

Full State Rehabilitation Council Meeting

Thursday, December 5, 2019 from 12:30 p.m. to 3:30 p.m.

Waterbury State Office Complex

ASH Conference Room

HC 2 South, 280 State Drive, Waterbury, VT 05671

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 12:38 p.m.

Members Present:

- 1) Courtney Blasius (via Skype)
- 2) Sherrie Brunelle
- 3) Nick Caputo
- 4) Diane Dalmasse (VR) , ex-officio, non-voting
- 5) Martha Frank
- 6) Marlena Hughes
- 7) Cari Kelley
- 8) Sarah Launderville
- 9) Sam Liss
- 10) Rose Lucenti
- 11) Bill Meirs
- 12) Calla Papademas (via Skype)
- 13) Olivia Smith-Hammond (via Skype)
- 14) Deb Tucker Boyce (via Skype)

Members Absent:

- 1) Robin Ingenthron
- 2) Brian Smith

SRC Liaison:

James Smith

SRC Coordinator:

Debra Kobus (outgoing)

Kate Larose (incoming)

Interpreters:

None.

Speakers or Presenters:

None.

Guests:

- 1) Kristen Carpentier.
- 2) Bill Sugarman.

1) Introductions (Sarah Lauderville)

Discussion:

Those in attendance went around the table and introduced themselves.

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

None.

2) Approval of Agenda (Sarah Lauderville)

Discussion:

Sarah asked for any proposed additions or changes to the agenda. Sarah would like to add time for her to speak under Committee Chair Updates. Nick moved to accept the agenda as amended and it was seconded. No further discussion. All approved. Vote unanimous 13-0-0.

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None.

3) Open for Public Comment (Sarah Lauderville)

Discussion:

There was no public comment.

Conclusions:

None.

Action Items, Person Responsible, Deadline:

None.

4) Approval of Minutes for June 6, 2019 (Sarah Lauderville)

Discussion:

Sarah asked for any proposed changes or amendments to the June 6, 2019 Full SRC Minutes. There were none. Sherrie

moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 13-0-0.

Conclusions:

June 6, 2019 Full SRC Minutes were approved.

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website. Debra Kobus, December 10, 2019.

5) Consent Agenda (Sarah Launderville)

Discussion:

Sarah asked for any proposed changes or amendments to the following consent agenda items:

- Annual Retreat October 3, 2019.
- AOE Committee May 2, 2019 and September 5, 2019.
- PR Committee June 6, 2019 and October 17, 2019.
- P & P Committee May 2, 2019 Minutes.
- Steering Committee May 2, 2019 and September 5, 2019.
- Coordinator's December 5, 2019 Report.

There were none. Sherrie moved to approve, and it was seconded. No further discussion. Vote unanimous 13-0-0.

Conclusions:

Consent agenda items approved.

Action Items, Person Responsible, Deadline:

Upload Approved Minutes to SRC website, Debra Kobus, December 10, 2019.

6) Committee Chair Updates

Discussion:

Advocacy, Outreach and Education Committee:

Sam Liss provided the update for the AOE Committee meeting.

We had a productive discussion about Federal and State Legislation. Highlights include:

Federal Related:

- **The Able Age Adjustment Act (S651)** was introduced with strong bipartisan support. This bill increases from 26 to 46 the age threshold for tax-favored ABLE (Achieving a Better

Life Experience) accounts. It requires large offsets so as not to increase taxes.

Able Age Adjustment Act has had some movement. The entire program may not be sustainable if the age is not raised and these new enrollees pay the fees. Senator Casey held a reception at the Capitol and there was also a national call in date. There are identical bills in the House and the Senate.

- **Stop the Wait Act (S2496 HR4386)**
(<https://www.govtrack.us/congress/bills/116/hr4386>)
The Stop the Wait Act will eliminate the two-year waiting period for Medicare after SSDI eligibility and also the five-month waiting period for cash payments after eligibility. There are some exceptions but in general there is a two-year waiting period.
- Two work incentive proposals presented by Representative Welch last congress are expected to be appended to the next Continuing Resolution which should begin December 21. There is a good chance that a longer-term bill will be appended in the future.

State Related:

- A strategy of including both the Raise the Wage in conjunction with the Family Leave Bill in a broader package is being pursued.
- Dual Enrollment (**Diane reported that there has been discussion about inviting someone from Agency of Education to speak about this-add to Steering Committee Agenda for next meeting.**)
- Governor's Summit on the Employment of People with Disabilities (formerly the Disability Transportation Summit) took place on December 2 at the Double Tree in South Burlington and went very well.
- VFN Annual Conference – April 2, 2020 – Martha Frank said that we are hosting three conferences in three locations in the state with one presenter. This information is available on our website <https://www.vermontfamilynetwork.org/events-news/annual-conference/>. Sara Forward is performing the presentation. "Opening Doors in a Small Town" is the name of her presentation.

Dates / Locations:

1. Saturday, March 28, 2020 from 10 am – 2 pm at a location to be determined in Springfield, VT
 2. Tuesday, March 31, 2020 from 4 pm – 8 pm at the Eastside Restaurant in Newport, VT
 3. Thursday, April 2, 2020 from 8:30 am – 1 pm at the Delta Hotel (formerly Trader Duke's) in South Burlington, VT
- Card Room Event – April 2, 2020 in lieu of SRC meetings which have been changed to the following Thursday.
 - SILC Olmstead Summit tentatively scheduled for May 2020.

Policy and Procedures Committee:

Sherrie Brunelle provided the update for the P & P Committee.

The key items are:

We revised **Chapter 204 on Case Closure** that provides specific and detailed guidance on how cases can be closed. Statewide site training has been performed.

We reviewed the first draft of the **Self-Employment Chapter** at the last meeting.

We will be establishing a workgroup on **Post-Secondary Education and Training**.

We are also scheduled to review the **Transportation Chapter**.

The Governor's Summit on Monday was very informative. One outcome was that we were going to continuing meeting on an ongoing basis.

Sherrie encouraged members to review the P & P Manual <https://vocrehab.vermont.gov/about-us/policy-and-procedure-manual> so you have an understanding on how VR handles things. If you have any concerns or questions, please let her know.

Performance Review Committee:

Marlena Hughes provided the update for the Performance Review Committee.

SRC Leadership discussed how we can increase participation of members at meetings.

Review of the State Plan occurred at today's meeting.

At the next meeting we will be looking at the Needs Assessment.

If you love data, Performance Review is the Committee to join!

Steering Committee:

Sarah Launderville welcomed Kate Larose as the new coordinator. Kate is really excited to be on board and feels like the SRC will be a very nice place of residence.

Sarah said that the Steering Committee has had discussion about the lack of participation on committees and how to make these meetings more accessible.

James also reminded members that if you are not participating in a paid role, connect with Kate to get the paperwork needed to request a stipend and mileage reimbursement. This information is also available on the SRC website <https://src.vermont.gov/who-we-are/member-reimbursement>

Cari suggested that members get a listing of people with contact information so individuals can reach out to others in the area to coordinate transportation.

Conclusions:

Thanks everyone.

Action Items, Person Responsible, Deadline:

Add a discussion item about inviting someone from the Agency of Education to speak about Dual Enrollment to Steering Committee's next meeting, SRC Coordinator, January 15, 2020.

7) Director's Report (Diane Dalmasse)

Discussion:

Diane reported the following:

Governor's Summit on the Employment of People with Disabilities: A Success! The Summit occurred on Monday, December 2nd at the Doubletree in South Burlington. A decision was made to go forward even though the snowstorm in southern Vermont meant we lost the four southern teams. Notwithstanding, we had 100 or so people for the event in the morning. VTrans staff Tim Bradshaw and Ross MacDonald and VTrans consultant Steve Falbel did an outstanding job of presenting the state of public transit and the innovations and pilot projects that are being created. Following the presentations, the teams broke out for discussion and the identification of local priorities and a recommendation for the Governor. Governor Scott arrived in time to hear the report outs from the teams. Everyone moved to the Emerald ballroom for lunch. Governor Scott introduced Travis Roy and he spoke to the group. Travis was incredibly inspirational in telling his story and motivating the attendees to look at their own challenges. Governor Scott was clearly moved by Travis' remarks as he thanked Travis and closed the event. We will be following up on the local initiatives and statewide recommendations. I want to give a big shout out to CO staff and regional managers for all the planning that goes into these events and their hard work the day of the event.

Sam praised Tim Bradshaw as he has never seen a state employee so passionate to help individuals.

Budget: We continue to look very good from a fiscal point of view. We received an unanticipated bonus from the Social Security Administration, \$187,000 that they had recouped in ticket payments and then changed their mind and gave back to us. We are holding our breath waiting for a decision on the Kessler Foundation Grant. Should know any day now if we were awarded \$500,000 over two years. We are focused on our list of one-time expenditures given our increased reallotment funds. Currently working on purchasing 12 iPad for assessment and remote interpreting. We are adding a

temporary VR counselor in Newport given the very high volume of applicants in that office.

Single State Audit and Case Review Process: It has been over a year since we implemented our case review process statewide. Supervisors are reviewing 5 cases per quarter for each VR counselor. CO staff are reviewing an additional sample including a fiscal review. The tool measures compliance and quality. It is right now being reviewed and improved. We had a Single State Audit in the last several months. A private auditing firm pulls a sample of expenditures and ensures we have followed our policies and procedures and make allowable expenditures. We had no findings!!! We attribute that largely to AWARE and our case review process. This means no audit next year!

AWARE: We were selected by Alliance Enterprises as one of five states for focus groups. Alliance ran four focus groups of different staff types to determine whether the end users' needs were being met and what improvements were necessary. CO staff organized and attended the groups which went extremely well. Staff felt they had been heard and that their needs would be considered as Alliance works to improve the system. Alice Porter and the AWARE team deserve much credit for Vermont being selected and the success of the groups.

Bill Sugarman said that Aware Feedback Sessions have been helpful. It makes for a lot more time on the computer, but it makes case management a lot easier and we would never be able to do the WIOA reporting without it

Youth in Transition: The Youth Advocacy Council began its second year with a meeting in November. Several new members and returning members met to determine their priority areas for the year: Housing, Special Education, Employment/Careers and Transportation. Tara Howe is very excited about the energy and commitment of the group for the

upcoming year. We are planning to host the second Youth Summit on May 21st at VTC and have been awarded a small grant to support the effort.

We are working with Market Decisions to create a youth survey. As a first step, Market Decisions staff will run four focus groups in January to determine how to construct the survey, what questions to ask and how to get the best response rate. We will then survey a representative sample of youth, families and school personnel. We think this is ground-breaking and perhaps we will seek to be published with the results. Most importantly, it will direct how we deliver services to youth and their families.

Sherrie said that very rarely do you see youth involved in the development of their IEP.

Martha said that when youth become adults and are required to take over their own IEP, they have had no training.

Diane said that she, John Spinney and Tara Howe met with Representative Alice Emmons who represents the Springfield area. Representative Emmons attended the Core Team Event and wants to be a champion on the creation of a universal release form so a freer discussion can occur around needs.

Sam said that having legislators attend these events is important and it is great to see what appears to be an influx of legislators doing just that!

Careers Initiative – Dashboard and Progressive Education:

Diane distributed a Statewide look at the Dashboard which is available online for those who were not in the meeting:

https://src.vermont.gov/sites/src/files/doc_library/Director%27s-Report-2019-12-2019_0.pdf.

Teaming: We're pretty much on target, and we've improved at least 5 percentage points in the mid-term (most recent three months) measure since April.

Career Focused Training: We're below target but making progress since April (improved 3 percentage points in the mid-term measure since then).

Higher-Wage Plan Goal: Not much movement here. The rate in April was 28% and it's still 28%. Plan goals shift more slowly, so this isn't surprising. But we did get up to 30% in late summer and then it drifted back down.

Assessment and Follow-up: These haven't yet been incorporated (that's my December goal).

We intend to have a strong focus in the next year on **Progressive Education** which is parallel to our Progressive Employment model and designed to overcome consumer's fears about education and training and meet them where they are in terms of auditing a class, meeting with an academic advisor, or enrolling in our College Steps lite at the state colleges. We intend to showcase successes at our VR VABIR All Staff Meeting in March.

New Staff Development and Training Coordinator: We have hired Heather Batalion into this staff development position. Heather comes to us from DVHA and we are excited to have her training and QA experience. I would have invited Heather to come and introduce herself, but she is on the road today – another time. One of her priorities is to create and implement an internship program so we can attract interns who are enrolled in a master's degree program in rehabilitation counseling.

Goals and Priorities: James has reviewed in detail the data on our Goals and Priorities. I simply want to underscore that the data is promising and very affirming of the Careers Initiative efforts

Cell Phone Pilot: We are planning to pilot the use of cell phones in our Barre Office. We would be giving up all our land lines except for the main line. We have decided that the ability to text is a critical form of communication with our customers. We are ordering the phones literally this morning. I will keep SRC members in the loop as we roll this out.

Diane added that DVR and Department of Labor met recently, and it was wonderfully productive.

Conclusions:

Thank you, Diane, for the update!

Action Items, Person Responsible, Deadline:

None.

8) VR Regional Manager Update (Bill Sugarman).

Discussion:

Bill Sugarman, Regional Manager - Barre and Morrisville, provided the following update:

Bill said to be brief Diane's report on Careers is exactly what his region is focusing on. We are seeing plenty of folks on a path with a loftier goal. Our focus on Careers has been on vocation, counseling and guidance and doing business outreach.

Progressive education is where the growth is. Bill believes they are clearly headed in the right direction. We do spend a lot more time in Aware. Fortunately, a lot of people email but its still a struggle as we are really busy.

9) Presentation of the State Plan and its Goals and Priorities (James Smith):

Discussion:

James proposes the following plan. Voc Rehab is required to submit a State Plan every two years and the core of the State Plan is our Goals and Priorities (G & P). It is one of the things that we are required to work on in collaboration with the SRC to develop. It is always been a difficult process because of all the data. What I will do is spend about 20 minutes going over our Goals and Priorities and then we will split up into smaller groups to review how VR has done in achieving these Goals

and Priorities. The group should also identify G & P that we may need to continue or bring forward and modify. One or more members of the small group should keep notes and email these Goals and Priorities to James. James will condense findings down to 10 Goals and Priorities. These will then be brought back to the full group in February.

Goal & Priority #1 (Detailed information about the Goals and Priorities are available on the SRC website

https://src.vermont.gov/sites/src/files/doc_library/Section-P-Progress-in-Achieving-State-Plan-Goals-and-Priorities-Update-2019-12-03.pdf)

We realized that WIOA Performance Measures were too lagging to direct counselor's work. Leading indicators were then developed. We do have some outcome data for Program Year 2018:

- We know the employment rate in the second quarter post closure was 49% (this uses State unemployment rates which leaves some data out). The 49% is an underestimate. We will be keeping a close eye on this.
- Median earnings in the second quarter post closure was \$3,516. Until we get some comparative data it is hard to determine if this is good or bad.
- Measurable skill gains rate was 54.9% compared to 37.8% in PY 2017. We believe the increase is a result of better reporting in Aware.

Goal & Priority #2

Program Year 2018 Update:

For cases closed successfully in Program Year 2018, 58% had wage rates at or above 110% of the minimum wage and 23% were earning 150% of the minimum wage (above \$16 per hour) or more.

As noted, DVR has established a performance dashboard to track leading and lagging indicators. The dashboard is visible to all staff and provides them with real time data. We determined it was important to track wages at closure within the dashboard. However, rather than having two measures, earnings at 110% and 150% of minimum wage, we determined it would be clearer to have a single measure earnings at 125% of minimum wage. Using this measure the data shows the following:

- Program Year 2017: 901 individuals were closed employed. The percentage earning 125% of minimum wage at closure was 33%.
- Program Year 2018: 877 individuals were closed employed. The percentage earning 125% of minimum wage at closure was 38%.

Goal and Priority #3

Program Year 2018 Update:

During Program Year 2018, 361 participants enrolled in some kind of training or post-secondary education beyond the high school level, ranging from basic skills preparation to graduate programs. Of the 244 enrolled in programs potentially leading to a credential, 48 participants completed a post-secondary degree or industry-recognized credential in PY 2018.

Goal & Priority #4

Program Year 2018 Update: During this period CWS had relationships with 2,418 discrete employers. The CWS Business Account Managers had 5,672 recording activities with those employers (introductory meetings, informational interviews and business tours). These activities generated 4,175 opportunities for DVR consumer. An opportunity might include:

- A job shadow or informational interview
- A training placement
- An OJT placement
- A competitive job opportunity

We believe the above data indicates that CWS continues to produce robust engagement with Vermont employers resulting in increased opportunities for DVR consumers.

Goal & Priority #5

Program Year 2018 Update: The DVR Consumer Experience Survey is conducted every three years to determine consumers' overall satisfaction with the program. The survey is conducted by a third-party research firm, Market Decisions Research (MDR), who have an extensive background in working with other VR agencies nationwide. Seven hundred consumers were contacted to provide information for our 2019 survey.

The results from our 2019 survey were outstanding. Market Decisions Research found that of the consumers surveyed:

- 81% reported that they were satisfied or very satisfied with DVR.
- 96% said that they would recommend that their friends or family members seek help from DVR.
- 92% of consumers reporting that they are satisfied with their experience working with DVR staff and DVR Counselors; this statistic has risen two percent from our previous survey in 2016.

Goal & Priority #6

DVR implemented a comprehensive case review process starting on October 1, 2018. The review process is built into the AWARE case management system which tracks completion. The case review system tracks both compliance and quality issues. DVR required that supervisors review 5 cases per quarter for full time counselors.

For Program Year 2018, DVR completed 100% of the required case reviews. DVR staff and managers find the system easy to use and very helpful in supporting good case work. This also resolved a prior year audit finding.

Goal & Priority #7

Program Year 2018 Update: The out posting of 14 DVR transition counselors to work exclusively with high schools has proven very effective in securing access for students.

- In Program Year 2018 all 54 Vermont Supervisory Unions have referred students to DVR for services.
- In Program Year 2018, DVR served 2,280 high school students statewide, approximately 42% of the eligible student population.

DVR has clearly done an effective job ensuring access to Pre-ETS services for all potentially eligible high school students.

Goal & Priority #8

Program Year 2018 Update:

- The Division of Developmental Services (DDS) has stepped in to provide additional funding for supported employment to back fill the loss of DVR resources. The new funding has sustained

capacity for job placement and job development that would have otherwise been lost.

- DVR generated \$1,720,534 in Ticket to Work during Program Year 2018. The lower than expected revenue was primarily the function of the Social Security Administration suspending payments for two quarters for administrative reasons. Since then, Ticket to Work revenue is on track to meet the 2019 program year goal.

- DVR has formed a Development Team to meet regularly to explore funding opportunities. DVR applied for two grant applications during Program Year 2018.

- DVR applied to SAMSHA for a supported employment program designed to serve adults with psychiatric disabilities in the outpatient program. Unfortunately, DVR's application was not selected for funding

- DVR applied to the Kessler Foundation to support a pilot called Better Option than Social Security (BOSS). BOSS will provide innovative strategies to assist SSI/SSDI beneficiaries work at substantial levels. DVR is currently one of six finalists for this funding.

Goal & Priority #9

Program Year 2018 Update: Of the 5496 participants with Individualized Plans for Employment (IPE) receiving services in Program Year 2018, 58% were under the age of 35 when they began IPE services; 1506 (27%) were between the ages of 35 and 55 and 807 (15%) were 55 and older.

The wage rate and hours worked per week at closure were greater for older participants. Median number of hours worked per week were 32, compared to 25 for those under age 35. Median hourly wage at rehabilitation was \$15 for those over age 55 and \$12.50 for those age 35 to 55, compared to a median of \$11.50 for the younger population.

A higher proportion also exited successfully: 48% and 42% respectively, compared to 32% for those under age 35. However, it is more difficult to maintain contact with younger participants after job placement through the 90 days of stable employment required to claim a successful outcome. Evidence from PY 2017 exits shows a similar rate of successful VR case closure for these age groups (51% for age 55 and up, 40% for

those aged 35 to 55, and 31% for under age 35). However, the employment rate in the second quarter post-exit for these groups was 46% for both of the older age groups, compared to 52% for those under age 35. In other words, the higher employment rate for older adults compared to youth may have more to do with stability and maturity than with employment outcomes.

Goal & Priority #10

DVR has had little success to date in expanding supported employment for these populations. The primary issue is that there is no infrastructure necessary for the ongoing support services required for populations that do not meet eligibility for mental health and developmental services.

The SAMSHA grant application referenced under Goal and Priority #8 was intended specifically to provide supported employment for individuals with psychiatric disabilities who did not meet Department of Mental Health eligibility for supported employment. Unfortunately, that application was not selected for funding.

DVR is exploring using unobligated Title VI-B funds to expand supported employment services for individuals with developmental disabilities who do not meeting the developmental services system eligibility criteria or system or care priorities. We are looking at three communities in the State where the need is most pressing.

Goal & Priority #11

Program Year 2018 Update: DVR is waiting on latest data from the Program Evaluation Unit.

To align the JOBS Programs to the wider DVR Careers Initiative, we have spent the last year working with the agencies to establish new performance measures. We felt it was very important that JOBS youth should be included in the Careers Initiative and that our contracted performance measures should reflect that intent. The JOBS program staff and managers were closely involved in the development of the new measures. There is strong buy in and support. The new measures are laid out below:

- Total Number of Youth Served with DVR IPE

- Total Number of Youth Who received at least One Career Assessment During the Fiscal Year (50% of Total Served)
- Total Number of Youth Enrolled in Career Focused Training or Supported Education During the Fiscal Year (30% of Total Served)
- Total Number of Youth Placed in Competitive Employment for Ten Working Days (70% of Total Served)
- Total Number of Youth with a Higher-Wage IPE Goal during the Federal Fiscal Year (30% of Total Served)
- Total Number of Consumers employed at or above 125% of Vermont minimum wage at any time during the Federal Fiscal Year (30% of Total Served)

Conclusions:

None.

Action Items, Person Responsible, Deadline:

None.

10) Breakout into Small Groups to discuss the State Plan's Goals and Priorities.

Discussion:

Attendees broke out into small groups.

Conclusions:

None.

Action Items, Person Responsible, Deadline:

None.

11) Small Groups Report Back and Vote on State Plan.

Discussion:

Comments from all groups will be sent to James via email.

Conclusions:

James will condense Goals and Priorities down to the top 10 and report back to the Full SRC on February 6, 2019.

Action Items, Person Responsible, Deadline:

- Group notetakers email James with their group Goals and Priorities, Committee Members, ASAP
- Compile findings down to 10; James Smith, February 6, 2019

12) Other Business (Sarah Launderville)

Discussion:

Sarah provided a lovely gift to Debra thanking her on behalf of the SRC for the work she has performed. Debra stated that working with the SRC has been truly enjoyable and an extremely rewarding experience and hopes our paths will cross again in the future!

Sam reminded everyone that the State independent Living Council (SILC) is a sister organization of the SRC and that **SILC will be holding a networking meeting on February 4th 7:30-9:30 am. For more information call 802-233-4908.**

Conclusions:

None.

Action Items, Person Responsible, Deadline:

None.

13) Round Table (Sarah Launderville)**Discussion:**

Good meeting; great group it is great having a manager or two in these meetings; great meeting; better understanding of the State Plan; looking forward to working on VDOL's plan; learn so much at every meeting; great to hear different perspectives; wonderful to collaborate; a lot of acronyms to work through; get more involved in the subcommittees; kudos to CWS – a hire was made through BGS!; it was a good meeting; every meeting I get a better understanding about the SRC; feel badly the process was truncated but really do need the support of the SRC on the State Plan; always a great meeting; enjoy coming; enjoy the work that I do as a CAP rep; appreciate the different perspectives that are shared; the good humor; enjoy this group; starting to feel a good grasp of the big picture of where we have been and where we are going; if I ever looked for another job, this is the first place I would go; it's heartwarming and impressive to see the knowledge in the room; this is my first meeting; really enjoyed the time and hope to be helpful to the process; impressed and thankful for the outside perspective and the appreciation of what we do in VR is very helpful and useful; certainly going to miss Debra; welcome to Kate;

impressed with the perspectives Kate brings to the position; I'm so glad that I live in Vermont and that State staff use resources to help me; have been around State government a lot, the openness and commitment to quality and improving lives is super exciting; the chairperson moves things along with warmth and humor; apologize the meeting went long; it feeds my soul!

Conclusions:

None.

Action Items, Person Responsible, Deadline:

None.

14) Adjournment (Sarah Launderville)

Discussion:

Sarah asked if there was a motion to adjourn. Sherrie moved to adjourn, and it was seconded. No further discussion. All approved. Vote unanimous 13-0-0.

Conclusions:

Motion to adjourn approved at 3:36 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, Debra Kobus, 12/10/19.
- Draft minutes emailed to Committee members, Debra Kobus, 12/10/19.
- Minutes approved, Committee, 2/6/2020.
- Approved minutes uploaded to website, SRC Coordinator, 2/11/2020.