

# Minutes –December 1, 2016

## SRC Performance Review Committee

SRC Performance Review Committee		
Thursday, December 1, 2016	10:00 am – 12:00 pm	Video Conference: VR Offices – Waterbury (Spruce Room), Burlington, St. Johnsbury, St. Albans, Newport, White River Junction & Rutland
Meeting called by	Adam Leonard, Chair at 10:00 a.m.	
Members Present	Samantha Brennan, Julia Burakian and Leslie Walker Mitchell	
Members Absent	Chris Kane and Brian Smith	
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	-----	
Guests	Jessalyn Gustin	
<b>1. Today's Agenda</b>		
2 minutes	Adam Leonard	
<b>Discussion</b>	No discussion. Samantha Brennan moved to accept. Julia Burakian 2 <sup>nd</sup> .	
<b>Conclusions</b>	Today's agenda accepted.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>2. Approval of Minutes – October 6, 2016 Committee Meeting</b>		
3 minutes	Adam Leonard	
<b>Discussion</b>	No discussion. Samantha Brennan moved to approve. Julia Burakian 2 <sup>nd</sup> .	
<b>Conclusions</b>	Minutes approved.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	12/9/2016
<b>3. Update: "2017 Needs Assessment"</b>		
15 minutes	James Smith	
<b>Discussion</b>	Suzanne Hopkins was unable to attend today's meeting. James provided update.	
A work team has been pulled together to begin draft of Needs Assessment. The basic structure from the last Needs Assessment will be updated to reflect current data. A youth in transition section will be added. For the youth portion of the Needs Assessment, VR has asked for assistance from Vermont Family Network (VFN). VFN will develop a 10-question survey targeted at 9 <sup>th</sup> – 12 <sup>th</sup> graders. VR Transition Counselors will review the survey and provide feedback input. The survey will be web-based. Youth will be directed to the survey through the normal VR Transition Counselor youth intake process. Target completion for the survey is April 2017. Also with the assistance of VFN, VR will be putting together 3 focus groups on youth needs. The focus groups will be parents of students on Supplemental Security Income (SSI) and 2-student groups. VR Transition Counselors will provide feedback input on these groups also. VR will generate the invitations to these focus groups. VFN will collect and summarize the focus group feedback for VR. Each of the three focus groups, will consist of 8 to 10 invitees. Youth data from the Agency of Education (AOE), child mental health data, social security data, Department of Children and Families (DCF), Department of Labor (DOL) and data for youth in custody will also be collected so that VR can get a sense of the youth being served by VR. This will help to paint a picture of the youth population in the State, so that VR can determine the scope of need and any undiscovered areas of the population. During the last PR meeting, it was suggested that a summary explaining the focus in 2014 and any changes of focus for 2017 and why.		

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James explained that the Workforce Innovation & Opportunity Act (WIOA) regulations and VR's financial challenges will dictate what needs will be a priority for this Needs Assessment. There will probably be more needs identified than can be addressed. Adam Leonard clarified that an explanation of these changes of focus would be helpful – here are the needs and here are the shifts in focus and why. James agreed that a short narrative would be helpful. Adam asked if there will be more resources available to VR, now that a combined state plan is being done with DOL and AOE. James responded, “not immediately”. However, the hope is that more detailed data on employment longevity, median earnings and national level DOL data will be available in the future. VR is hoping to get some post education attainment data from the National Student Clearinghouse.		
<b>Conclusions</b>	Thank you, James! Another update will be included on the February 2, 2017 PR Committee meeting agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include Update – “2017 Needs Assessment” on February 2, 2017 PR meeting agenda	Rebekah Stephens	1/20/2017
<b>4. Continued Review &amp; Discussion – “VR Performance Measures”</b>		
1 hour	James Smith	
<b>Discussion</b>	Alice Porter was unable to attend today's meeting. James provided a quick update on the VR performance measures. VR has a concern around how the percentage for the “Employment Indicators” is being calculated. VR's concern is around the numerator and the denominator in the equation. All consumers in plan status will be included in the denominator, but only successful closures will be included in the numerator. This does not account for people who leave VR during the process and secure employment without informing VR. The numerator will also include all unsuccessful closures. VR sets its goal for each of the indicators, however, the Rehabilitation Services Agency (RSA) has the right to weigh in on the goals set by VR. VR could get penalized for setting a “reach for the stars” goal and not meeting it. The concern is that VR agencies could choose to set low goals to avoid penalties. VR is waiting on RSA to define “Skills Attainment”. James explained that the performance levels are the same for VR, AOE and DOL. The measures and definitions need to work across the board for data collection. The current combined state plan did not have any goals assigned to it. Its purpose is to set a baseline. The Spring 2018 combined state plan will have goals. Adam Leonard asked if VR has any idea how it is going? James responded, “that is an Alice question”. However, he does know that the data is still very preliminary at this time. DOL may be coming out with some guidance that will better speak to how things are going. James shared that Alice is worried because the nature of the measures will not provide a great barometer for measuring the small changes in data that are useful to VR. VR may still need to rely on its own deeper dive data to measure actual success for VR. VR likes to have more actionable data than the more general long lagging data that will come from the common performance measures. 2-year-old data is harder to address. VR is not sure when the baseline data will be available or when DOL will issue its guidance. However, once it is available, VR will summarize it and bring to the PR Committee for a look.	
<b>Conclusions</b>	Thank you, James! Include the review and discussion of baseline data and DOL guidance on future PR Committee meeting agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include “Review and Discussion – Combined State Plan Baseline Data and DOL Guidance” on future PR meeting agenda	Rebekah Stephens	TBD
<b>5. Welcoming New Members</b>		
30 minutes	Committee Members	

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<b>Discussion</b>	Committee members discussed how to best standardize welcoming new members to the SRC. Suggestions included: providing a summary of acronyms to new members, scheduling a conversation between new members and a VR staff member (preferably in person/30 – 45 minutes), adding a bio of each SRC member to the welcome packet and scheduling a “how are things going” meeting with the SRC Chair and SRC coordinator (preferably in person/60 minutes or less) once a new member has attended a few committee and full SRC meetings. Members reviewed the welcome email and info letter prepared by Rebekah Stephens. Both look good. Suggestion was made to possibly make a video for new members. Committee members like the bookmark idea for new members only. Suggestion also made to consider a sticker, as well as a bookmark. Bookmarks will cost approximately \$1.50 each. 40 bookmarks would last a while. James Smith gave budget o.k. for bookmarks/stickers. The bookmark contains some quick reference information and a QR code for a direct link to <a href="http://www.VTSRC.org">www.VTSRC.org</a> .	
<b>Conclusions</b>	Samantha Brennan and Julia Burakian (VR Counselors on SRC) have volunteered to be the representatives at the new member conversation. Rebekah Stephens will coordinate efforts to refine the new member packet, print bookmarks/stickers and develop video idea.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Coordinate welcoming new member efforts	Rebekah Stephens	on-going
<b>6. Other Business</b>		
10 minutes	Committee members	
<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>7. Adjournment</b>		
0 minutes	Adam Leonard	
<b>Discussion</b>	Leslie Walker Mitchell moved to adjourn. Julia Burakian 2 <sup>nd</sup> .	
<b>Conclusions</b>	Adjourned at 11:37 a.m.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes respectfully submitted for approval	Rebekah Stephens	12/30/2016
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	12/30/2016
Draft minutes emailed to Committee members	Rebekah Stephens	12/30/2016
Minutes approved	Committee members	2/2/2017
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	2/10/2017