

Draft Minutes
SRC STEERING COMMITTEE
Thursday, September 8, 2022
11-12:30
Virtual Meeting

Meeting called by:

Gina D'Ambrosio called the meeting to order at 11:10 AM

Members Present:

- Asher Edelson, SRC Chair
- Gina D'Ambrosio, Asst SRC Chair
- Diane Dalmasse, Director, Division of Vocational Rehabilitation
- Sherrie Brunelle, P & P Committee Chair

Members Absent:

- Nick Caputo, PR Committee Chair, excused
- Cari Kelley, AOE Chair, excused

SRC Liaison:

- Amanda Arnold
- James Smith

SRC Coordinator:

- Janice Leonard

Speakers or Presenters:

None

Guests:

Interpreters:

None

1) Introductions (Gina D'Ambrosio, Asher Edelson)

Discussion:

Skipped due to level of attendance

Conclusions:

Action Items, Person Responsible, Deadline:

None

2) Approval of Agenda (Gina D'Ambrosio, Asher Edelson)

Discussion:

Asher asked for any proposed additions or changes to the agenda. Sherrie moved to approve the agenda as presented. No further discussion. Approved via vote of 3-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

Finalize agenda and upload to SRC Website, Janice Leonard, **9/8/22**

3) Open for Public Comment (Gina D'Ambrosio, Asher Edelson)

Discussion:

No members of the public were present

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Prior Meeting Minutes (Gina D'Ambrosio, Asher Edelson)

Discussion:

Asher asked for any proposed changes or amendments to the minutes from June 12, 2022.

Sheri recommended changing item number 7, 2nd paragraph, last sentence. It should read that SAT asked if info about finances is shared with the RSC.

Sherrie moved to approve the minutes as amended, seconded. No discussion. Approved via vote of 3-0-0

Conclusions:

June 12, 2022, minutes were approved as amended.

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website, Janice Leonard, **6/12/2022**

7) Agenda for Annual Retreat, October 13, 2022 (See Attached Agenda for the 2021 Retreat), Gina D'Ambrosio, Asher Edelson

Discussion:

Similar to last year, with these changes:

- Recognize those terming off: Martha Frank & Rose Lucenti
- Prep Work, same as last year – RSA Site has a great summary, use that- Amanda will send link to Janice and we can Change to RSA Guidance". [State Rehabilitation Council and Independent Commission Resources | Rehabilitation Services Administration \(ed.gov\)](#)
- Getting to know you, same as last year, change first question to "What is one thing others would be surprised to learn about you"
- Accomplishments: Rebranding & Summer Career Exploration Program
- VR's Big Priorities in the Year Ahead: VCAP, DEIA, Opioid Pilot

Conclusions:

Thanks to everyone! Gift cards will be sent to non-State Employees for lunch.

Action Items, Person Responsible, Deadline:

Janice, Amanda & James to finalize Agenda

9) Agenda Setting for September 2, 2022 (Group)**Discussion:**

None

Conclusions:**Action Items, Person Responsible, Deadline:**

Upload draft agenda to the SRC website, **Janice Leonard, 6/12/2022**

10) Other Business (Gina D'Ambrosio, Asher Edelson)

A. Coordinator asked for Steering Committee approval/ review for:

- New Meeting Calendar for 2022-23 SRC Year.
Discussion held about in person meetings. Group feels meetings will stay virtual except for the annual meeting. Be sure the Steering Committee is 11 on Thursday. Also change to Virtual. Sheri moved pending James's review to accept, seconded approved 3-0-0 approved as presented.
- Committee Changes & Chairs is held in November
- Appointments / Reappointments
 - Leaving the Board
 - Martha Frank (AOE), reached maximum terms
 - Patricia Wehman (P&P), not seeking re
 - Kristen Carpentier (P&P), VR Staff, one year term

- Lexia Stanley (AOE), School too demanding
- Rose Lucenti (PR), reached maximum terms
- Martha & Rose have reached the maximum terms, invite them to Retreat for recognition.
- Joining the Board
 - Nancy Richards, replacing Martha as Parent Training & Information Center. Be sure that she is invited to the Retreat and all upcoming meetings.
- Still Needed (Being Worked on)
 - State Workforce Development Board Rep
 - VR Counselor
- Meeting Attendance will be brought to Steering Committee attention.
- Coordinator will complete Report for Steering Committee. Email this month's to the group. **Janice Leonard, 9/12/22**
- A fund to buy flowers for members if hospitalized, etc. doesn't exist. Diane will look into it.
- Accommodation for council member, speaker view? Only speak after hand raised and called on? Diane and Amanda will follow up. We need a protocol email sent. Send to Asher & Gina for draft.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Coordinator will complete Report for Steering Committee. Email this month's to the group. **Janice Leonard, 9/12/22**
- Accommodation for council member, speaker view? Only speak after hand raised and called on? Diane and Amanda will follow up. We need a protocol email sent. Send to Asher & Gina for draft. **Diane & Amanda 10/1/22, Asher & Gina 10/15/22**

11) Adjournment (Gina D'Ambrosio, Asher Edelson)

Sherrie moved to adjourn; it was seconded. Approved unanimously. Gina called the meeting adjourned at 12:37pm.

Meeting Action Items, Person Responsible and Deadlines:

- Finalize agenda and upload to SRC Website, **Janice Leonard, 9/10/22**
- Draft minutes for this meeting, upload to SRC website, and email link to Committee members, **Janice Leonard, 9/10/22**

- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 9/10/22**
- Martha & Rose have reached the maximum terms, invite them to Retreat for recognition. **Janice Leonard, 9/15/22**
- Nancy Richards, replacing Martha as Parent Training & Information Center. Be sure that she is invited to the Retreat and all upcoming meetings. **Janice Leonard, 9/15/22**
- Coordinator will complete Report for Steering Committee. Email this month's to the group. **Janice Leonard, 9/12/22**
- Accommodation for council member, speaker view? Only speak after hand raised and called on? Diane and Amanda will follow up. We need a protocol email sent. Send to Asher & Gina for draft. **Diane & Amanda 10/1/22, Asher & Gina 10/15/22**