

Driving Directions to Waterbury State Office Complex

280 State Street, Waterbury, VT 05671

IMPORTANT: Please bring identification with you. Due to security rules for this building, you must RSVP your intent to attend in person by 1:00PM on Wednesday, January 24, 2018. You can RSVP through the meeting invitation or you can email me directly at Debra@littlebirdandbearofvt.com.

Directions:

From I-89 head towards VT-100 in Waterbury

If coming from the north taking I89 S:

- Take exit 10 from I-89 S and head towards US-2/VT-100 S toward Waterbury
- Merge onto VT-100 S
- At the traffic circle, take the 2nd exit onto N Main St
- Turn right onto State Drive

If coming from the south taking I89 N:

- Take exit 9 from I-89 N toward US-2/Middlesex/Moretown/VT-100
- Follow US-2 W (to State Drive in Waterbury)
- Turn left onto Center Rd
- Turn right onto US-2 W
- Turn left onto State Drive

Proceed towards the Main Entrance and Visitor Parking which is located at the rear of the building.

When you enter the building, you will need to sign in at the security desk and wait for an escort. Kathryn Housewright's telephone number is 802-241-0327 if you encounter difficulty or need an escort. The meeting will be held in the **Oak Conference Room**.

APPROVED AGENDA
VERMONT STATE REHABILITATION COUNCIL (VTSRC)
THURSDAY – February 1, 2018
12:30 PM – 3:30 PM
Waterbury Vocational Rehabilitation
Conference Room OAK
HC 2 South 280 State Drive, Waterbury, VT 05671

Lunch will be provided from 12:00 PM – 12:30 PM
A separate LUNCH RSVP request will be emailed to you!

- 12:30 PM – 12:32 PM **Agenda**
- 12:32 PM – 12:35 PM **Open for Public Comment**
- 12:35 PM – 12:45 PM **Introductions**
- 12:45 PM – 12:47 PM **Approval of Minutes – December 7, 2017 SRC Meeting**
- 12:47 PM – 12:50 PM **Consent Agenda – Approved Minutes**
- Policy & Procedures Committee – November 2, 2017
 - Steering Committee – November 2, 2017
 - Performance Review Committee – December 7, 2017
 - Coordinator’s Report – February 1, 2018
- 12:50 PM – 1:15 PM **Committee Chair Updates**
- AOE Committee (Sam Liss)
 - P&P Committee (Sherrie Brunelle)
 - PR Committee (Chris Kane)
 - Steering Committee (Sarah Lauderville)
- 1:15 PM – 1:25 PM **Director’s Report** (Diane Dalmasse)
- 1:25 PM - 1:40 PM **Review and Approval of Goals and Priorities for VR State Plan for FY19**
- 1:40 PM – 2:30 PM **Jobs for Independence Presentation**
- 2:30 PM – 2:45 PM **Break**
- 2:45 PM – 3:25 PM **Orientation to Vocational Rehabilitation**
- 3:25 PM – 3:30 PM **Other Business**
- 3:30 PM – 3:30 PM **Adjournment**

Draft Minutes – December 7, 2017

Vermont State Rehabilitation Council

Vermont State Rehabilitation Council (VT SRC)		
Thursday, December 7, 2017	12:30 PM – 3:30 PM	Gifford Medical Center Red Clover Room 44 South Main Street Randolph, Vermont 05060
Meeting called by	Adam Leonard, Chair at 12:37 pm	
Members Present	Max Barrows, Courtney, Blasius, Jessica Brennan, Sherrie Brunelle, Nick Caputo, Diane Dalmasse, Martha Frank, Marlena Hughes, Robin Ingenthron, Christopher Kane, Amanda Kohle, Sarah Launderville, Sam Liss, Rose Lucenti, Calla Papademas, Brian Smith, Olivia Smith-Hammond, Deborah Tucker Boyce	
Members Absent	Michelle Paya	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	Rich Tulikangas, Director, Linking Learning to Careers; Rachel Knapp, Assistive Technology Specialist, VR	
Guests	Ashley Pulaski, Lee Reilly (Max Barrow's Assistant); Shaun Donahue, Regional Manager, VR	
1. Today's Agenda		
2 minutes	Adam Leonard	
Discussion	Adam asked for any proposed additions or changes to the agenda. Sherrie proposed: <ul style="list-style-type: none"> a discussion item being added under Other Business about more efficient ways to distribute the Full SRC's meeting materials. Amanda moved to accept the agenda with the proposed addition. Sam 2 nd . No further discussion. All approved.	
Conclusions	Today's agenda accepted with the addition of a discussion item about more efficient ways to distribute the Full SRC's meeting materials under "Other Business".	
Action Items	Person	Deadline

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		Responsible	
None		n/a	n/a
2. Introductions			
5 minutes	Adam Leonard		
Discussion	Everyone went around the table and introduced themselves.		
Conclusions	We have a great group of members!		
Action Items		Person Responsible	Deadline
None		n/a	n/a
3. Approval of Minutes – June 1, 2017 SRC Meeting			
3 minutes	Adam Leonard		
Discussion	Adam asked for any proposed changes or amendments to the June 1, 2017 Full SRC Minutes. There were none. Sam moved to approve. Max 2 nd . No discussion. All approved.		
Conclusions	Minutes approved.		
Action Items		Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org		Debra Kobus	12/12/2017
4. Consent Agenda – Approved Minutes			
2 minutes	Adam Leonard		
Discussion	<p>Adam asked for any proposed changes or amendments to the following consent agenda items:</p> <ul style="list-style-type: none"> • Policy & Procedures Committee – May 4 & September 7, 2017; • Steering Committee – May 4 & September 7, 2017; Performance Review Committee – February 2 & April 6, 2017; • Coordinator’s Report – December 7, 2017. <p>There were none. Sam moved to approve. Sherrie 2nd. No further discussion. All approved.</p>		
Conclusions	Consent agenda accepted.		
Action Items		Person Responsible	Deadline
Upload approved items as needed to www.VTSRC.org		Debra Kobus	12/12/2017
5. Approval of 10th Annual SRC Retreat Report held on			

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October 5, 2017		
3 minutes	Adam Leonard	
Discussion	<p>Adam asked for any proposed changes or amendments.</p> <p>Martha proposed the following addition to the 10th Annual Retreat Minutes:</p> <p style="padding-left: 40px;">“Discussion took place to include the Youth Risk Survey that takes place every two years. Currently there are no questions that address youth with disabilities and Martha Frank informed the SRC that she would like to advocate for changes to address the omission on the survey. Stressed importance of looking at this sub population and how if our State was informed, it would impact current data and possible future funding allocation. Also referenced what states currently do have this on their survey and how powerful the data in Rhode Island.”</p> <p>Sam Liss proposed the following addition in the 10th Annual Retreat Minutes under the committee reports (P&P):</p> <p style="padding-left: 40px;">“Sherrie also mentioned an SRC bylaw change that was considered and approved by the committee (and sent to the full SRC for a vote) and deferred to Sam to explain. See 3 below.”</p> <p>Martha Frank moved to approve the 10th Annual Retreat Minutes with the proposed additions. Nick Caputo 2nd. No further discussion. All approved.</p>	
Conclusions	Minutes approved with two additions.	
Action Items	Person Responsible	Deadline
Sam and Martha will connect with Debra to add these two omissions	Martha Frank and Sam Liss	12/12/2017
Update 10 th Annual Retreat Draft Minutes and then	Debra Kobus	
Upload approved minutes to www.VTSRC.org		

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6. Committee Chair Updates	
5 minutes	Sherry Brunelle, Adam Leonard
Discussion	<p><u>Policy and Procedures Committee:</u> Sherrie Brunelle provided the update for the P & P Committee.</p> <p>At the most recent P & P Committee Meeting, we reviewed the committee’s 2018 priorities and discussed the need for some new chapters:</p> <ul style="list-style-type: none">• Career Pathways• Post-Secondary Education• Guidelines on Vehicle Repairs• Consumer Rights• And Supported Employment. <p>We have met all WIOA/Pre-ETS requirements.</p> <p>Policy and Procedures Committee 2018 Priorities:</p> <ul style="list-style-type: none">• First: Post-Secondary Education• Second: Supported Employment• Third: Vehicle Repairs <p>Sam inquired about VR budget cuts related to the Car Coach position. Diane said in the latest budget update we eliminated the Car Coach contract, but we instituted a fee for service approach. Now if a counselor wants to use Car Coach they can with the cost paid for with service dollars. Sherrie said this new policy needs to be articulated in the Policy and Procedures Manual as it currently is not.</p> <p><u>Performance Review Committee:</u> Adam provided the update for the PR Committee.</p> <p>At the most recent PR committee meeting:</p> <ul style="list-style-type: none">• James walked us through the latest edition of the Needs Assessment;• we made some recommendations for some minor changes to the Needs Assessment;

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	<ul style="list-style-type: none"> • the PR Committee voted to approve the Needs Assessment • the PR Committee recommends approval by the Full SRC; • Chris Kane was elected the new Chair of the PR Committee; • “Parking Lot” items were established to memorialize for future discussion subjects surrounding such items as: <ul style="list-style-type: none"> ○ Employers; ○ working environments; ○ dissecting more thoroughly the different disability types noted in the recently approved Needs Assessment. <p><u>Steering Committee:</u></p> <p>Adam said that at the most recent Steering Committee meeting, our discussions centered on:</p> <ul style="list-style-type: none"> • the 2018 Meeting Schedule and possible ways to restructure SRC subcommittee meetings because of the re-establishment of the AOE subcommittee including: <ul style="list-style-type: none"> ○ meeting times, ○ locations of meetings such as the possibility of having the Steering Committee meet by teleconference, ○ and the pros and cons of moving them around; • 2018 Full SRC Meeting Presentation Topics such as Aware, adding RMs to the Full SRC Meetings, etc.; <p>Sam reminded everyone of the Ad Hoc Policy where the Chair of the SRC is not able to be considered for Chair or Vice Chair on any other SRC subcommittee. This policy is meant to increase the number of members on the Steering Committee.</p>
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Conclusions	Thank you, Sherrie, Adam, and Sam!		
Action Items		Person Responsible	Deadline
None		n/a	n/a

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7. Director's Report	
10 minutes	Diane Dalmasse
Discussion	<p>Senate Tax Bill: We had quite a fright around Thanksgiving. It came to light that the Senate Tax Bill would create a \$1.5 trillion deficit that would trigger Sequestration and zero out much of the federal government including VR.</p> <p>We have been in contact with Senator Leahy's office and CSAVR and the advocates are also on alert. It is our understanding that neither side of the aisle wants this to happen, but a waiver must be passed by congress in separate legislation before the end of the year.</p> <p>Senator Collins from Maine said that she would not support the bill if this was to happen. Senator Collins influenced Mitch McConnell to introduce legislation soon that would automatically waive the PAYGO rules. Diane noted that no one knew of this and it was Sam that alerted everyone.</p> <p>Careers Initiative: Post AWARE implementation, we are ready to launch our Careers Initiative. As many of you know, WIOA created Common Performance Measures which consist of job retention, median earnings, credential attainment, measurable skills acquisition, and employer satisfaction. Our old Standards and Indicators measures are gone. We are moving from quantitative measures, counting how many people got jobs, to more qualitative measures, higher wage jobs, retention, etc. This will require a major paradigm shift in how we do our work.</p> <p>We kicked off these initiatives yesterday and focused on what we should be doing. We collected a lot of helpful information, which will be useful as we implement this initiative. We are going to use an implementation team to roll out this initiative in all our districts as we need to obtain local ownership to be successful. To do this, we need to frequently communicate with the field as they will inform us on how we get there. We will go through this process in March and April and execute the plan in late spring or early summer with implementation following.</p>

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Aware: We are still in our warranty period and there are still a few things that need to be corrected. Staff are doing very well. Amanda said that it has been very helpful. Jessie seconded that and said she has always been a big supporter of data bases and thinks it is going smoothly. Shaun is impressed with the almost universal acceptance to this new way we perform our work.

Federal Reporting: Thanks to Alice Porter, we made the deadline for our first WIOA driven federal report with edit-checked data. WIOA added almost 100 new data elements and moved us from annual reporting on closed cases to quarterly reporting on all cases active and closed. AWARE saved us! There is no way our legacy system could have generated the data for these quarterly reports. We hope it gets easier as we get used to the system.

VR FY '18 Budget: We are facing a Maintenance of Effort penalty in 2020 of roughly \$752,000 which RSA will deduct from our award. We have a plan in place, but we are really stretched in field capacity and hope our fiscal woes will be resolved in the next couple of years.

The State had to invest in VR when we lost \$4.5M so it increased the state's commitment and that threshold cannot be maintained. We must come up with the \$4.5m or it will be deducted each year.

To explain, James Smith said that we received extra money from reallocation funding and then it went away. Since the State provided the extra funds for 2017 that meant the portion of the average of state funds spiked and the statute says you must maintain this average over two years. At the end of Fiscal Year 2019, the Feds will look back at our two-year average and see that it has dropped and therefore will take a chunk of money out of our funding; and if we did nothing, they would take out \$750K.

JFI Sustainability: Diane said we have been a major partner

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with the Jobs for Independence Grant to assist people who are eligible for or receive food stamps who are homeless, have substance abuse issues, and a criminal background. It is a three-year grant project that expires next year. We have had great results. It is a research project with a treatment and control group and we are considered the best of the ten projects they have across the country as determined by the Department of Agriculture.

We want to sustain this program after the grant ends as the success stories have been amazing. These individuals are the most difficult to serve, for example, some are living in their cars and are opioid addicted. We are able, using our EAP clinicians, VR counselors, behavioral employment consultants, VDIL, and some educational programs through CCV, to get them to work.

There is SNAP and Employment and Training funding available at the Federal level that is uncapped that requires a 50-50 match. James is on the workgroup that is putting together a white paper and it is coming together well. We also hope to get this in front of the Governor around his workforce initiative and convince the powers to be and the legislature that we should continue this effort.

Employing Vermonters with Disabilities: We continue to partner with Public Assets Institute and VCIL to begin a campaign on the value of hiring people with disabilities. We have a final proposal and identified several funding sources we will approach about funding our efforts. Sarah Launderville said that she has met with several organizations and that there is interest. We see this as a 3-year initiative to support individuals with disabilities.

Diane said she is very excited about this initiative and thinks it will enable consumers to make informed decisions about their future vocational goals. We can help customers believe they can achieve a career and not just a job.

Diane said it was Sam's idea based around the work that

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Vermont Works for Women and The Vermont Commission on Women did around changing the story on women in the workforce. Sam said that he was excited that Diane, Paul Cillo, the President of Public Assets Institute, and Commissioner Hutt were excited about the idea.

Linking Learning to Careers: We are going to have a full presentation around this later today. LLC is also an exciting grant. It is a \$9M, five-year effort to work with students with disabilities in high school believing they can have a career and/or go on to post-secondary education.

Career Access: Sam asked for an update on where Vermont stands with Career Access.

James said that the National Council on Independent Living (NCIL) and the World Institute on Disability approached us with a very ambitious proposal which has since morphed into a scaled down one consisting of adding curriculum they developed around youth, self-advocacy impairment, and career development as a component to our Linking Learning to Careers Project. We have received the proposal and believe it will be a nice enhancement to the LLC project and will be discussing it further with Rich Tulikangas.

Sam added that the World Institute on Disability (WID) working with Policy Works out of Tallahassee, California made a major modification to their proposal when they realized they were not going to obtain public funding by pursuing private funding. I am not sure how VR is going to mesh private funding with the Linking Learning to Careers Project. James said this still needs to be worked out.

Training Videos: Diane said that VR was approached by a Technical Assistance Center funded by RSA to do training videos for VR Agencies because of the innovative work that VR is doing related to transition. We had a professional film crew onsite for a few days where they filmed at four different sites. Amanda said that it was great opportunity to showcase how we do it here as Vermont's model is much different from

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	other states. When the videos are available, the SRC and the legislature will have access to view them.	
Conclusions	Thank you, Sherrie, Adam, Sam, and Amanda!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
8. Advocacy, Education and Outreach (AOE) Vote for Re-establishment		
5 minutes	Adam Leonard	
Discussion	<p>The Steering Committee dissolved the Advocacy, Outreach and Education (AOE) subcommittee with the theory that the SRC is tasked with AOE as part of its responsibilities and specific advocacy projects could be assigned to specific individuals as part of these requirements. However, many members raised concerns that the ad hoc method was not the most efficient way to perform this function, so it was proposed to re-institute the AOE Committee.</p> <p>Sam Liss said it was our intent that a re-instituted AOE committee be restructured to not be two hours of people talking at each other. The committee would focus more on strategic planning such as with Business Account Managers (BAMS) and Youth Core Transition Teams.</p> <p>Courtney Blasius asked what the AOE stands for. Sarah Launderville said good question – Advocacy, Outreach, and Education.</p> <p>Sherrie Brunelle said that those interested in becoming a member of this committee, would determine how this committee would function.</p> <p>Deb Tucker asked about the mission of SRC. Adam said that one of the missions of the SRC is advocacy work on behalf of individuals with disabilities and their employment. In addition, there are certain aspects of advocacy that employees of VR are prohibited from performing and the SRC members are not. Sarah said that some of the activities that we did were awesome where committee members would go to the State House and inform our representatives about what</p>	

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	<p>we were doing.</p> <p>Martha Frank said that inviting legislators to come to one of the Core Transition Team Meetings to inform them about a variety of topics that we focus on is an excellent way to educate our representatives.</p> <p>Sam said that when the reallocation funds were cut drastically, it was up to SRC members, specifically the AOE members, to do the heavy advocacy before committees.</p> <p>Robin Ingenthron said that to his knowledge if a committee is sunset a couple of times, it becomes an ad hoc committee that doesn't need a formal vote to resuscitate. Sherrie said that she believes that members of AOE felt very strongly that it should continue not as an Ad Hoc subcommittee but a Standing subcommittee of the SRC.</p> <p>Adam asked for a vote by a show of hands to re-establish the Advocacy, Education and Outreach Committee. All were in favor. The AOE Committee was re-established.</p>	
Conclusions	SRC re-established the AOE subcommittee.	
Action Items	Person Responsible	Deadline
Update of SRC website and related informational and meeting materials	Debra Kobus	1/06/2018
9. Elections (SRC Chair and Vice Chair – report out on PR Chair election)		
25 minutes	Adam Leonard	
Discussion	<p>Adam said we need to elect a new SRC Chair and Vice Chair. Nominations requests for these positions were sent to members by email. Sarah Launderville was nominated as Chair. Adam asked Sarah if she would accept this nomination and she agreed. Adam moved for a consensus vote for Sarah to be elected Chair of the SRC. By a show of hands, all were in favor. Sarah was elected Chair of the SRC.</p> <p>Next is the election for Vice Chair. In this instance, we will utilize an Australian ballot because there were two individuals</p>	

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	<p>nominated for this position – Sam Liss and Brian Smith. Sam said that since there is another qualified nomination he preferred to withdraw from consideration for the position of Vice Chair. With Sam’s withdrawal from consideration, the sole nominee was Brian Smith. Adam asked if there were any other nominations from the floor? There were none. Adam moved for a consensus vote for Brian to be elected Vice Chair of the SRC. By a show of hands, all were in favor.</p> <p>Lastly, Adam informed the Full SRC that the PR Committee voted to elect Chris Kane as its new Chair.</p>		
Conclusions	<p>Sarah Launderville was elected as new Chair. Brian Smith was elected as new Vice Chair. Chris Kane was elected new PR Committee Chair.</p>		
Action Items	Person Responsible	Deadline	
Update SRC materials and website.	Debra Kobus	1/6/2018	
10. Needs Assessment Vote			
15 minutes	Adam Leonard and James Smith		
Discussion	<p>Adam said the PR Committee reviewed the Needs Assessment and voted on bringing it for approval to the Full SRC. Adam asked if there were any questions. Adam explained that the Needs Assessment was a document that was revised every three years. The document takes a big picture look at what the VR does and informs the State Plan helping focus VR goals, priorities, and objectives. Adam asked all those in favor by a show of hands. All approved. The Needs Assessment was approved by the Full SRC.</p>		
Conclusions	The Needs Assessment was approved by the Full SRC.		
Action Items	Person Responsible	Deadline	
Proceed with VR’s next steps – SRC Approved Needs Assessment	James Smith	As required	
11. Linking Learning to Careers - PRESENTATION			
85 minutes	Rich Tulikangas and Rachel Knapp		
Discussion	<p>Linking Learning to Careers is about improving employment and post-secondary results for students through internships, training, certification and paid jobs on one side;</p>		

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and dual enrollment opportunities on the other side that includes coursework and degrees. VR Leadership includes Diane, James, Hugh Bradshaw, and Bill Sugarman, our regional manager for Morrisville and Barre. State partners include: CCV, VABIR, VT AOE, VT DOL, & others.

With the implementation of the Workforce Innovation and Opportunity Act (WIOA), there became a much greater emphasis on 9th to 12th graders. This built on very naturally with Voc Rehab's prior effort as a national innovator in high school disability transition services resulting in Vermont being awarded 1 of the 5 grants nationally.

LLC is all about achieving large outcomes and about increasing students' confidence in what they can do from a career success standpoint after participating in this work. There is a couple of different ways that we represent the project visually. First the LLC tree identified who all the partners are.

We are enrolling 800 students in this project statewide (400 by the end of February and an additional 400 by the end of next November). Because this is a research study, as students are enrolled, they would either get the services they would ordinarily receive OR receive LLC services.

Another way that we think about the vision of Linking Learning to Careers is changing the trajectory. Hopefully the students become inspired in this process and we can actualize their goals. This program is a research lab and is not what we have tried in the past and believes the program will provide positive impact.

How will we get there? LLC will deliver enhanced services – career development support through an LLC Plan that our career consultants will work with each of the students to plan and document the work they are doing along the way. This is a five-year project and our career consultants will stay with these students during that whole timeframe. A continuum of work base learning experiences will be available for the

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students including at a minimum an unpaid internship, and an employer paid competitive job.

Sarah asked if Rich was looking at employers for long term employment. Rich said it is about the student's interest and what we know is frequently these turn into hires. What often happens is that you build a relationship and the employers' say, "why would we **not** continue to work with the student!".

It is also a goal to have a student continue with their education through post-secondary education with CCV, our partner, and we are working very closely with them on that.

We also have money for transportation support for students.

Sarah asked if there are additional funds for AT. Rich said we have funds that support Rachel and Lori to do presentations with different AT equipment. We also have funds to purchase AT equipment though we want to make sure that the school is living up to their responsibility on the AT side. We can also support what the student needs to be successful in an employment environment, which may be a bit different.

The three things we are guaranteeing:

- at least one formally prepared and evaluated job shadow;
- at least one formally prepared and evaluated unpaid internship and or volunteer experience;
- at least one employer paid job in a competitive, integrated setting.

Max wondered about employees that need special work environments (i.e. lighting, noise, etc.) and what special accommodations are needed for the students to be successful.

Martha asked is if the focus is going to be college and Rich said no. There is just as much opportunity to attend Trade Schools.

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The post-secondary opportunities include:

- tours of CCV campuses, relationship building with key CCV staff members, and student mentoring opportunities;
- enhanced Introduction to College and Careers (ICC) course with focus on students with disabilities and navigating the ADA transitions process;
- 2 additional dual enrollment vouchers (these can be used for developmental courses if needed to support college success);
- employment/work place skills focused contracted courses for students with identified goals of entering the workplace upon graduation from high school.

Martha said that these opportunities are not helpful for disenfranchised students and asked if LLC will be working directly with IEP teams to assist students in getting there. With the dual enrollment, there is no prerequisite that a student needs to take a class. Rich said that LLC isn't for all students. LLC is offering two additional vouchers for pre-college courses and the AOE vouchers cannot be used that way.

Sam said that there is an unfair stigma around Tech Schools as people have different strengths, which are valuable and can be used to obtain high paying jobs/careers. Rich said over the next 10 years some postsecondary education will be required and this will include skills education for a lot of those technical jobs. Martha said that high school students don't get to experience technical education. Creating more work-based learning experiences would be helpful for these students.

James stated that 12K students exit the school system without options. This means that 12,000 youth, aged 19-25 are completely off the grid. There are 7,000 that graduate high school each year, and 3,500 go on to nothing and those figures are frightening.

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One other thing we are exploring with CCV is creating mentorships between CCV students and LLC high school students.

Janice spoke about Assistive Technology Supports and specifically what students will have access to. An on-site AT specialist will provide services that includes:

- assessment and consultation;
- demonstration and training;
- on the job evaluation;
- delivery of assistive technology equipment;
- follow up for revision to ensure appropriate equipment and use.

Janice said an AT profile will also be created about what has worked for the student that they can take with them in their career development. Janice said that it is a bit early to be able to document successes.

Sarah said for students that have difficulty using the phone, VCIL has money to assist them. Rachel and Lori should meet with Sarah about this. Sarah said we have another AT program that has a waiting list, but she would be happy to inform them about this program as well.

Rich explained the other key elements of the program:

- expansion of existing high-quality pre-employment transition services for youth;
- Strategic national partners – Mathematica (design and evaluation) and TransCen (fidelity monitoring and PD)
- Key state partners – Community College of Vermont, VABIR, Agency of Education
- 5-year research effort to demonstrate results
- New dedicated staffing to support student successes – Career Consultants

Rich said that the program is all about collaboration. Rich reiterated a favorite African Proverb: “If you want to go fast, go

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	alone. If you want to go far, go together.”	
Conclusions	Adam thanked Rich and Janice for coming in and doing a wonderful presentation.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
12. Other Business - Discussion item about more efficient ways to distribute the Full SRC’s meeting materials		
5 minutes	Sherrie Brunelle	
Discussion	<p>Distribution of SRC Materials – Sherrie Brunelle is concerned about the resources that are being used with providing a formally bound meeting packet every other month especially since this information is being sent out by email and is available on the SRC website. Sherrie said that this must be very costly and wanted to know what other people think.</p> <p>James Smith said that maybe we want to go to electronic delivery with the option of asking for a hard copy. Debra Kobus should poll each person. Courtney Blasius agreed to that approach.</p> <p>Max found the 42-page Needs Assessment document very intense and its length made it difficult to keep focus.</p> <p>Sherrie following up on accessibility, remarked about the shading in our minutes and that it is a lot to take in visually.</p> <p>Diane said another option is to recycle these at the end of the meeting.</p>	
Conclusions	Debra will poll each person as to their desire of an electronic or hard copy of meeting materials.	
Action Items	Person Responsible	Deadline
Poll each member related to whether they want to continue to receive Full SRC meeting materials electronically or via a mailed bound hard copy	Debra Kobus	January 12, 2018
13. Adjournment		

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0 minutes		Adam Leonard	
Discussion	Prior to adjournment, Adam requested that each member around the table state what they were appreciative about related to the SRC. After the round table, Max Barrows moved to adjourn. Sam Liss 2nd.		
Conclusions	Adjourned at 3:21 pm		
Action Items		Person Responsible	Deadline
Draft minutes uploaded to www.VTSRC.org		Debra Kobus	01/06/2018
Draft minutes emailed to Committee members		Debra Kobus	01/06/2018
Minutes approved		Full SRC	02/01/2018
Approved minutes uploaded to website www.VTSRC.org		Debra Kobus	02/06/2018

APPROVED 2018.01.03

Minutes – November 2, 2017 SRC Policy and Procedure

SRC Policy and Procedure Committee		
Thursday, November 2, 2017	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Sherrie Brunelle, Chair, called the meeting to order at 9:45 am	
Members Present	Sam Liss, Michelle Paya	
Members Absent		
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	Calla Papademas	
1) Approval of Today's Agenda		
2 minutes	Sherrie Brunelle	
Discussion	Add to the agenda a discussion of the Policy and Procedures Committee's Start Time in 2018. Sherrie made motion to accept. Sam Liss 2 nd . There was no further discussion. Calla abstained. All committee members approved.	
Conclusions	Motion passes - today's agenda accepted with addition - see under 9) Other Business.	
Action Items		Person Responsible
None		n/a
Deadline		n/a
2) Approval of Minutes – September 7, 2017 Committee Meeting		
3 minutes	Sherrie Brunelle	
Discussion	The September 7, 2017 minutes were reviewed. Sam Liss moved to approve. Sherrie Brunelle 2 nd . There was no further discussion. Calla abstained. All committee members approved.	
Conclusions	Motion passes - minutes approved.	
Action Items		Person Responsible
Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/		Debra Kobus
Deadline		11/7/2017
3) Update – Resignation of Leslie Walker Mitchell		
5 minutes	Sherrie Brunelle	
Discussion	The group discussed Leslie Walker Mitchell's need to resign from the SRC because of a new position that she has taken.	
Conclusions	The group thanked Leslie for her past service and she will be missed.	
Action Items		Person Responsible
Update member listing, website, etc.		Debra Kobus
Deadline		n/a
4) Update on Vote—Pre-ETS Chapter		
2 minutes	James Smith	
Discussion	Sherrie informed the committee that an email vote was taken and the chapter was approved by a majority of the Policy and Procedures Committee members. James will post an ad with a location (State Complex) about a public hearing that will be scheduled for December 4, 2017. The notice will direct people to the chapter and how they can participate in the public hearing if they so desire. There will be an interpreter available onsite during the public hearing.	
Action Items		Person Responsible
Post notice for Public hearing on Pre-ETS Chapter on VR website and then in the newspaper a week or two after that http://vocrehab.vermont.gov/news/request-public-comment-changes-policy-and-procedures-manual		James Smith
Deadline		Prior to Public Hearing Date of December 4, 2017 – see action items
5) Update—10th Annual Retreat Priorities (Policy and Procedures Committee)		
7 minutes	James Smith	

Minutes – November 2, 2017 SRC Policy and Procedure

Discussion	<p>Members expanded upon their 2018 priorities:</p> <ol style="list-style-type: none">Priority: In-depth discussion on car repair guidelines to make the guidelines clearer. Sherrie said the Client Assistance Program (CAP) of Vermont Legal Aid's Disability Law Project gets a lot of inquiries about denials or problems accessing funding for vehicle repairs rather than vehicle purchases. The current policy is that someone who needs vehicle repairs can access up to \$1000 over their time working with VR. VR also uses Car Coach but there is nothing in the Policy and Procedure Manual about how that works. Vehicle repairs need to be tied to employment.Priority: Develop clearer guidelines around self-employment to include discussions around post-secondary education and training policy as it relates to self-employment; when VR is to get involved; and how VR is to get involved i.e. assistive technology or tuition support). James said the Self Employment Chapter is not clear as to when to approve and when not to. We appear to have a high failure rate when it comes to self-employment and what equals work. There is a lot of interest in having more structure to this chapter. Sherrie agreed that this committee should make it a priority as it is one of the areas that she sees in the Client Assistance Program that has a lack of clarity and people come to them because they do not agree with the decision that was made. There are also questions surrounding the amount of money allocated to start your own business as it is low as compared to what it is, and we don't have any clear guidance on whether the consumer should be required to demonstrate they can secure funding elsewhere.Priority: Develop chapter on Career Pathways. Discussion occurred about the most reliable ways to assist individuals in this endeavor. James stated that post-secondary education and Career Pathways are combined in VR's new performance measures. This requires supporting people in careers and career development and the most reliable way to do that, outside of helping people find employment, is to support them in obtaining access to and pay for post-secondary training and sometimes education. James expects VR will be investing more into credential attainment through mid-skill technical training as it is a reliable way to get people in higher wage positions and helps to stop individuals from not progressing out of entry level work. Sherrie concurred and said that obtaining employment is not the end goal for VR – advancing in employment is also a significant emphasis of WIOA. According to her counterparts in different states, a discussion about whether the Free Application for Federal Student Aid (FAFSA) grants and funding should be considered a comparable benefit or not. Discussion also centered on renaming this priority to Credential Attainment.Priority: Develop a chapter on Consumer Rights and Denial of Benefits. Discussion of this topic is scheduled later in the meeting. Sam would like to have discussions to include financial means testing around some of these priorities. The discussion could begin in this committee and then go out to the Full SRC. Sherrie agreed. James wondered if there could be means testing for a single service. Sherrie said that having a financial means test is generally something that is not mandated but can be initiated by VR at the State level. Sherrie will research the single (individual) service question. Sherrie asked if there should be a priority listing for working on these policies:<ul style="list-style-type: none">Sam said that Self Employment would be the next important chapter after Consumer Rights.James stated post-secondary training and education would impact more people than Self Employment and the guidance surrounding Self Employment was not particularly good.Michelle stated that Consumer Rights and Self Employment would be her choice for priorities. Michelle added that VR counselors need to be guided on the post-secondary training and education requirements because they need to be doing this now.James will be responsible for coming up with a first draft for a self-employment/post-
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Minutes – November 2, 2017 SRC Policy and Procedure

	<p>secondary training and education policy since VR must start reporting on this metric. James will draft up guidance for the January meeting.</p> <p>In addition, a letter is needed for VR counselors to use when they are denying benefits. Sherrie will find out if the Client Assistance Program (CAP) would be willing to draft up a letter on Denial of Benefits under Consumer Rights. The guidance on this chapter would take some time.</p> <p>Sherrie reminded the committee that Informed Choice/Hearing Aid Chapter is on the agenda for the January meeting, so we may need to adjust January's agenda somewhat. James said the Hearing Aid Chapter is important as it is one of those areas where means testing may be applicable.</p>								
Conclusions	Motion by Sam - the committee's 1st priority should be credential attainment and the other post-secondary options in Career Pathways ; 2nd Self-Employment and 3 rd Car Repair , Michelle seconded. No further discussion. Calla abstained. All committee members approved.								
Action Items	<table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Sherrie Brunelle</td> <td>January 3, 2018</td> </tr> <tr> <td>Sherrie Brunelle</td> <td>January 3, 2018</td> </tr> <tr> <td>James Smith</td> <td>January 3, 2018</td> </tr> </tbody> </table>	Person Responsible	Deadline	Sherrie Brunelle	January 3, 2018	Sherrie Brunelle	January 3, 2018	James Smith	January 3, 2018
Person Responsible	Deadline								
Sherrie Brunelle	January 3, 2018								
Sherrie Brunelle	January 3, 2018								
James Smith	January 3, 2018								
6) Approval – P & P Manual Update – Guidance on when to open post-employment case vs a new VR case									
20 minutes	James Smith								
Discussion	<p>James handed out to committee members a draft on guidance about when to open a post-employment case vs a new VR case. James explained that post-employment services are limited. The advantage of providing post-employment services is if something comes up, for example a car repair, we don't have to go through the whole eligibility process with the person. With the implementation of AWARE (electronic case management system) things have become much more structured and consistent. With a service such as the need for a car repair, our instinct is to open a new case. This is still the case if the services are complex or if we are going to spend more than \$1,000 or if the service will last more than 1 year. VR counselor's need direction on timelines for closing cases which would be especially helpful for those in the field. Sam sees some fuzziness in the guidance and believes it should be fleshed out a bit. There are some instances where this determination will be decided by those in the field. However, James does not feel there is a lot at stake because if a counselor does make a mistake, the consumer still gets the service, but we just wouldn't be able to record it.</p> <p>James said to clarify things, he will add to the guidance that if the service is going to result in a new credential, then it must be a new VR case because you can't report on a post-employment service. Benefits counseling is one of the most obvious services that would be needed. The wonderful thing now with AWARE is that a Benefits Counselor can access all the information in the case with the consumer.</p> <p>Sherrie asked if we lost Benefits Counselors. James said we did lose about 10 VR counseling positions, downsized the benefits counseling team to 4, and are providing services remotely through Skype. We are hopeful that we will be able to put back one of the counselors. Sherrie asked how about those that do not have the ability to participate through Skype? James said this is not an absolute – we can still arrange a face to face meeting in those instances.</p> <p>James will take these few changes and incorporate them into the draft. James will then send the revised draft out by email to the committee members for a vote.</p>								
Conclusions	Sam made a motion that James will revise the language and that a vote will be taken by email. Michelle 2 nd . No further discussion. All committee members approved with Calla abstaining.								
Action Items	<table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> </table>	Person Responsible	Deadline						
Person Responsible	Deadline								

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Edits circulated by email with a vote by committee members	James Smith	January 3, 2018
7) Discussion – Chapter 310: Supported Employment		
45 minutes 10:50	Sherrie Brunelle	
Discussion	<p>Chapter 310: Supported Employment with in-depth review and discussion on the broader context of the chapter (see January 5, 2017 minutes). Sherrie said that she is still not quite understanding how this program is supposed to work, which is why she has brought it back into discussion and has asked James to walk us through this.</p> <p>James said the concept was that Supported Employment was to act as an extension to the VR program to assist individuals with the most significant disabilities that require ongoing support services. The VR program would not be affected because VR services are time limited. Originally, VR could not open a Supported Employment case unless there was a non-VR funding source for those ongoing supports (being extended services). VR was not allowed to provide extended services (just for youth). In the development of the Supported Employment Program by the State, VR naturally partnered with the Developmental Disabilities System because that system had funding and was a cradle to grave service through Designated Agencies (DA's). We could provide funding for the upfront training and placement costs and that system could provide the ongoing supports. We also partnered for many years with the Community Rehabilitation Treatment Program which could provide lifelong service and finally partnered with the Children's Mental Health Program around youth with emotional behavioral disabilities because they possessed an ongoing funding source through Medicaid case management.</p> <p>James said the only funding VR receives for Supported Employment is from Title 6b. Title 6b is a grant (totaling \$290K) that doesn't require matching funds. Title 6b is now split in two and we must spend 50% on youth and the other funding on any one else. This grant is a tiny amount of money. VR is currently investing (\$1.7m inclusive of Title 6b funding) more in Supported Employment for short term services because VR values the service. The current Federal budget proposes cutting all the Title 6b funding.</p> <p>VR can pay for short term supported employment service but cannot if there is no long term supported employment funding available. Sherrie stated that there are many people that fall into that category. If VR cannot provide those services, perhaps those constituent groups should respond to this issue. James said that over the years we have tried various efforts to address this issue without success.</p> <p>Michelle has been looking at the different roles held by VR and Supported Employment and would like to look at our combined resources to try and reduce redundancies, for example obtaining signatures with VR present. James said that unfortunately our regulations are clear that we cannot delegate our duties out. James said that part of the reason VR got so strong with the language is that we wanted to adhere to our responsibilities as required by the Federal grant. Sam said it is important to flesh out and discover areas where redundancies are located and eliminate them if appropriate. Michelle said that maybe we should creatively look at the grant process and funding areas. James said the VR program is specifically prohibited from delegating away our responsibilities.</p> <p>Sam asked if Michelle and Sherrie had a better understanding of Supported Employment now. Sherrie said there could be more consistency with the use of term consumer. Michelle saw an area on page 4 that could be removed. Sherrie asked if there could be a better way of structuring this guidance to add some separate paragraphs and clear directions around different Supported Employment issues. Sam said that there seems to be a lot more fleshing out of this chapter that needs to be done but doesn't think we can start rewriting this chapter until we get some concrete ideas on how to do this; specifically, we need to have a greater understanding of VR's role and the DA's role. Sam asked that Michelle come back with some concrete suggestions on where we can make changes that help VR counselors in using the manual.</p>	
Conclusions	<p>More fleshing out of the chapter needs to be performed. Michelle will look at the chapter to see what revisions she might suggest. James will provide Michelle with the specific VR regulations he is referring to.</p>	

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Minutes – November 2, 2017 SRC Policy and Procedure

Action Items		Person Responsible	Deadline
Review Supported Employment Chapter as it relates to DA's		Michelle Paya	Open
Provide VR Regulations to Michelle as it relates to Supported Employment		James Smith	1/3/2018
8. Discussion – Possible New Chapter: Consumer Rights			
25 minutes	Sherrie Brunelle		
Discussion	Discussion of a possible new chapter for the Policy and Procedures Manual – Consumer Rights		
Conclusions	Sherrie will consult with the Client Assistance Program in drafting a first chapter of Consumer Rights.		
Action Items		Person Responsible	Deadline
Sherrie will consult with the Client Assistance Program (CAP) in drafting a first chapter of Consumer Rights and will report back.		Sherrie Brunelle	January 3, 2018
9. Other Business - Discussion of Adjusting the Policy and Procedures Committee's Start Time in 2018			
5 minutes	Sherrie Brunelle		
Discussion	Discussion occurred about adjusting the Policy and Procedures Committee's Start Time in 2018 to 10:00 am to assist committee members who must drive long ways.		
Conclusions	Sherrie made motion to accept. Sam Liss 2 nd . There was no further discussion. Majority approved with Calla abstaining.		
Action Items		Person Responsible	Deadline
Discussion about the P & P start time change will be presented to the Steering Committee that follows		Sherry Brunelle	November 2, 2017
10. Adjournment			
0 minutes	Sherrie Brunelle		
Discussion	Sam Liss moved to adjourn. Michelle 2 nd . Majority approved with Calla abstaining.		
Conclusions	Adjourned at 11:30 a.m.		
Action Items		Person Responsible	Deadline
Full Draft minutes emailed to Committee Members		Debra Kobus	12/1/2017
Full Draft minutes uploaded to http://vtsrc.org/members/draft-minutes/		Debra Kobus	12/1/2017
Minutes approved by Committee		Committee Members	1/03/2018
Approved minutes uploaded to http://vtsrc.org/about/meeting-minutes/		Debra Kobus	1/08/2018

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Minutes – November 2, 2017 SRC Executive Committee -

SRC Executive Committee - Steering		
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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Minutes – November 2, 2017 SRC Executive Committee -

	<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							
	<table border="1"> <thead> <tr> <th>Person Responsible</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Debra</td> <td>November 16, 2017</td> </tr> <tr> <td>Adam</td> <td>November 16, 2017</td> </tr> </tbody> </table>	Person Responsible	Deadline	Debra	November 16, 2017	Adam	November 16, 2017
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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Minutes – November 2, 2017 SRC Executive Committee -

	<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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Minutes – November 2, 2017 SRC Executive Committee -

	<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>	

Approved 2018.01.03

Minutes – November 2, 2017 SRC Executive Committee -

	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		
-----	-----	
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

Draft Minutes –December 7, 2017

SRC Performance Review Committee

SRC Performance Review Committee		
Thursday, December 7, 2017	10:00 am – 12:00 pm	Gifford Medical Center Red Clover Room 44 South Main Street Randolph, Vermont 05060
Meeting called by	Adam Leonard, Interim Chair at 10:00 a.m.	
Members Present	Max Barrows, Sherrie Brunelle, Nick Caputo, Martha Frank, Marlena Hughes, Robin Ingenthron, Christopher Kane, Rose Lucenti, Brian Smith, Olivia Smith-Hammond	
Members Absent		
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	----	
Guests	Diane Dalmasse, Ashley Pulaski, Lee Reilly (Max Barrow's assistant)	
1. Today's Agenda		
2 minutes	Adam Leonard	
Discussion	Sherrie Brunelle moved to accept the agenda as proposed. Rose Lucenti 2nd. There was no discussion. All approved.	
Conclusions	The agenda was accepted.	
Action Items	Person Responsible	Deadline
none	n/a	n/a
2. Introductions		
13 minutes	Adam Leonard	
Discussion	Members introduced themselves.	
Conclusions	We have a great group!	
Action Items	Person Responsible	Deadline
none	n/a	n/a
3. Brief Historical Overview of the PR Committee		
15 minutes	Adam Leonard	
Discussion	Adam provided an overview about the goals and objectives	

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	<p>of the PR Committee.</p> <p>The PR Committee is currently one of two functioning subcommittees that operate to assist the SRC complete its mission. The PR Committee provides feedback to VR about its performance through the objective review and assessment of various performance measures.</p> <p>The PR Committee has used various documents in assessing VR’s performance such as the Needs Assessment, WIOA requirements, Consumer Orientation, and Employer and Employee Satisfaction Surveys.</p> <p>PR is the only committee that takes a regular external look at VR. This honest, unbiased, look at how things are going is very helpful to VR as it provides a friendly, yet critical, eye to VR’s performance.</p> <p>James added that although VR is a public agency and holds public meetings and such, the SRC is the only place where VR can obtain an external view from those that are familiar with and/or using our services. For example, the Order of Selection Process was changed as the PR determined there were some flaws and that led to some changes. It is very helpful to have this perspective.</p>	
Conclusions	Thank you, Adam and James, for the great overview!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
4. Election of New Chair		
15 minutes	Adam Leonard	
Discussion	<p>The PR Committee has received one nomination for Chair – Chris Kane. Adam asked if there were any other nominations from the floor. There were none. Chris was willing to accept the nomination. Adam asked for a vote by consensus to elect Chris Kane the new Chair of the Performance Review Committee. All were in favor. Chris Kane was elected Chair of the Performance Review Committee.</p>	

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Conclusions	Chris Kane was elected Chair of the Performance Review Committee.	
Action Items	Person Responsible	Deadline
Update website and other SRC documentation	Debra Kobus	12/12/17
5. Approval of Minutes – June 1, 2017 Committee Meeting		
2 minutes	Chair	
Discussion	Adam asked if there were any proposed changes to the minutes. There were none. Sherrie Brunelle moved to approve. Nick Caputo 2 nd .	
Conclusions	June 1, 2017 minutes were approved unanimously.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Debra Kobus	12/12/2017
6. Final Review and Vote on Needs Assessment		
60 minutes	James Smith	
Discussion	<p>Adam explained that the Full SRC will need to approve the Needs Assessment, which is updated every three years. However, the PR Committee can propose changes or amendments prior to the vote by the Full SRC.</p> <p>James handed out copies of the draft Needs Assessment. James explained that years ago we hired a contractor to do the Needs Assessment and that always felt unsatisfactory as the contractor really didn't know very much about the program. When the PR Committee was formed, VR thought it was a great opportunity to have an entity constantly reviewing and evaluating needs.</p> <p>There are a lot of different areas where data is gathered that could be used in the Needs Assessment. For example, there is data from at least two Consumer Satisfaction Surveys included in the final Needs Assessment.</p>	

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This committee is not responsible for creating a 50 to 60-page document. VR compiles the document based upon the data it receives surrounding needs. The PR committee reviews the Needs Assessment and provide suggestions to VR for improvement.

Highlights of this year’s Needs Assessment – the first couple of pages of the Needs Assessment provides some context:

“Specifically, the Rehabilitation Act (1973) as amended under the Workforce Innovation and Opportunity Act (WIOA), requires the Vermont Division of Vocational Rehabilitation (DVR) and the Vermont State Rehabilitation Council (SRC) to jointly conduct a needs assessment every three years.

The assessment is intended to form the basis for the DVR annual State plan and strategic planning activities. The development of this needs assessment in partnership with DVR is one of the primary responsibilities of the SRC. VR is required to assess the needs of those with disabilities in the State of Vermont.

Federal regulations require that:

The State plan shall include the results of a comprehensive, statewide assessment, jointly conducted by the designated State unit and the State Rehabilitation Council every three years, describing the rehabilitation needs of individuals with disabilities residing within the State, particularly the vocational rehabilitation service needs of:

- Individuals with the most significant disabilities, including their need for supported employment services;
- Individuals with disabilities who are minorities and individuals with disabilities who have been unserved or underserved by the vocational rehabilitation program;
- Individuals with disabilities served through other components of the statewide workforce investment

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system.

The report must also include:

- An assessment of the need to establish, develop, or improve community rehabilitation programs within the State; and
- An assessment of the rehabilitation needs of youth and students including:
 - Their need for pre-employment and other transition services; and
 - The extent to which pre-employment and other transition services provided under this Act, are coordinated with transition services provided under the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), to meet the needs of individuals with disabilities.

This report includes data from a variety of sources, including DVR’s Rehabilitation Services Administration (RSA) reporting database, information from the United States Census Bureau, the American Community Survey, as well as surveys conducted by DVR.

Vermont DVR has twelve district offices that provide employment services to individuals with disabilities and one central administrative office. Vermont DVR follows all federal requirements for determining eligibility, assessment, developing an Individual Plan for Employment, training and other employment preparation services, placement services, and post-employment support.

Additionally, DVR provides transition services to youth; a program for youth with severe emotional/behavioral disabilities and corrections involvement; assistance with Social Security disability benefits applications; the Vermont Assistive Technology and Reuse Program; and assistance to individuals with disabilities who are offenders or who are veterans.

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DVR also funds supported employment services to designated agencies serving individuals with severe and persistent psychiatric disabilities and individuals with developmental disabilities.

DVR has a solid record of performance, with successful closures exceeding 1,500 in the most recent Federal Fiscal Year (FFY 16). Vermont DVR also rates high among national vocational rehabilitation programs:

- Number one in New England and in the nation for new VR applications per million population;
- Number one in New England and in the nation for VR employment outcomes;
- Number one in New England and in the nation for Ticket to Work participation;
- Number two in New England and number 8 in the nation for percent of VR clients on Social Security disability benefits with employment outcomes.”

A question arose as to what VR’s employment outcomes were? James said that in the past, employment outcomes were measured by rehabilitation outcomes which consisted of a person working for a minimum of 90 days with stable employment. Diane said this measure has gone away with the implementation of the Workforce Innovative Opportunity Act (WIOA) to new performance measures that are more quantitative.

James said that the report discusses the two largest changes in VR’s environment over the past few years:

- The first being the implementation of WIOA which really made some significant changes to the VR program with the biggest being the requirement of having to spend 15% of VR funding on students in high school.
- The second being the loss of reallocation funding which resulted in about a 20% reduction in the VR program.

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It was important to convey that the VR program is shrinking/contracting. The report then touches upon the new performance measures.

An error was brought to James' attention: see **Table 2 on page 6: All Closures in FFY2016**. It appears a zero was added to the Total Count number in error (count 37,980 vs 3,798).

Note error in data labeling at bottom of page 9.

James directed everyone to page 9 where data shows that the amount of time between when a person initially applied for VR Services and a Closure is recorded decreased.

In 2011 the average time from application to closure was just over 16 months. In 2016 the average time was just over 13 months. We believe there are a number of factors that have contributed to this change:

- The improving Vermont job market
- WIOA timelines that require development of an employment plan within 3 months
- Impact of improved employer outreach under Creative Workforce Solutions
- VR efforts to move individuals who are ambivalent through progressive employment and motivational interviewing
- Better caseload management

Progressive employment is a way for people and employers to try out an employment situation before committing to it. For example, let's imagine that someone with limited employment experience desires to work in a veterinary's office. VR arranges for a progressive employment position with a local VET and pays the interested person a small stipend to try out the job. Progressive employment allows a person to see if they want to perform the work and lets the

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employer decide whether this person may be a good fit allowing for a soft entry. In addition, it allows an employer to let VR know if the person is cut out for that type of work.

Max wants to make sure that sensory over-stimulation issues at work sites are taken into consideration during progressive employment plans.

On page 12, Chart 4 demonstrates the rehabilitation rate by disability type. Historically people with sensory disabilities have a very high success rate and folks with psychiatric disabilities present the most challenging and this rate continues to hold true.

James referred the group to page 15 where Chart 7 shows the difference between earnings at application and earnings at closure by disability type. Folks with psychiatric disabilities have the biggest increase and folks with sensory disabilities have the smallest. What we have learned is that folks with sensory disabilities come to us employed and are looking for AT or a hearing aid requests, where folks with psychiatric disabilities come to us with the lowest wages but receive a greater amount of services which result in the largest increase in earnings.

On page 21, data shows that youth (between the ages of 16-20) without disabilities are employed at rate of just under 43% and folks with disabilities are employed at a rate of 28%.

Nine major findings that drives some of our next steps begins on page 39. These findings largely came out of the discussion that occurred at the October Retreat.

1. The need for increased attention to the employment needs of the mature worker.

James said that although we are expecting to see a need for increased attention to the employment needs of the mature

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worker, VR has not seen it as of yet. Sherrie wondered if there should be more outreach of some sort. Diane said that one of the issues with the program is the income level is extremely low creating a whole range of mature workers that are not eligible for services. It is good that we are going to focus more on this program.

2. DVR needs to identify and implement strategies to increase consumer hourly wages at closure.

In FFY 16 55% of individuals were closed earning less than 110% of minimum wage. While this can partly be explained by the concurrent increases in the state minimum wage in 2015 and 2016, it is still an area of concern. The minimum wage in Vermont was \$9.60 in 2016. This compares to a median hourly wage for all occupations in Vermont of \$18.23 for 2016. While entry level employment is appropriate for some consumers, DVR should be looking at ways for individuals to move up the career ladder into higher wage employment.

3. DVR consumers need opportunities to gain industry recognized credentials in middle skills professions.

James said that number 3 ties to number 2 in that DVR data suggests that consumers who gain industry recognized certifications such as Licensed Nursing Assistant (LNA) or Commercial Driver's License, are closed in higher wage employment. Such middle skill certifications are often the quickest way to help individuals move from entry level employment to higher paying employment with genuine career prospects. There is a high demand from employers for individuals with these types of certifications. Historically, DVR has set aside case service funds to support consumers in certification programs and it maybe something we want to look at a more expanded way as we look for credential attainment and medium wages long term. We know that if you have an industry recognized credential you are more employable.

4. The implementation of Pre-ETS has shifted the DVR

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caseload to serve a higher proportion of younger people.

James said that now that we have to spend 15% of our money on high school services the whole age of the population we serve has skewed lower. Marlena asked what is the definition of a high school student with a disability. James said that a high school student with a disability is defined as being in high school (or a correctional institution) with an IEP or 504 plan (14-21 years of age).

Diane said that PRE-ETS work is complemented by our Linking Learning to Careers grant that provides career consultants to work with students.

James said that VR needs to make sure our services are effective with young people and at the same time make sure we don't ignore or downplay older people's needs.

The whole purpose of the Needs Assessment is to identify potential issues. And once the Needs Assessment is approved it informs the State Plan as to where we set goals and priorities for the next fiscal year (due in March 2018).

5. The loss of re-allotment funding requires DVR to plan and manage services with reduced resources.

As previously noted, the loss in reallotment funds resulted in significant cuts to the DVR program in FFY 17. DVR has managed those reductions while retaining the core of the program. Going forward DVR will develop and implement strategies to offset this loss through:

- Partnerships with other programs and state systems to sustain employment services for people with disabilities
- Increasing program income through Ticket to Work and other opportunities
- Looking for federal and state grant opportunities to pilot new service models

DVR will also need to continually assess the assignment of

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resources and their impact on consumer services and outcomes. With limited resources it is especially important DVR invest funds in activities that are most likely to result in high quality employment outcomes.

6. DVR must develop strategies to meet and exceed the outcome targets under the Common Performance Measures.

The WIOA Common Performance measures significantly change the way DVR is measured. The emphasis on career development, credential attainment, and measurable skill gains, will require DVR to consider changing current practice. As previously noted, DVR will be looking at strategies to increase wages and assist consumers in obtaining industry recognized credentials. In addition DVR will look at how to help consumers develop a career path.

7. DVR should consider developing job coach capacity for adults and youth with severe disabilities who are not eligible for existing supported employment programs.

James said we have been experimenting with part time job coaches and it has been very successful and could potentially meet the needs of some of those folks. Unfortunately, we are potentially losing the funding source for those services.

8. The need for sector-based training and collaboration with technical centers.

Training programs, particularly for youth who are not planning to go to college, are inconsistently available across the state. Technical Centers connected to high schools sometimes offer adult training and some have been willing to work with employers to develop sector-based training programs. A more systematic approach to training would ensure that employers are able to hire skilled workers for available positions within their companies.

9. The need for a comprehensive quality assurance system incorporating the new AWARE case management system.

James said that now we have a functioning powerful case

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	<p>management system (AWARE) which should be very helpful in being able to provide answers to many questions. Previously, answers were limited by our prior data system. Aware will allow us to look more deeply at our services and case load. We should be able to compare different counselor approaches much more effectively.</p> <p>Adam asked if there were any additional changes that need to be made to the draft Needs Assessment before we bring it for a vote to the Full SRC. There were none. Adam asked if there was a motion to approve the draft Needs Assessment and recommend approval to the Full SRC. Brian made a motion to approve. It was seconded and there was no further discussion. All were in favor. Motion approved.</p> <p>Items to Parking Lot:</p> <ul style="list-style-type: none"> • #'s breakdown by disability • More nuance data needed of the broader categories within cognitive disabilities • Look at the psychiatric disability referrals made to CAP by VR and discuss the implications of those numbers and how we can improve outcomes for these individuals. <p>(Sherrie explained what CAP is – The Client Assistance Program is a federally mandated program through WIOA to support consumers that are needing support and in helping individuals to access services that they might qualify for. Clients not agreeing with decisions made by VR would come to CAP and we would look at the situation and explain the reasoning behind the denial or advocate on behalf of the consumer.)</p> <ul style="list-style-type: none"> • Folks on SSI and SSDI – sub analysis • Looking at Pre-ETS VR students with a state by state comparison (even if not completely comparable) • More data about Tech Centers, certifications, and people achieving outcomes
Conclusions	The PR will recommend approving the Needs Assessment to

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the Full SRC.		
Action Items	Person Responsible	Deadline
The PR will recommend approving the Needs Assessment to the Full SRC.	Adam Leonard	Today – Full SRC Meeting
7. Other Business		
5 minutes	Chair	
Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a

8. Adjournment		
0 minutes	Chair	
Discussion	Max moved to adjourn. Sherrie 2nd.	
Conclusions	Adjourned at 12:00 pm	
Action Items	Person Responsible	Deadline

Full Draft minutes uploaded to www.VTSRC.org	Debra Kobus	01/06/2018
Full Draft minutes emailed to all Committee members	Debra Kobus	01/06/2018
Minutes approved	Committee Members	02/01/2018
Approved minutes uploaded to website www.VTSRC.org	Debra Kobus	02/06/2018

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Parking Lot		
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COORDINATOR'S REPORT

FEBRUARY 1, 2018

SRC Membership and Recruitment Update

Membership stands at nineteen with zero applications waiting for appointment with all categories filled except from business, industry and labor. Here we are short two members. I am in contact with Hugh Bradshaw and Business Account Managers in recruiting new members in this category. Referrals from an SRC member who knows of a good candidate would be great- please pass contact information on!

SRC Website

I stated in my last report the SRC website (<http://vtsrc.org/>) was reorganized. I have also been adding Current Event Posts to the main page so please check back often for updates and if you find something pertinent to add, send the information to me and I can put it up on the web.

Please note that meeting materials can be viewed or downloaded from the SRC website here: <http://vtsrc.org/members/agendas/>.

Suggestions for website improvement are always welcomed! If there are any changes you would like to see to improve its usefulness, write them out and email them to me as this information may be helpful when we need to rebuild the website as we transition over to the state's platform down the road.

Accessibility of Minutes and other SRC Documents

You should note a difference in format where I have attempted to make the minutes easier to read by changing the font, increasing its size, separating out discussions into paragraphs, using bullets, and reducing and enhancing shading where possible. I will continue to work at this endeavor. If a special accommodation is needed, please contact me with your request.

Respectfully Submitted,

Debra Kobus

Vermont State Rehabilitation Council Coordinator