

# Minutes – November 5, 2015

## SRC Executive Committee - Steering

SRC Executive Committee - Steering		
Thursday, November 5, 2015	10:00am – 11:30am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Adam Leonard (Chair) at 10:11 am	
Members Present	Sam Liss	
Members Absent	Diane Dalmasse	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator/Guests	-----	
1. Today's Agenda		
-----	-----	
<b>Discussion</b>	James Smith requested the discussion about adding a "Review and Discussion on the State Plan" to the December 3, 2015 SRC meeting agenda be included under today's agenda item #3 – "Discussion and Approval of December 3, 2015 SRC Meeting Agenda". Committee members agreed.	
	Agenda item #5 "Discussion – SRC Section of the State Plan" moved to be included under agenda item #3.	
	Sam Liss moved to accept today's agenda with changes. Adam Leonard 2 <sup>nd</sup> .	
<b>Conclusions</b>	Today's agenda with changes accepted.	
Action Items		Person Responsible
		Deadline
Adjust today's agenda to reflect accepted changes		Rebekah Stephens
		11/5/2015
2. Approval of Minutes – September 3, 2015 Committee Meeting		
-----	-----	
<b>Discussion</b>	Sam Liss moved to approve. Adam Leonard 2 <sup>nd</sup> . No discussion.	
<b>Conclusions</b>	Minutes approved.	
Action Items		Person Responsible
		Deadline
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens
		11/13/2015
3. Discussion and Approval of December 3, 2015 SRC Meeting Agenda – 1. Career Access Project Presentation and 2. Review and Discussion of State Plan		
-----	-----	
<b>Discussion</b>	Committee members reviewed the draft December 3, 2015 SRC meeting agenda. A suggestion to include a "Career Access Project Presentation" was made at a prior Steering Committee meeting. Currently the Career Access Project is still in the very early stages of development. VT DVR is hoping to be part of the pilot program. More time is still needed to see where this Project is going and what involvement VT DVR will have with it. Committee members agree that the topic should wait until VT DVR has more information on the Project. A brief review and discussion on the "Goals and Priorities for the FFY 2017 State Plan" needs to be included on the December 3, 2015 SRC meeting agenda. The Performance Review Committee conducted a deep discussion on this topic during their October 30, 2015 committee meeting. The Performance Review Committee also conducted a discussion and review of the new Order of Selection (OOS) language during their October 30 <sup>th</sup> meeting. A brief review and discussion and a vote is needed by the full SRC. Sam Liss offered to provide a brief update on the status of SSDI funding. Committee members also discussed adding an informal update/discussion on "Transition Counselors – Their early experiences with the new process - How is it going?"	
<b>Conclusions</b>	Include update on Career Access Project on January 2016 Steering Committee meeting agenda. Include "Goals and Priorities FFY 2017 State Plan" and "New Language OOS" on	

# Minutes – November 5, 2015

## SRC Executive Committee - Steering

December 3, 2015 SRC meeting agenda. Sam will do a brief update on SSDI funding under “Other Business” .		
James Smith will invite a few transition counselors to the December 3, 2015 SRC meeting.		
Action Items	Person Responsible	Deadline
Include a discussion on “Career Access Project Presentation” on January 7, 2016 Steering Committee meeting agenda	Rebekah Stephens	12/25/2015
Update draft agenda for December 3, 2015 SRC meeting and distribute for approval	Rebekah Stephens	11/20/2015
4. Discussion – Election of SRC Chair and Vice-Chair		
-----	-----	
<b>Discussion</b>	Adam Leonard has accepted the nomination for Chair. Alaina Clements has accepted the nomination for Vice-Chair. The election is scheduled to take place during the December 3, 2015 SRC meeting. Committee discussed if a ballot will be used.	
<b>Conclusions</b>	Nominations will be taken from the floor during the December 3, 2015 SRC meeting. A ballot will be used listing Adam and Alaina and a blank for nominations from the floor. Sam Liss will conduct the election as Adam is on the ballot.	
Action Items	Person Responsible	Deadline
Prepare ballot for December 3, 2015 SRC Chair and Vice-Chair election	Rebekah Stephens	12/3/2015
5. Discussion – SRC Section of the State Plan		
-----	James Smith	
<b>Discussion</b>	Included under agenda item #3 above.	
<b>Conclusions</b>	Included under agenda item #3 above.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
6. Discussion – 2016 SRC Meeting Schedule and Locations – Use of Video Conferencing, Inclusion of local offices and Inclusion of ATAC on 2016 SRC meeting schedule		
-----	-----	
<b>Discussion</b>	James Smith informed the Committee that the video conference bridge currently used by VR will be ending as of June 30, 2016. VR will be securing another bridge to replace this one. VR office video conferencing will continue to be available for SRC meetings. The Williston VR office will be closing when VR moves back to Waterbury as of January 30, 2016. The SRC has been meeting in local VR offices around the State in an attempt to include local VR staff in SRC meetings. The Committee discussed meeting in locations other than just VR offices. The suggestion was made that topic specific presentations for the SRC could be scheduled and relevant VR staff could be invited to SRC meetings. Committee members like this idea. The Committee members agree that face to face full SRC meetings are important in keeping SRC members engaged. Video conferencing will be used during months of possible inclement weather. The Committee members discussed having the Assistive Technology Advisory Council remain on the 2016 SRC meeting schedule. Amber Fulcher provided her comments via email. Amber would like the ATAC to remain on the SRC meeting schedule. The Steering Committee members shared that since the membership of the ATAC and the SRC do not significantly overlap the benefit of continuing to combine the two Councils is minimal at this time. James offered to speak to Amber and share the thoughts of the Committee with her. Committee members agreed to have James chat with Amber and provide feedback to the Committee.	
<b>Conclusions</b>	Rebekah Stephens will put together the meeting schedule for 2016. James will provide feedback to Committee members on discussion with Amber. Once feedback is received a decision on ATAC remaining in the SRC meeting schedule will be made by the Committee members.	

# Minutes – November 5, 2015

## SRC Executive Committee - Steering

Action Items		Person Responsible	Deadline
Provide feedback on ATAC discussion to Steering Committee		James Smith & Rebekah Stephens	11/16/2015
Put together 2016 SRC meeting schedule		Rebekah Stephens	TBD
<b>7. Update – SRC Membership</b>			
-----	Rebekah Stephens		
<b>Discussion</b>	Rebekah and James Smith had a phone conference on October 14, 2015 regarding SRC membership. James made some initial email contacts with individuals that may be able to provide recommendations for membership in the areas of supported employment, business reps, SILC (Statewide Independent Living Council), JOBS Program and community disability advocacy groups. The SRC must have a minimum of 15 members. The SRC currently has a few vacant membership slots. Slot 1 – Representative from the Statewide Independent Living Council (SILC): Rebekah has reached out to one potential member and will be contacting a 2 <sup>nd</sup> soon. Slot 3 – Representative from Client Assistance Program (CAP): Nancy Breiden’s application for membership is in process for appointment. Slot 5 – Representative of a community rehabilitation program: This is not an empty slot, however, the SRC would like to recruit an individual from within the Developmental Disability Services(DDS)/Supported Employment (SE) area and an individual from the JOBS program. Joe Nusbaum, VR Supported Employment Coordinator provided three recommendations from within the DDS/SE area. Renee Kievit-Kylar, VR Transition Program Director referred an individual from the JOBS program. Rebekah has reached out to the recommended individuals from DDS/SE and has received encouraging responses. A response from the JOBS Program individual has not yet been received. Slot 6 - Representative of business, industry and labor: James assigned Nat Piper, VR Business Account Manager (BAM), to assist Rebekah with recruitment of a couple of business representatives from the Barre/Montpelier area. Rebekah and Nat have been in contact with each other and Nat will be making a few recommendations for membership by November 15 <sup>th</sup> . Slot 7 – Representative of disability advocacy groups: This is not an empty slot, however, the SRC would like to recruit an additional individual or two under this category. Rebekah has contacted NAMI (National Alliance on Mental Illness) VT and Green Mountain Self Advocates. Responses have not yet been received. Slot 10 – Representative of the state education agency: Rebekah received two recommendations from Patti Shane when she exited the SRC. Rebekah has reached out to both individuals. The individuals will be meeting with their supervisor in the next couple of weeks and will have a discussion with their supervisor about membership on the SRC. Slot 11 – Representative from the state workforce investment board: Rebekah has been attempting to secure an individual for this slot for the past year. The Committee agrees that Rebekah is to take a break from recruiting for this slot at this time. James will make some inquiries over the next few months to see if there is an individual that may be approached for SRC membership. Sam Liss recommended Rebekah contact Vermont Psychiatric Survivors for a potential member under Slot 7.		
<b>Conclusions</b>	Rebekah will continue her recruitment efforts. James will email Bart Keinath, VR JOBS Program, for additional recommendations for Slot 5.		
Action Items		Person Responsible	Deadline
Continue recruitment efforts		Rebekah Stephens	on-going
<b>8. Other Business</b>			
-----	-----		
<b>Discussion</b>	None.		
<b>Conclusions</b>	None.		
Action Items		Person Responsible	Deadline
None		n/a	n/a

# Minutes – November 5, 2015

## SRC Executive Committee - Steering

9. Adjournment		
-----	-----	
<b>Discussion</b>	Sam Liss moved to adjourn. Adam Leonard 2 <sup>nd</sup> .	
<b>Conclusions</b>	Meeting adjourned at 11:30 am.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft minutes submitted for approval	Rebekah Stephens	12/4/2015
Draft minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	12/4/2015
Draft minutes emailed to Committee members	Rebekah Stephens	12/4/2015
Minutes approved by Committee	Committee Members	1/7/2016
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	1/15/2016