

# Minutes –June 2, 2016

## SRC Performance Review Committee

SRC Performance Review Committee			
Thursday, June 2, 2016	10:00 am – 12:00 pm	Waterbury VR HC2 South 280 State Drive Waterbury, VT 05671 Room – Cherry B	
Meeting called by	Adam Leonard, Chair at 10:05 a.m.		
Members Present	Samantha Brennan and Julia Burakian (via phone)		
Members Absent	Spencer Lemons and Leslie Walker Mitchell		
SRC Liaison	James Smith, VR Budget and Policy Manager		
SRC Coordinator	Rebekah M. Stephens		
Interpreters	n/a		
Speakers/Presenters	Alison Carmichael, VR Financial Administrator III		
Facilitator	-----		
Guests	Jessalyn Gustin		
1. Today's Agenda			
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<b>Discussion</b>	Samantha Brennan moved to accept. Julia Burakian 2 <sup>nd</sup> . No discussion.		
<b>Conclusions</b>	Today's agenda accepted.		
Action Items		Person Responsible	Deadline
None		n/a	n/a
2. Approval of Minutes – April 7, 2016 Committee Meeting			
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<b>Discussion</b>	Samantha Brennan moved to approve. Julia Burakian 2 <sup>nd</sup> . No discussion.		
<b>Conclusions</b>	April 7, 2016 Committee meeting minutes approved.		
Action Items		Person Responsible	Deadline
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens	6/10/2016
3. Discussion: "Follow Up on Suggestions and Feedback – April 7, 2016 VR Consumer Orientation Discussion"			
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<b>Discussion</b>	Adam Leonard gave a brief summary of the April 7 <sup>th</sup> discussion. Is there some opportunity to enhance this process and incorporate some of the suggested improvements? The current Consumer Orientation was initiated in 2012. James Smith explained that the current process was instituted after the I-Team worked with Susan Wells to develop the PowerPoint now being used. VR had mandated at the time of initiation that no changes be made to the presentation, however, individual offices may have still made some changes that may be causing some of the inconsistencies. James explained that tweaking the process has not bubbled up to the top of the action list however it has been 4 years and taking a look at it might not be a bad idea. The on-line suggestion would need a deeper discussion. Face to face is the goal behind the orientation. The Committee members explained that the on-line recommendation was more around the very first contact or to be used as a reference for consumers after the first contact. James recommended taking the suggestions to Diane Dalmasse and the VR I-Team. Samantha Brennan voiced that adding a table of contents would add some clarification to the process and the VR offices. This way everyone would know what is supposed to be included in an orientation packet. James agreed that this type of suggestion is a good idea and a stepping off point for a discussion on the whole process. James offered to write a quick email to Diane summarizing the suggestions and asking what level of priority this would hold.		
<b>Conclusions</b>	James Smith will write email to Diane Dalmasse. He will cc the Committee members.		

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Action Items	Person Responsible	Deadline
Email Diane Dalmasse with suggestions and discussion on priority status of reviewing the Consumer Orientation process	James Smith	6/3/2016
<b>4. Review &amp; Discussion – “Alice Porter’s Responses to the Consumer Satisfaction Survey Discussion Questions” (original discussion 2/4/2016 PR Committee meeting)</b>		
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<b>Discussion</b>	James Smith explained that he had not expressed to Lisa Young that the PR Committee was to have input into the questions of the survey. The survey is already completed. James apologized for not closing this loop of communication. Adam Leonard expressed that there is plenty of opportunity for the PR Committee to be involved in the analysis of the data from the survey which is set to be conducted this month. James explained that the survey questions are very similar to 2013. This is done purposely to maintain consistency so the results may be measured over time. Committee members discussed when and by whom the results from this survey should be reviewed. The Committee members believe this is a topic for the full SRC. The Committee suggested that a representative from Market Decisions and all VR regional managers be invited also. The suggestion was made that the review of the Consumer Satisfaction Survey results be the topic for the SRC Annual Retreat in October. Students were asked to participate in this year’s survey.	
<b>Conclusions</b>	Adam Leonard will ask that discussion of this suggestion be added to today’s full SRC meeting agenda.	
Action Items	Person Responsible	Deadline
Request to add “discussion of making the review of the Consumer Satisfaction Survey results the Annual Retreat morning topic” to June 2, 2016 full SRC meeting	Adam Leonard	6/2/2016
<b>5. “Update – PETS Spending for FFY 2016” (Pre-employment Transition Services)</b>		
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<b>Discussion</b>	Alison handed out a 5-page PowerPoint summary of the “PETS – Financial Breakdown”. She explained that any federal award funds not spent in 2015 were carried over to 2016 and would need to be spent first before new 2016 federal award funds. VR has 2 years to spend the funds. The funds do not come into the State until VR has shown that the money has been spent. If the money is not spent it gets returned to the federal treasury. VR must spend 15% of its total federal award on PETS. PETS went into effect on October 1, 2014. PETS includes in-school youth with disabilities, youth ages 14 – 21, and IEP (Individualized Education Program) or 504 eligible youth. PETS funds are used to provide services such as,” job exploration counseling, work-based learning experiences, counseling on opportunities for enrollment in comprehensive transition or postsecondary educational programs at institutions of higher education, workplace readiness training to develop social skills and independent living and instruction in self-advocacy, which may include peer mentoring.” VT VR needed to spend “\$976,468” in SFY 2015 (State Fiscal Year: July 1 – June 30) VT VR was able to spend “\$458,718” with a carryover to SFY 2016 of “\$517, 750”. The bulk of the funds were spent on “Personnel Costs (Transition, YA, Ben, BAM)” in the amount of “\$381,221”. In SFY 2016 VT VR needed to spend “\$2,740,270” which included the base grant of “\$2,222,520” and the SFY 2015 carryover of “\$517,718”. VT VR was able to spend “\$2,287,477” by the end of May 2016. VT VR spent “635,317 on Supported Employment Grants” and “\$50,573” on “Case Services” in SFY 2016. VT VR’s estimated budget for PETS in SFY 2017 is “\$2,693,167” which includes a carryover of “\$452,793” from SFY 2016. However, VT VR is projecting that it will overspend on PETS by an estimated “\$359,940” in SFY 2017. The overspent funds will come out of the general VR fund. It is ok for VR to exceed its 15% mandatory spending budget. A committee member requested an explanation of the Summer Youth Program. Alison explained that the program works with students to get some work experience over the	

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summer break from school. Alison explained that only time working with students is counted in the personnel costs. Sick and vacation time is not included under the 15% expenditure requirements. Case services are the discretionary dollars each of the 14.5 transition counselors have to spend on items to assist students in securing employment, i.e. work clothing. A VR general counselor spends an average of \$30,000 for case services per year. VT VR has budgeted “\$135,000” for PETS case services for SFY 2017. Students have many sources of assistance so VR doesn’t need to solely provide these extra items out of their budget. The total VT VR budget is \$21 million made up of \$9.9 million federal base award, \$5 million re-allotment funds, \$2 million Ticket-To-Work funds and state funds. The 15% expenditure requirement amount is calculated on the federal base award only. VT VR has been very proactive around PETS. Other states have not been as successful to date. Several states are contracting out the PETS work. VT VR is trying to comply with the intent and spirit of the law.		
<b>Conclusions</b>	Excellent information. Thank you so much, Alison!	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>6. Discussion – PR Committee October Agenda</b>		
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<b>Discussion</b>	The VR Needs Assessment needs to be completed for inclusion in the 2017 State Plan. The Unified State Plan does not affect how the VR Needs Assessment is done. The needs of students will have to be assessed this time. This is new for VR. James Smith suggested inviting Suzanne Hopkins (VR) to the October 6 <sup>th</sup> PR meeting. She works on the Needs Assessment with him. VR now has a test platform (sandbox – testing environment) for AWARE. James offered to have someone come out and do a walk-through on AWARE for the Committee. Adam Leonard suggested this would be a better topic for the full SRC. Members agree the AWARE walk-through would be beneficial for the full SRC. VR has a go-live date on AWARE of October 2017. James suggested the PR Committee might like to take a look at the AWARE Tableaux. The Tableaux provides a more robust look at data measurement. However, it will not be ready by this October. It may be ready by December 2016. The more defined VR Performance Measures (6 total) will be ready for discussion by October. A panel discussion on “What is the Role of the Transition Counselors” may be a good future PR topic (not for October 2016). VR is attempting to develop a performance matrix for transition counselors because they don’t get rehabs. Renee Kievit-Kylar has retired.	
<b>Conclusions</b>	Needs Assessment and the VR Performance Measures (6 total) to be included on October 6, 2016 PR meeting agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include Needs Assessment on October 6, 2016 PR meeting agenda	Rebekah Stephens	9/23/2016
Include “Discussion – VR Performance Measures” on October 6, 2016 meeting agenda	Rebekah Stephens	9/23/2016
Include “Panel Discussion – What is the Role of the Transition Counselors?” on future PR meeting agenda	Rebekah Stephens	TBD
Include “Presentation on AWARE Tableaux” on future PR meeting agenda	Rebekah Stephens	TBD
Include “Discussion – Transition Counselor Performance Matrix” on future PR meeting agenda	Rebekah Stephens	TBD
<b>7. Other Business</b>		
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<b>Discussion</b>	The new order of selection has been approved and is going into effect on July 1,	

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2016. Training will be provided to all counselors. James Smith will be glad to share the PowerPoint with the PR Committee in the future.		
<b>Conclusions</b>	Include “Presentation – Order of Selection Training PowerPoint” on future PR meeting agenda.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include “Presentation – Order of Selection Training PowerPoint” on future PR meeting	Rebekah Stephens	TBD
<b>8. Adjournment</b>		
<b>Discussion</b>	Samantha Brennan made motion to adjourn. Julia Burakian 2 <sup>nd</sup> .	
<b>Conclusions</b>	Meeting 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	7/1/2016
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	7/1/2016
Draft minutes emailed to Committee members	Rebekah Stephens	7/1/2016
Minutes approved	Committee Members	10/6/2016
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	10/14/2016