

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

SRC Executive Committee - Steering		
Thursday, May 3, 2018	1:45 pm – 3:15 pm	Waterbury State Complex Room Cherry C HC 2 South 280 State Drive, Waterbury, VT 05671
Meeting called by	Sarah Launderville, Chair, convened the meeting at 2:05 pm	
Members Present	Sarah Launderville, SRC Chair; Brian Smith, SRC Vice-Chair; Sherrie Brunelle, Policy & Procedures Committee Chair; Sam Liss, Advocacy, Outreach and Education Committee, Chair; Diane Dalmasse, Division of Vocational Rehabilitation Director (Ex-officio, non-voting)	
Members Absent	Christopher Kane, Performance Review Committee Chair	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	----	
Speakers/Presenters	----	
Guests	----	
1) Introductions (Sarah Launderville)		
Discussion	Those in attendance went around the table and introduced themselves.	
Conclusions	Thanks to everyone!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2) Approval of Agenda (Sarah Launderville)		
Discussion	Sarah asked if there were any proposed changes or additions to the agenda. There were none. Sam moved and it was seconded to approve the agenda as proposed. Vote unanimous 4-0-0.	
Conclusions	Motion passes – today’s agenda accepted.	

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

Action Items		Person Responsible	Deadline
None		n/a	n/a
3) Open for Public Comment			
Discussion	There was no public comment		
Conclusions	n/a		
Action Items		Person Responsible	Deadline
None		n/a	n/a
4) Approval of Minutes – March 1, 2018 (Sarah Launderville)			
Discussion	Sarah asked that the group review the March 1, 2018 minutes and asked if there were any proposed amendments. There were none. Sam moved to approve and it was seconded. There was no further discussion. Vote unanimous 4-0-0.		
Conclusions	March 1, 2018 minutes approved without amendment.		
Action Items		Person Responsible	Deadline
Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/		Debra Kobus	5/8/2018
5) Discussion – Recruitment (Group)			
Discussion	<p>a) Update – Hugh Bradshaw and Business, Industry and Labor Recruitment (Debra Kobus)</p> <p>Debra reported that she has not received any leads from Hugh yet.</p> <p>James said he will reach out to Hugh to see if Debra could be provided one BAM to work with to find interested business professionals.</p> <p>Diane will reach out to Frank Cioffi to see if there might be someone from the Vermont State Workforce Board that might be interested as well.</p>		
Conclusions	See above.		

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

Action Items	Person Responsible	Deadline
James will reach out to Hugh to see if Debra could be provided one BAM to work with to find interested business professionals.	James	Open
Diane will reach out to Frank Cioffi to see if there might be someone from the Vermont State Workforce Board that might be interested as well.	Diane	Open

8) Discussion – Agenda for June 7, 2018 Full SRC (Group)

Discussion	<p><u>See Parking Lot for Presentation Ideas</u></p> <p><u>Standing agenda</u> items include:</p> <ol style="list-style-type: none"> 1. Introductions 2. Approval of Agenda 3. Open for Public Comment 4. Approval of Minutes 5. Consent Agenda 6. Committee Chair Updates 7. Director’s Report 8. Regional Managers Updates 9. Presentation 10. Roundtable 11. Other Business 12. Adjournment <p>Diane said that we could choose a couple of the (8) Charter Team Leads to come and talk about what they are doing related to Career Pathways as it is the most important thing going on in the Division.</p> <p>James, Diane, and the two Regional Managers (Leo Schiff and Will Pendlebury) will provide the Career Pathways Presentation on June 7, 2018.</p> <p>Regarding the Ticket to Work Program, Diane will provide an overview during her Director’s Report and James will coordinate with Sherrie a time to deep dive on the matter.</p> <p>The October 4, 2018 Annual Retreat will be on:</p>
------------	--

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

	<ul style="list-style-type: none"> • Career Pathways • New member training <p>Debra will develop a web page specifically for new members that includes the glossary, power points, etc.</p>
Conclusions	See above
Action Items	Person Resp. Deadline
James, Diane, and the two Regional Managers (Leo Schiff and Will Pendlebury) will provide the Career Pathways Presentation on June 7, 2018.	James, Diane, Leo, and Will 6/7/2018
Regarding the Ticket to Work Program, Diane will provide an overview during her Director’s Report and James will coordinate with Sherrie a time to deep dive on the matter.	Diane and James 6/7/2018
To Parking Lot: The October 4, 2018 Annual Retreat will be on: <ul style="list-style-type: none"> • Career Pathways • New member training 	Debra to remind committee 8/20/2018
Debra will develop a web page specifically for new members that includes the glossary, power points, etc.	Debra 8/20/2018
9) Discussion – Venue – October 4, 2018 Retreat (Group)	
Discussion	Debra reported that Seyon Lodge was closed for business until April 18 which is why she did not send this information sooner to the committee. The venue is available on October 4. The cost is \$200. Debra provided a menu choice (price is \$14pp). It was decided that two soup options would be desirable and Debra will find out how much that would cost.
Conclusions	It was agreed by consensus to go forward with reserving Seyon Lodge – Vermont State Park for the October 4 Retreat. Debra will check on pricing for two soup options.
Action Items	Person Deadline

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

	Responsible	
<ul style="list-style-type: none"> • Debra will reach out to Seyon Lodge to confirm the reservation. • Debra will forward to Kathryn Housewright the invoice from Seyon Lodge to officially reserve the space. • Debra will check on pricing for two soup options and will report back to the committee. 	Debra	5/4/2018
10) Other Business (Sarah Lauderville)		
Discussion	None	
Conclusions	n/a	
Action Items	Person Responsible	Deadline
None	n/a	n/a
1) Adjournment (Sarah Lauderville)		
Discussion	Adjourned by consensus.	
Conclusions	Adjourned at 2:52 pm	
Action Items	Person Responsible	Deadline
Draft Minutes uploaded to http://vtsrc.org/members/draft-minutes/	Debra Kobus	5/8/2018
Draft minutes emailed to Committee Members	Debra Kobus	5/8/2018
Minutes approved by Committee	Committee Members	9/6/2018
Approved minutes uploaded to www.VTSRC.org	Debra Kobus	9/11/2018
PARKING LOT	Person Responsible	Deadline
Possible Career Pathways (Credential Attainment) presentation – June 7, 2018 presentation	Debra Kobus – reminder to Committee Members	DONE
New Member Training	Debra Kobus - reminder to	DONE

Draft Minutes – May 3, 2018
SRC Executive Committee - Steering

	Committee Members	
Presentation on the Social Security Ticket to Work Program and how VR benefits	Debra Kobus - reminder to Committee Members	DONE
<p>The October 4, 2018 Annual Retreat will be on:</p> <ul style="list-style-type: none"> • Career Pathways • New member training 	Debra to remind committee members	August 20, 2018