the agenda and distribute to SRC members.	
Action Items		Person Responsible
Prepare Retreat agenda and distribute to SRC members		Rebekah Stephens
		9/22/2017
4. Update and Discussion – AOE Committee		
-----	Sam Liss	
Discussion	Diane Dalmasse, Sarah Launderville and Sam Liss met to discuss the status of the AOE Committee. After meeting, they agree that the AOE Committee has a purpose and should be reinstated. They agree that the AOE Committee needs a restructuring that should be based on specific projects. The AOE Committee should not be just 2 hours of updates. It should be more of an active committee.	

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Conclusions	SRC members interested in joining the AOE Committee will be encouraged to meet together for discussion during the SRC Annual Retreat Breakout sessions.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
5. Recruitment Update		
-----	James Smith	
Discussion	An email was received from DAIL stating that some application paperwork for the SRC had not been received by the Governor's Office. The DAIL representative is going to meet with the Governor's Office on Monday to try and get things organized. The Steering Committee instructed Rebekah Stephens to send an email response to the Governor's Office, DAIL and AHS stating that the SRC Steering Committee is concerned about the problems getting SRC applications through the process and the amount of time, it is taking to complete the process.	
Conclusions	Rebekah Stephens will prepare and send email as instructed by the Steering Committee.	
Action Items	Person Responsible	Deadline
Prepare and send email to Governor's Office, DAIL and AHS	Rebekah Stephens	9/15/2017
6. Other Business		
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Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
7. Adjournment		
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Discussion	Sherrie Brunelle moved to adjourn. Sam Liss 2 nd .	
Conclusions	Adjourned at 1:10 p.m.	
Action Items	Person Responsible	Deadline
Draft minutes submitted for approval	Rebekah Stephens	10/6/2017
Draft minutes uploaded to website www.VTSRC.org	Rebekah Stephens	10/6/2017
Draft minutes emailed to Committee members	Rebekah Stephens	10/6/2017
Minutes approved by Committee	Committee members	11/2/2017
Approved minutes uploaded to website www.VTSRC.org		11/10/2017