

SRC Performance Review Committee		
Thursday, December 6, 2018	10:00 am – 12:00 pm	State Office Complex HC 2 South 280 State Drive, Waterbury, VT Conference Room OAK
Meeting called by	Committee members approved James Smith filling the role as meeting facilitator. Meeting was called to order by James at 10:00 a.m.	
Members Present	Jessica Brennan (VocRehab Counselor), Sherrie Brunelle, Nick Caputo, Marlena Hughes, Robin Ingenthron (arrived at 10:20 am), Rose Lucenti, Deb Tucker Boyce (via conference call)	
Members Absent	Chris Kane, Brian Smith	
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/ Presenters		
Facilitator	----	
Guests	Donna Curtin, Amanda Kohle	
1. Introductions (James Smith)		
Discussion	Members and guests went around the room and introduced themselves. Donna Curtin, Voc Rehab’s new Field Services Manager, introduced herself and was welcomed by committee members.	
Conclusions	Thanks everyone and welcome Donna!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2. Approval of Agenda (James Smith)		
Discussion	James asked if there were any proposed changes or additions to the agenda. There were none. Sherrie moved to approve the agenda as proposed and it was seconded. There was no further discussion. Motion approved Vote 5-0-0.	

Conclusions	The agenda was approved.		
Action Items	Person Responsible	Deadline	
None	n/a	n/a	
3. Open for Public Comment (James Smith)			
Discussion	There was no one from the public present.		
Conclusions	None		
Action Items	Person Responsible	Deadline	
None	n/a	n/a	
4. Approval of Minutes – October 10, 2018 (James Smith)			
Discussion	James asked if there were any proposed changes to the minutes. There were none. Nick Caputo moved to approve the minutes, and it was seconded. No further discussion. Motion approved 5-0-0.		
Conclusions	The October 10, 2018 minutes were approved.		
Action Items	Person Responsible	Deadline	
Upload approved minutes to www.VTSRC.org	Debra Kobus	12/11/2018	
5. Election – 2019 PR Chair			
Discussion	James said that there was one self-nomination submitted by Marlana Hughes and asked if there were any nominations or self-nominations from the floor. There were none. James asked if there was a motion to nominate Marlana Hughes as Chair of the PR Committee. Sherrie so moved, and it was seconded. There was no further discussion. James asked for all those voting in favor of electing Marlana Hughes as chair to raise their hand. Vote was unanimous in favor 5:0:0.		
Conclusions	Marlana Hughes was elected Chair! Congratulations Marlana and thank you!		
Action Items	Person Responsible	Deadline	
Update website and other SRC documentation	Debra Kobus	12/11/18	

6. AWARE Case Review Tool Presentation –

<p>Discussion</p>	<p>Amanda presented the Aware Case Review Tool highlighting and discussing specific options available for counselors to select and add related information. Many of the questions posed are required to be answered by a counselor because Aware would not be able to provide this information on its own.</p> <p>A reviewer provides feedback to the counselor in the comment sections. This information helps counselors improve their cases. Jessie said that although the process is time consuming, it is time well spent. The Aware Case Review Tool’s purpose is to help provide consistency in case work practices, spread best practices, and reduce audit findings.</p> <p>Training will be provided in January. They will be given case examples with the intent of getting to a more consistent grading system. There is also a Guidance Tool that Amanda will forward to everyone. The Guidance Tool provides step by step instructions on what constitutes grading correctly.</p> <p>Amanda recently developed a Central Office Compliance Tool. In making sure eligibility has been looked at, the tool poses a question asking if the documentation provided substantiates requirements for obtaining services. In addition, amendments made to an IPE are looked at to determine if those amendments change things so entirely that a new IPE plan needs to be created. If certificates are achieved by a consumer, questions prompt counselors to make sure that these are attached and fulfill requirements.</p> <p>In addition, Central Office staff are going to examine one question per quarter. For example, a possible question examined is “for those employed consumers earning at 150% of minimum wage, what type of Voc Rehab services supported this?” The purpose of this question is to find common themes, which can be distributed to everyone.</p> <p>A telephone survey of employers will be performed by a third party. Once designed, the survey will be brought back</p>
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	to this committee for comment perhaps in February.		
Conclusions	Thank you, Amanda!		
Action Items	Person Responsible	Deadline	
Amanda will forward the Guidance Tool to Sherrie and also to Debra for posting to the web	Amanda Kohle	Open	
7. Other Business (James Smith)			
Discussion	<p>1) Agenda Setting – February 7, 2019</p> <ul style="list-style-type: none"> • Input on Employers’ and Consumers’ Satisfaction Surveys • VR consumer population changes since WIOA (44% youth now) (available now – February 2019) • PR Committee members generate questions for Aware <p>To Parking Lot:</p> <ul style="list-style-type: none"> • Review results of Employers’ and Consumers Satisfaction Surveys (April 2019) • Linking Learning to Careers Study – overview with Mathematica • Progressive Employment Study – overview with Mathematica – for Full SRC Presentation on 2/7/19 • Having a VR rep that works with Corrections come in and do a presentation 		
Conclusions	See above.		
Action Items	Person Responsible	Deadline	
Add items to Parking Lot not included as part of February 7, 2019 agenda and put Progressive Employment Study Overview with Mathematica on 1/3/19 Steering Committee Agenda for Full SRC Presentation on 2/7/19	Debra Kobus	12/11/18	
8. Adjournment (James Smith)			
Discussion	James asked for a motion to adjourn. Nick Caputo moved to adjourn, and it was seconded. No further discussion. Motion approved 6-0-0.		

Approved 2019.02.07
 Minutes – December 6, 2018
 SRC Performance Review Committee

Conclusions	Meeting adjourned at 11:21 am	
Actions Items	Person Responsible	Deadline
Draft minutes uploaded to www.VTSRC.org	Debra Kobus	12/11/18
Draft minutes emailed to all Committee members	Debra Kobus	12/11/18
Minutes Approved	Committee Members	2/7/19
Approved Minutes uploaded to www.VTSRC.org	Debra Kobus	2/12/19

Parking Lot/Forward Item		
<p>Presentation requested on when data is available:</p> <ul style="list-style-type: none"> • a further breakdown of the demographics of those we serve (i.e. those receiving public benefits, etc.); • a comparative of outcomes by group; • Pre-ETS VR students with a state by state comparison. James said that this information was provided in the Needs Assessment a couple of years ago but Alice will include this information in her presentation. 	James and Alice Porter	Open
<p>James will invite two or three VR counselors to come in and share successes/challenges and the story behind them. Being able to illustrate some of the challenges would be a good way to frame it (i.e. criminal history, substance abuse, housing, etc.) as it would give us some understanding where additional advocacy could be created. .</p>	James Smith and VR Counselors	Open
<p><u>To parking lot 12/6/18 pending availability of data</u></p> <ul style="list-style-type: none"> • ELL Stats (% of portion of population they are serving) • Data on certifications (people achieving outcomes) 	Rose Lucenti	Open
<p><u>To parking lot 12/6/18 pending availability of data</u> Sherrie asked if we could get any comparable data that Rose is obtaining from the DOL from VR. James said that we can depending upon what is requested. We do share a lot of folks with the DOL. How many consumers are being supported by VR and DBVI cases would also be interesting to obtain</p>	James Smith	Open
<p>To Parking Lot from 12/6/18: Review results of Employers' and Consumers Satisfaction Surveys (April 2019)</p>	Debra to remind	April 2019

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	committee	
From 12/6 Meeting: Progressive Employment – overview with Mathematica – for Full SRC Presentation on 2/7/19	FORWARD TO 1/3/19 Steering Committee Agenda item	Done
To Parking Lot from 12/6/18: Linking Learning to Careers Study – overview with Mathematica	Debra to remind committee	Open
To Parking Lot from 12/6/18: Have a VR rep that works with Corrections come in and do a presentation	Debra to remind committee	Open