

APPROVED AGENDA
SRC STEERING COMMITTEE
THURSDAY, January 3, 2018
1:45 PM – 3:15 PM
Waterbury Vocational Rehabilitation
Room Cherry C
HC 2 South 280 State Drive, Waterbury, VT 05671

- 1:45 pm — 1:47 pm** **Agenda** (Sarah Launderville, Chair)
- 1:47 pm — 1:49 pm** **Approval of Minutes – November 2, 2017 Committee Meeting** (Sarah Launderville)
- 1:50 pm — 2:20 pm** **Discussion - Recruitment**
- a. AOE Re-established – Today’s First Organizational Meeting Results
 - b. Youth Committee Update (James Smith and Diane Dalmasse)
 - c. Update - Hugh Bradshaw and Business, Industry and Labor Recruitment Leads (Debra Kobus)
- 2:20 pm — 3:00 pm** **Discussion – Agenda for February 1, 2018 Full SRC Meeting** (Full Committee)
- a. Possible Career Pathways Presentation (from 11/2/17 Parking Lot)
 - b. New Member Training (from 11/2/17 Parking Lot)
 - c. Rotating RM discussion (from 11/2/17 Parking Lot)
 - d. **Standing agenda** items include:
 - 1. Approval of Agenda
 - 2. Introductions
 - 3. Approval of Minutes
 - 4. Consent Agenda
 - 5. Committee Chair Updates
 - 6. Director’s Report
 - 7. Presentation
 - 8. Other Business
 - 9. Adjournment
- 3:00 pm – 3:10 pm** **Update - Vermont Open Meeting Law** (Debra Kobus)
- 3:10 pm – 3:15 pm** **Other Business** (Sarah Launderville)
- 3:15 pm – 3:15 pm** **Adjournment** (Sarah Launderville)

Draft Minutes – November 2, 2017

SRC Executive Committee - Steering

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Thursday, November 2, 2017	12:00 pm – 1:30 pm	VABVI 60 Kimball Avenue South Burlington VT 05403
Meeting called by	Sam Liss, Chair convened the meeting at 12:25 pm	
Members Present	Adam Leonard (arrived at 12:35), Sherrie Brunelle, Sam Liss, Diane Dalmasse (by phone)	
Members Absent		
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	-----	
Speakers/Presenters	-----	
Guests	-----	
1) Approval of Today's Agenda		
-----	Sam Liss	
Discussion	Sherrie Brunelle would like the following addition to the agenda: Discussion about Changing the Start Time of the Policy and Procedures Committee in 2018 added under 6.c. Other. Sam Liss moved to accept with addition. Sherrie Brunelle 2 nd . No discussion. All committee members approved.	
Conclusions	Motion passes - today's agenda accepted with addition.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2) Approval of Minutes – September 7, 2017 Committee Meeting		
-----	Sam Liss	
Discussion	September 7, 2017 minutes were reviewed. Sherrie Brunelle moved to approve. Sam Liss 2 nd . There was no further discussion. All committee members approved.	
Conclusions	Motion passes – September 7, 2017 minutes were approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/	Debra Kobus	11/07/2017
3) Update and Discussion – 10 th Annual SRC Retreat that occurred on October 5, 2017		
-----	Sam Liss	
Discussion	<p>a) Retreat Update related to AOE Committee re-establishment</p> <p>Sam Liss said that it was decided at the Retreat that we would hold off in reinstating the AOE until the December Full SRC Meeting. It did seem like everyone at the Retreat agreed that it be reestablished, but members wanted it restructured with definitive projects to work on outlined. The emphasis would be active participation by committee members.</p> <p>One of the projects being considered was reestablishing meetings around the State with youth core teams or CWS that the SRC is specifically involved with. Diane agrees that it would be important to educate local representatives on what the community is up to related to successful transitions from school to work.</p> <p>Sam Liss said the next step is not only to set specific agenda items but exactly when they will take place and for how long. Diane said that a vote should be taken by the Full SRC to reestablish the AOE and then those interested in having it re-established flesh out the specific AOE duties.</p> <p>Discussion occurred by committee members about a good time when this committee should meet. Diane believes that those interested in doing that work would be best to determine how the AOE would function. Sam agreed and stated that we take a vote at the Full SRC and then establish an ad hoc committee to flesh out the specifics.</p> <p>Adam will make a recommendation to the Full SRC on December 7th to reestablish the AOE. Once it is voted on and approved, interested AOE members will be asked to let Debra know.</p>	

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	<p>AOE Committee members can then hash out specifics about how the AOE should function at their first meeting.</p> <p>b) 2017 Needs Assessment</p> <p>James is almost done with pulling together items on the Needs Assessment and will provide a final clean edited draft to the SRC for approval at the December 7th meeting. Adam asked if an official vote is required and James said yes, a vote is needed to approve the Needs Assessment in its final state.</p> <p>c) Other - not used</p>						
Conclusions	<p>a) Adam will make a recommendation to the Full SRC to reestablish the AOE. Once it is voted on and approved we can ask interested AOE members to let Debra know, if they have not already done so. AOE Committee members will flesh out specifics around how it operates at its first meeting;</p> <p>b) James will prepare a final draft of the Needs Assessment and send it out to the Full SRC prior to the December 7th meeting; a vote by the Full SRC will be taken on December 7th.</p>						
Action Items							
	<table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Debra Kobus</td> <td>November 16, 2017</td> </tr> <tr> <td>James Smith and Debra Kobus</td> <td>November 30, 2017</td> </tr> </tbody> </table>	Person Responsible	Deadline	Debra Kobus	November 16, 2017	James Smith and Debra Kobus	November 30, 2017
Person Responsible	Deadline						
Debra Kobus	November 16, 2017						
James Smith and Debra Kobus	November 30, 2017						
4) Update and Discussion – Chair Replacements – a) Adam Leonard (Steering); b) Julia Burakian (PR Committee)							
-----	Group						
Discussion	<p>Chair Replacements:</p> <p>a) Steering Committee – A new chair and vice chair is needed. Debra to send out an email for nominations for chair and vice chair of the SRC. Adam will reach out to Martha Frank to see if there is any interest. There will be a vote for Chair and Vice Chair at the Full SRC. A ballot will be required if more than one person is nominated.</p> <p>b) Performance Review Committee – Adam updated the committee that Julia Burakian has stepped down as the chair of the PR Committee and a new chair would need to be elected. Adam will reach out to Chris Kane to see if there is any interest. Debra will include a request for nominations or self-nominations for Chair of the PR committee along with the email request for SRC Chair and Vice Chair. Vote for PR Chair will occur in the PR meeting.</p>						
Conclusions	Email to go out inviting nominations; Adam to send a follow up email; votes will take place in each committee						
Action Items							
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Person Responsible	Deadline						
Debra	November 16, 2017						
Adam	November 16, 2017						
5) Recruitment Update							

Discussion	<p>Debra handed out three spreadsheets for discussion by the committee: Application Status Sheet, Membership Listing, and an SRC Subcommittee Membership Listing.</p> <p>Sherrie said that the new Membership Listing should be very helpful in targeting our recruitment as it contains information about which category we are short a member and which categories we have met. Currently, we are short two members from the Business, Industry, and Labor Category as Adam is completing his two terms of membership in that category.</p> <p>Diane asked if it would be possible for Adam to reach out to the Society for Human Resource Management (SHRM), which he is a member, to see if there might be any interest and Adam said he would think of possible candidates and reach out. Diane also said that she recalls that we were going to reach out to prior Award Winners to see if there might be interest. Debra will reach out to Hugh Bradshaw for direction on how he would like us to proceed in our attempt to reach out to</p>						

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	<p>those businesses across the state that have done a great job hiring people with disabilities.</p> <p>Sherrie was wondering if representatives of individuals receiving Pre-ETS services (youth 18-24-year-old range) could be recruited to join the SRC. We have representation from adults, but youth would be a very important perspective to have. Martha Frank and Tara may be able to help. Diane has always been interested in having a subset committee consisting of youth because of our focus on students and young adults. Sherrie wondered if these recruits could be established as a separate committee. Adam asked if they would be full SRC members. Diane didn't see why not and said that this may be a good project for an intern as this will be a lot of work. If we had a college intern, they could put their total effort towards this. Sherrie said that it is possible that a student may be able to gain credit for serving on such an advisory committee. John Spinney at the AOE may be a good resource as well as Chris Kane. Having somebody designated to do that task would be the most efficient as others would not have the time. Diane noted that Nicole Marabella's daughter is working part-time for Monica White in the Commissioner's Office and she is quite good and wondered if she would be interested in more hours. James said that she certainly has the skills to pull this off. James and Diane will follow up to see if there is any interest.</p> <p>Adam asked where this project be located. It should be presented to the full SRC. Sherrie suggested that a Steering Committee report may be a good vehicle. Adam will do the Steering Committee Report at the Full SRC and James will chime in.</p>	
Conclusions	Adam will reach out to SHRM members; Debra will reach out to Hugh Bradshaw; James and Diane will reach out to part-time staffer; Adam and James will update the Full SRC	
Action Items		
	Person Responsible	Deadline
Reach out to the Society for Human Resource Management (SHRM)	Adam Leonard	Open
Reach out to Hugh Bradshaw re: Award Winners	Debra Kobus	November 9, 2017
Follow up – Part-time staffer in Commissioner's Office	James Smith and Diane Dalmasse	Open
Prep a recruitment email to potential applicants after discussion with Hugh Bradshaw and proceed to follow up as needed	Debra Kobus	November 20, 2017
Include update in Steering Committee report to Full SRC	Adam Leonard and James Smith	December 7, 2017
6) Discussion and Approval – Agenda for Full SRC Meeting on December 7, 2017		
-----	Group	
Discussion	<p>a) Elections</p> <p>Elections will be by consensus if only one nominee is received (per position) and Australian Ballot if more than one. Debra will prep for an Australian Ballot based upon the number of nominations received – per position.</p> <p>b) 2018 Meeting Schedule</p> <p>There is a conflict with the January 4th P&P and Steering Committee meeting as SILC's Quarterly Meeting has been scheduled for the 4th. After some discussion everyone agreed that January 3rd works as an alternate date. All other 2018 meetings would coincide as usual to the first Thursday of every month SRC is in session. Debra will send out a draft 2018 meeting schedule with meeting rooms reserved at the State Office Complex in Waterbury in the short run and possibly relook at this location. James said in Waterbury we would be able to use the white boards to include others who could attend remotely. Debra will include all current (Full, P & P, Steering, PR) and potential committee meetings (AOE) in the draft and send out to everyone prior to December's meeting.</p> <p>c) Other – agenda items</p> <ul style="list-style-type: none"> • A Needs Assessment review and vote would take place initially in the PR Committee and then be brought out to the Full SRC meeting for a vote. • Discussion about inviting Regional Managers to the Full SRC meetings; perhaps rotate a 	

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	<p>couple of managers through each of our meetings – and a full panel one time a year. James will ask for volunteers to attend the December meeting – Debra will remind James.</p> <ul style="list-style-type: none"> • Feature presentation for December will be Linking Learning to Careers Objective. Debra will reach out to Rich Tulikangas. <p>Debra will draft the following agenda and send out to the committee for review and approval:</p> <p>Agenda</p> <ul style="list-style-type: none"> ○ Introductions ○ Approval of Minutes – June 1, 2017 SRC Meeting ○ Consent Agenda – Approved Minutes ○ Approval of 10th Annual SRC Retreat Report held on October 5, 2017 ○ Committee Chair Updates ○ Director’s Report (Diane Dalmasse) ○ Advocacy, Education and Outreach (AOE) Vote ○ Elections (SRC Chair and Vice Chair, PR Chair) ○ Needs Assessment Vote ○ Linking Learning to Careers Objective Presentation – (Rich Tulikangas) ○ Other Business ○ Adjournment <p>Move to Parking lot – Proposed Career Pathways presentation in February and an Aware update in April. Determine rotating invitations to RM at the Full SRC Meetings New Member Training</p>	
Conclusions	See above in bold.	
Action Items	Person Responsible	Deadline
Find appropriate space in the Atrium that is equipped with a white board at the State Office Complex in Waterbury and then draft up a 2018 meeting schedule and send to committee members for review and approval	Debra Kobus	November 10, 2017
Reach out to the Project Director of Linking Learning to Careers to coordinate presentation on December 7th	Debra Kobus and James Smith (to forward)	November 12, 2017
Request volunteers (RMs) to attend the December meeting	James Smith and Debra Kobus (to remind)	November 13, 2017
Send out Steering Committee Approved Draft of the 2018 Meeting Schedule to all SRC members and applicants	Debra Kobus	November 16, 2017
Prep for an Australian Ballots as needed	Debra Kobus	December 7, 2017
Prepare draft of December 7 th PR Committee Agenda and Full SRC Agenda and send to Steering Committee for approval (Adam will act as chair of PR Committee)	Debra Kobus	November 10, 2017
Email electronic copies as well as mail hard copies of the Steering Committee’s Approved PR and Full SRC Agendas at least 10 days prior to meeting date	Debra Kobus	Email on November 24 th ; mail no later than by this date
7) Other Business		
-----	Group	
Discussion	<p>Other Business</p> <p>a) Update and Discussion – Open Meeting Law Moved Open Meeting Law Discussion to January’s meeting by consensus. No objections.</p> <p>b) Discussion – Appointment of two representatives from the SRC to serve on the Vermont Coalition for Disability Rights per request from Sarah Launderville It makes the most sense to bring this discussion to the structure meeting of the first AOE</p>	

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	Committee meeting if approved to reorganize by the Full SRC.	
	c) Other Business None	
Conclusions	See above	
Action Items	Person Responsible	Deadline
Open Meeting Law Discussion – put on January’s Steering Committee Agenda (10 days prior to meeting)	Debra Kobus	Include in Agenda distributed on or before December 24, 2017
Appointment to the Vermont Coalition for Disability Rights – put on January’s AOE structure meeting agenda (10 days prior to meeting)	Debra Kobus	Include in Agenda distributed on or before December 24, 2017
8) Adjournment		
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Discussion	Adjourned by consensus.	
Conclusions	Adjourned at 2:20 pm.	
Action Items	Person Responsible	Deadline
Draft minutes emailed to Committee Members	Debra Kobus	12/1/2017
Draft minutes uploaded to www.VTSRC.org	Debra Kobus	12/1/2017
Minutes approved by Committee	Committee Members	1/03/2018
Approved minutes uploaded to www.VTSRC.org	Debra Kobus	1/08/2018
PARKING LOT	Person Responsible	Deadline
Possible Career Pathways presentation at the February 1, 2018 Full SRC Meeting	Debra Kobus - reminder to Committee Members	1/21/2018 deadline = 10 days prior (to include on the Full SRC Agenda for 2/1/18)
Possible Aware Update presentation to the Full SRC at the April 5, 2018 Full SRC Meeting	Debra Kobus - reminder to Committee Members	3/26/2018 deadline = 10 days prior (to be able to include on the Full SRC Agenda for 4/5/2018)
Determine rotating invitations to RM at the Full SRC Meetings	Debra Kobus - reminder to Committee Members	Open
New Member Training	Debra Kobus - reminder to Committee Members	Open