

Minutes – January 5, 2012

SRC Executive Committee - Steering

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Thursday, January 5, 2012	12:00 pm – 1:30 pm	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	P. Neal Meier Ph.D. (Chair) at 12:05pm.	
Members Present	Ellie Marshall, Sam Liss, Don Parrish	
Members Absent	Jennifer Whitmore	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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Discussion	No discussion.	
Conclusions	No additions.	
2. Approval of Minutes – November 3, 2011 Committee Meeting		
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Discussion	Sam Liss made motion to accept. Don Parrish 2 nd ed.	
Conclusions	Minutes approved unanimously.	
3. Discussion on use of ballots for future SRC Officer Elections		
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Discussion	Discussion focused on who is eligible to serve as an officer. Can a committee chair also serve as SRC chair or vice-chair? Do bylaws need to be changed to address this issue? Is an ad hoc committee (Nominating Committee) needed to handle yearly elections? P. Neal Meier asked to have a motion be put on the table to not allow committee chairs to act in the role of SRC chair or vice-chair simultaneously. No motion made.	
Conclusions	No need to change bylaws as there has been no decision on simultaneous service. An ad hoc committee is not needed at this time. An email will be sent prior to yearly election containing the request for the following information: Who is Nominated, will the nominated member agree to stand for the office and what is the intended office. The email will be sent in November to allow sufficient time for nominations and responses. The responses to the email will be used to compile a list of nominations for the ballot. A written ballot will be used for the December elections for SRC Chair and Vice-chair.	
Action Items		Person Responsible
Prepare and distribute email requesting nominations for SRC Officers		Rebekah M. Stephens P. Neal Meier
Prepare and distribute email to nominees requesting agreement to stand for Office		Rebekah M. Stephens P. Neal Meier
Prepare written ballots for December 6, 2012 Officer elections		Rebekah M. Stephens
		Deadline
		11/1/2012
		11/15/2012
		12/6/2012
4. Recruiting Progress Update		
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Discussion	Adam Leonard is in the process of submitting his application. Chip Evans (workforce investment board and state employee) has been contacted. Chip Evans is interested in submitting an application for membership. An application has been emailed to him. No response to date. Mr. Milne has been recommended as another potential recruit for membership. A recommendation was made that Rebekah Stephens contact NAMI (National Association for Mental Illness) and Vermont Psychiatric Survivors for possible membership recruitment. The Central Vermont Economic Council may also be a productive source for recruitment. James Smith recommended we pursue at least one more VR consumer recruit. James Smith offered to assist with initial contact with the Department of Mental Health. Recommendation also made to pursue a recruit for membership that has veteran with disability status and is currently active in veteran's affairs. SRC Membership commitment was discussed in depth.	
Conclusions	Active recruitment is to continue. SRC Membership commitment is to become a standing agenda item for	

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full SRC meetings. Rebekah Stephens charged with ongoing monitoring of member attendance at full SRC and committee meetings.		
Action Items	Person Responsible	Deadline
Contact members to follow up and encourage compliance with commitment criteria as per bylaws. Send follow up emails after meetings as necessary.	Rebekah M. Stephens P. Neal Meier	ongoing
Send email to SRC members with meeting compliance information from bylaws.	Rebekah M. Stephens	1/31/2012
Secure Adam Leonard's completed and notarized application.	Rebekah M. Stephens	1/16/2012
Contact Chip Evans and follow up on application.	Rebekah M. Stephens	1/20/2012
Contact NAMI and Psychiatric Survivors to discuss potential membership recruits.	Rebekah M. Stephens	1/27/2012
Contact Sam Anderson of Central Vermont Economic Council.	P. Neal Meier	1/16/2012
Contact Clayton Clark regarding recruitment of Veteran for SRC.	Rebekah M. Stephens	1/27/2012
Contact Burlington VR Manager – Mark Ciociola regarding recruitment of VR consumer for SRC. Attend staff meeting and address staff- secure a list of potential Individuals.	Rebekah M. Stephens	1/27/2012
SRC Membership Commitment is now a standing agenda item for Full SRC meetings	Rebekah M. Stephens	ongoing
5. Other Business		
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Discussion	Discussed February agenda items for Full SRC. Necessity of budget report was discussed. James Smith explained that the SRC doesn't really have a fixed separate budget at this time. SRC is funded 100% from 110 Funds (core federal funding). SRC members agreed that a budget report is not necessary at this time. SRC members would like a short update on the GA (general assistance) Program as it has now been 1 full year since its inception. The February meeting will focus on developing an action plan based on the 4 th Annual Retreat Report. Rebekah Stephens handed out a draft of the report to the committee. Neal Meier requested that the report be sent to the Retreat Panel participants (all States not just attendees). Once action plan has been developed: follow up on progress of action plan will become a standing agenda item for Full SRC. Rebekah M. Stephens requested a SRC credit card to make paying for lunches, meeting venues and hotels easier. James Smith will follow up with Diane Dalmasse.	
Conclusions	February agenda is to focus on developing action plan from 4 th Annual Retreat Report.	
Action Items	Person Responsible	Deadline
Invite Betsy Choquette to February 2, 2012 SRC meeting to present update on GA Program.	Rebekah M. Stephens	1/9/2012
Contact Alicia Wein to secure schedule for VR new counselor training	Rebekah M. Stephens	1/20/2012
Prepare February 2, 2012 Agenda for SRC meeting	Rebekah M. Stephens	1/25/2012
Follow up on request for credit card	James Smith	2/2/2012
Email 4 th Annual Retreat Report to out of state Panel Participants (all)	Rebekah M. Stephens	1/20/2012
Action Plan Progress from 4 th Annual Retreat Report is now a standing agenda item. Beginning April 2012.	Rebekah M. Stephens	ongoing
6. Adjournment		
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Conclusions	Neal adjourned meeting at 1:15 pm.	
Action Items	Person Responsible	Deadline
Draft minutes respectfully submitted to committee for approval.	Rebekah M. Stephens	2/3/2012
Approved by committee on March 1, 2012	Steering Committee	n/a
Upload approved minutes to website	Rebekah M. Stephens	3/30/2012