

Minutes – September 6, 2012

SRC Executive Committee - Steering

| SRC Executive Committee - Steering | | | |
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| Thursday, September 6, 2012 | 12:00 pm – 1:30 | VABVI, 60 Kimball Avenue, South Burlington, VT 05403 | |
| Meeting called by | Jennifer Whitmore (Vice-Chair) at 12:23 PM | | |
| Members Present | Ellie Marshall, Sam Liss | | |
| Members Absent | P. Neal Meier Ph.D. (Chair), Diane Dalmasse (DVR, Director) and Don Parrish | | |
| 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 | James Smith suggested adding “discussion of P&P Committee membership”, discussion on “topics for upcoming December Retreat”, and “discussion on 2013 SRC meeting location.” Sam Liss suggested adding, discussion on “NCD grant (National Council on Disability), his participation, and how it fits with the SRC. | | |
| Conclusions | Sam Liss made motion to accept agenda as amended. Ellie Marshall 2nded. Agenda accepted as amended with above suggestions. | | |
| 2. Approval of Minutes – May 3, 2012 Committee Meeting | | | |
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| Discussion | Sam Liss suggested a larger font on future minutes. Sam Liss made motion to approve May 3, 2012 minutes. Ellie Marshall 2nded. | | |
| Conclusions | May 3, 2012 Committee Meeting minutes approved. | | |
| Action Items | | Person Responsible | Deadline |
| Use larger font on future minutes and agendas | | Rebekah Stephens | ongoing |
| 3. Summer Happenings Catch-Up | | | |
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| Discussion | Ellie Marshall is now a leader for Weight Watcher's. Ellie and Rebekah Stephens completed the Prouty, a bike event for raising money for cancer research at Dartmouth Norris Cotton Center. James Smith went to England and took in the Olympic beach volley ball games. Sam Liss had some health challenges, but is on the mend. Sam worked hard all summer on the SILC. Jennifer Whitmore reported that the Eagle Eye School has moved off the farm and will now be located in Glover, Vermont. Jennifer is beginning classes to become certified in behavioral analysis. | | |
| Conclusions | Just before the start of the Steering Committee meeting, members were notified of the passing of Don Parrish. He was a wonderful man and he will be greatly missed by all that had the privilege of knowing him. | | |
| Action Items | | Person Responsible | Deadline |
| None. | | n/a | n/a |
| 4. Review of SRC Membership Terms and Attendance | | | |
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| Discussion | Committee proposes we extend Neal Meier's term for 6 months in order to facilitate a smooth transition and retain a functional SRC. Committee members discussed potential new members for SRC. Chris McCarthy's term ends September 30, 2012. Anthony Williams (VABIR) has been suggested as a potential replacement. Jennifer Whitmore informed the Committee that Michelle Hubert | | |

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| is interested in serving on the SRC again. She has been away from SRC for over a year. John Spinney's term is ending September 30, 2013. Committee recommends speaking to John now to start process of finding his replacement. Allen Evans and Laban Hill have both submitted applications for membership on the SRC. Suggestion was made that Laban Hill and Allen Evans may be a good fit for Policy and Procedures Committee. | | |
| Conclusions | Members voted unanimously to ask Neal to continue his term for 6 months. | |
| Rebekah Stephens will continue to work with VR and SRC members to develop a list of potential applicants. | | |
| Action Items | Person Responsible | Deadline |
| Contact Neal regarding extending his term by 6 months | Rebekah Stephens | 9/17/2012 |
| Contact Christine McCarthy regarding Anthony Williams | Rebekah Stephens | 9/21/2012 |
| Contact Michelle Hubert regarding membership on SRC | Rebekah Stephens | 10/16/2012 |
| Contact John Spinney regarding his replacement for next year | Rebekah Stephens | 10/16/2012 |
| 5. Vermont Businesses for Social Responsibility Membership | | |
| ----- | Rebekah Stephens | |
| Discussion | Rebekah has contacted VBSR several times and is awaiting a response from them. | |
| Conclusions | Move to November 1, 2012 Steering Committee agenda. This will allow for a response from VBSR. | |
| Action Items | Person Responsible | Deadline |
| Put on November 1, 2012 Steering Committee agenda | Rebekah Stephens | 10/22/2012 |
| 6. October 4, 2012 SRC Agenda | | |
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| Discussion | June 7, 2012, SRC meeting was cancelled due to lack of quorum. The Steering Committee has agreed to use the June 7, 2012 agenda for October 4, 2012 SRC meeting. The following changes are to be made to the agenda: Shorten Brendan Hogan's presentation to 60 minutes and give the discussion on the "Inclusion of AT Advisory Board with SRC" an additional 15 minutes. | |
| Conclusions | Make changes to June 2012 agenda and forward to Neal Meier for approval. | |
| Action Items | Person Responsible | Deadline |
| Prepare October 4, 2012 SRC agenda and forward for approval | Rebekah Stephens | 9/20/2012 |
| 7. National Council on Disability grant and Sam Liss Participation – How does it fit with the SRC | | |
| ----- | ----- | |
| Discussion | National Council on Disability grant was created to do research on benefits and employment. Vermont VR joined with Kansas, Utah, and Wisconsin in completing the field application for this grant. The University of Kansas is the official grantor. James Smith, Sam Liss, and Sarah Launderville are participating on behalf of Vermont and will do the work for this grant. The grant funds will not be coming to VR but will go through VCIL. Sam Liss is on the board of VCIL so he cannot be paid by VCIL. As the work to be done for this grant and the work done by the SRC is so closely related, the suggestion was made that Sam does the work as a member of the SRC and the SRC will pay him. The work will be completed within the next 6 months. Sam's time on the grant will be approximately 8 hours. | |
| Conclusions | Ellie Marshall and Jennifer Whitmore voted unanimously to allow Sam Liss to complete the work for the grant under the SRC. The SRC will issue payment to Sam Liss. Sam Liss will | |

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| provide an invoice of hours and cost to the SRC for payment. Sam Liss was recused from the vote. | | |
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| Action Items | Person Responsible | Deadline |
| Sam Liss to provide invoice to SRC for payment upon completion of work | Sam Liss | TBD |
| 8. Other Business | | |
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| Discussion | Discussion on 2013 SRC meeting locations. The suggestion has been made that 2013 locations be local VR offices, which will allow for participation of local VR staff at SRC meetings. James Smith suggested that the 2013 SRC meeting agendas include a time for local VR staff to participate. Retreat topics were discussed briefly. James Smith suggested "Follow Up on CWS" as a possible topic. | |
| Conclusions | Meeting locations to be discussed and decided upon at November 1, 2012 Steering Committee Meeting. Retreat topics to be discussed by entire Steering Committee via phone conference once Diane Dalmasse returns from vacation. | |
| Action Items | Person Responsible | Deadline |
| Put discussion of SRC meeting locations on November 1, 2012 Steering Committee meeting agenda | Rebekah Stephens | 10/22/2012 |
| Set up phone conference for Steering Committee – Retreat Topic | Rebekah Stephens | 10/8/2012 |
| 9. Adjournment | | |
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| Discussion | None. | |
| Conclusions | Meeting adjourned at 1:35 pm. | |
| Action Items | Person Responsible | Deadline |
| Draft minutes submitted for approval | Rebekah Stephens | 10/5/2012 |
| Draft minutes uploaded to website www.VTSRC.org | Rebekah Stephens | 10/5/2012 |
| Minutes approved by Committee | Committee Members | 11/1/2012 |
| Approved minutes uploaded to website www.VTSRC.org | Rebekah Stephens | 11/9/2012 |