

Draft Minutes – September 6, 2018
SRC Executive Committee - Steering

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Thursday, September 6, 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 1:55 pm	
Members Present	Sarah Launderville, SRC Chair; Sherrie Brunelle, Policy & Procedures Committee Chair; Diane Dalmasse, Division of Vocational Rehabilitation Director (Ex-officio, non-voting); Sam Liss, Advocacy, Outreach and Education Committee Chair	
Members Absent	Brian Smith, SRC Vice-Chair); 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 3-0-0.	
Conclusions	Motion passes – today’s agenda accepted.	

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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 – May 3, 2018 (Sarah Launderville)			
Discussion	Sarah asked that the group review the May 3, 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 3-0-0.		
Conclusions	May 3, 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	9/11/2018
5) Recruitment Update (Debra)			
Discussion	<p>Debra informed the committee that two new appointment applications have been forwarded to the Governor’s Office.</p> <p>The first applicant, Maria Burt, is replacing Amanda Kohle who is filling Category IV representing 1 required qualified vocational rehab counselor (as a non-voting ex-officio member if employed by the designated State agency).</p> <p>The second applicant is Bill Meirs. Bill is currently employed as a Talent Acquisition Consultant in the Department of Human Resources (SOV). Bill will be filling the fourth and final open slot of the Council in Category VI representing representatives of business, industry, and labor.</p> <p>In addition, all current appointments that are expiring on 9/30 have been forwarded for reappointed.</p>		

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	<p>When completed, there will be 21 members (15 required plus 6 additional members) with all categories filled as required.</p> <p>Debra will review submitted applications to the SRC to see if information is available related to those that have a disability to determine if the council meets the requirement that more than 50% of the members of the SRC are individuals that have a disability. She will then confer with James for further input.</p> <p>Debra will compose an email to the membership that the new year will begin in January and with the new year, new elections occur:</p> <ol style="list-style-type: none"> 1) At the December’s Full SRC Meeting, election for Chair of the SRC and Co-Chair will occur. If interested, let Debra know. 2) In addition, elections for committee chairs will occur at the first meeting of the year in 2019. If anyone is interested in being considered for a committee chair position, to let Debra know. <p>Diane was very happy to report that VR hired Diane Curtain as their new Field Services Manager with a start date of September 17th. Donna Curtain is currently the chair of the Governor’s Committee for People with Disabilities and will be an excellent fit in her new position. Congratulations to Donna!</p>		
Conclusions	See above.		
Action Items	Person Responsible	Deadline	
Debra will review submitted applications to the SRC to see if information is available related to those that have a disability to determine if the council meets the requirement that more than 50% of the members of the SRC are individuals that have a disability. She will then confer with James for further input.	Debra	ASAP	

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Information to Steering Committee will be sent to assist in clarifying voting rights of SRC members who are employees of the designated State agency (VR)	Debra	ASAP
<p>Debra will compose an email to the membership that the new year will begin in January and with the new year, new elections will occur:</p> <ol style="list-style-type: none"> 1) At the December’s Full SRC Meeting, election for Chair of the SRC and Co-Chair will occur. If interested, let Debra know. 2) In addition, per SRC By Laws, elections for committee chairs will occur at the first meeting of the year in 2019. If anyone is interested in being considered for a committee chair position, to let Debra know. 	Debra	By 11/19/18
6) SRC Website Update (Debra)		
Discussion	<p>The VTSRC.org website has become a secured site receiving an SSL certificate by our current hosting platform (Supersojuweb.com). This was required as Google was going to beginning labeling sites without an SSL certificate as not secure. (SSL stands for Secure Sockets Layer, a global standard security technology that enables encrypted communication between a web browser and a web server.)</p> <p>Because of this enhancement, the web host provider has begun charging \$27.30 a month to continue access to SRC’s website which Debra is currently funding so as not to lose access. Debra was directed to forward along a request for reimbursement. James suggested that future charges are paid via the State’s PurCard. Debra will reach out to Wendy on this.</p> <p>This change also prompted the State to begin trainings with Debra in creating an SRC website on the State’s platform. Debra met with Tela Torrey, Wendy Madigan, and Alison Loeb yesterday and will begin working with the State in transitioning over the current website to the State’s. According to the project timeline, a tentative go live date will be sometime in April.</p>	

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	<p>Because of this change, a new webpage specifically for New Members will be delayed until the transition over to the State is complete.</p> <p>Debra will add the By-Laws to the current website for everyone’s knowledge.</p>	
Conclusions	See above.	
Action Items	Person Responsible	Deadline
Debra will develop a web page specifically for new members that includes the glossary, power points, etc.	Debra	With new website-project timeline is April 2019
Debra will add the By-Laws, if not already there, to the current website for everyone’s knowledge.	Debra	ASAP
Debra will reach out to Wendy Madigan for reimbursement of monthly SRC website hosting charges (\$27.30/month x 2) and coordinate future payments via the State PurCard	Debra	ASAP
7) 2019 Meeting Schedule (Debra & Group)		
Discussion	<p>A draft 2019 Meeting schedule was distributed to the committee members for review and comment. Discussion by the committee occurred. It was agreed to that the Steering Committee’s start time would change from 1:45 to 2:00 and its end time would change from 3:15 to 3:30 to accommodate the later start time. Sherrie made a motion to change the start time for the Steering Committee from 1:45 to 2:00 and end time from 3:15 to 3:30.</p>	
Conclusions	See above.	
Action Items	Person Responsible	Deadline
Update 2019 Meeting Schedule to reflect changes in the Steering Committee’s start and end times.	Debra	ASAP
8) Discussion – October 4, 2018 Annual Retreat (Group)		

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<p>Discussion</p>	<p>1) Agenda – see draft Committee discussed the draft agenda and made some alterations – see revised final agenda for October 4.</p> <p>2) Menu The committee agreed to having two side dishes (fresh garden salad and humus and veggies) in addition to having two soup options: White Chicken Chili and Carrot & Ginger. Debra will inquire about morning snacks that are provided and report out to the committee.</p> <p>3) Annual (Committee) Reports The SRC Chair and Committee Chairs will submit their Annual Reports to Debra. These reports will be presented at the Annual Retreat and will also be used in the 2018 Annual Report.</p> <p>4) Presentation The committee decided to eliminate New Member Training to allow more time on the Career Pathways Presentation.</p> <p>5) SRC & Other Invitees (i.e. VR Managers) Diane will email invitations to VR Managers and cc Debra.</p> <p>6) Transportation Debra will ask members to let her know if they need transportation to attend the retreat.</p> <p>7) Seating Configuration Preferred The committee decided on a horse shoe configuration.</p> <p>8) Other None</p>		
<p>Conclusions</p>	<p>See above</p>		
<p>Action Items</p>	<p>Person Resp.</p>	<p>Deadline</p>	
<p>Debra will inquire about morning snacks that are provided and report out to the committee.</p>	<p>Debra</p>	<p>ASAP</p>	
<p>SRC Chair and Committee Chairs will submit their Annual Reports to Debra for inclusion in the Agenda Packet for the Annual Retreat</p>	<p>Sarah, Sherrie, Sam, Chris</p>	<p>By Friday, September 14, 2018</p>	

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Debra will ask members to let her know if they need transportation to attend the retreat.	Debra	With email invitation by 9/17/18
Debra will include VR Managers in email invitation to Annual Retreat	Debra	By 9/17/18
9) Other Business (Sarah Launderville)		
Discussion	Sam asked if there were any objections to SRC sponsoring Congressman Welch’s bill event. Sam moved to approve, and it was seconded. There was no further discussion. Vote unanimous 3-0-0.	
Conclusions	See above.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
10) Adjournment (Sarah Launderville)		
Discussion	Adjourned by consensus.	
Conclusions	Adjourned at 3:00 pm	
Action Items	Person Responsible	Deadline
Draft Minutes uploaded to http://vtsrc.org/members/draft-minutes/	Debra Kobus	9/11/2018
Draft minutes emailed to Committee Members	Debra Kobus	9/11/2018
Minutes approved by Committee	Committee Members	11/1/2018
Approved minutes uploaded to www.VTSRC.org	Debra Kobus	11/6/2018
SUMMARY of Action Items from 9/6/18	Person Responsible	Deadline
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for further input.		
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Debra will develop a web page specifically for new members that includes the glossary, power points, etc.	Debra	With new website-project timeline is April 2019
Debra will add the By-Laws, if not already there, to the current website for everyone’s knowledge.	Debra	ASAP
Debra will reach out to Wendy Madigan for reimbursement of monthly SRC website hosting charges (\$27.30/month x 2) and coordinate future payments via the State PurCard	Debra	ASAP
Update 2019 Meeting Schedule to reflect changes in the Steering Committee’s start and end times.	Debra	ASAP
Debra will inquire about morning snacks that are provided and report out to the committee.	Debra	ASAP
SRC Chair and Committee Chairs will submit	Sarah, Sherrie,	By Friday,

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their Annual Reports to Debra for inclusion in the Agenda Packet for the Annual Retreat	Sam, Chris	September 14, 2018
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Debra will include VR Managers in email invitation to Annual Retreat	Debra	By 9/17/18
PARKING LOT		
Presentation on the Social Security Ticket to Work Program and how VR benefits	Debra Kobus to remind committee members	Open
New member training	Debra to remind committee members	Open