

SRC Executive Committee: Steering

September 6, 2018 Minutes (approved 11/1/2018)

Wednesday, September 6, 2018.		1:45 p.m. to 3:15 p.m..		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 p.m.				
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:	None.				
Speakers / Presenters:	Not applicable.				
Guests:	Not applicable.				
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.		Not applicable.		Not applicable.	
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.				
Action Items:		Person Responsible:		Deadline:	
None.		Not applicable.		Not applicable.	
3) Open for Public Comment.					
Discussion:	There was no public comment.				
Conclusions:	Not applicable.				
Action Items:		Person Responsible:		Deadline:	
None.		Not applicable.		Not applicable.	
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.
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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> <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 Donna Curtin as their new Field Services Manager with a start date of September 17th. Donna Curtin 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>
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Conclusions:	See above.
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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 Kobus.	As soon as possible.

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 Kobus.	As soon as possible
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: 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 Kobus.	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 (Supersoujweb.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.</p> <p>Debra met with Tela Torrey, Wendy Madigan, and Alison Loeb's 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> <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>
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Conclusions:	See above.
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Action Items:	Person Responsible:	Deadline:
Debra will develop a web page specifically for new members that includes the glossary, PowerPoints, etc.	Debra Kobus.	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 Kobus.	As soon as possible.

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 Kobus.	As soon as possible.
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7) 2019 Meeting Schedule (Debra & Group).

Discussion:	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 p.m. to 2:00 p.m. and its end time would change from 3:15 p.m. to 3:30 p.m. to accommodate the later start time. Sherrie made a motion to change the start time for the Steering Committee from 1:45 p.m. to 2:00 p.m. and end time from 3:15 p.m. to 3:30 p.m..
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Conclusions:	See above.
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Action Items:	Person Responsible:	Deadline:
Update 2019 Meeting Schedule to reflect changes in the Steering Committee’s start and end times.	Debra Kobus.	As soon as possible.

8) Discussion October 4, 2018 Annual Retreat (Group).

Discussion:	<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 and 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 and Other Invitees (i.e., VR Managers): Diane will email invitations to VR Managers and copy 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>
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Conclusions:	See above.	
Action Items:	Person Responsible:	Deadline:
Debra will inquire about morning snacks that are provided and report out to the committee.	Debra Kobus.	As soon as possible.
SRC Chair and Committee Chairs will submit their Annual Reports to Debra for inclusion in the Agenda Packet for the Annual Retreat.	Sarah, Sherrie, Sam, Chris	By Friday, September 14, 2018.
Debra will ask members to let her know if they need transportation to attend the retreat.	Debra Kobus.	With email invitation by 9/17/18.
Debra will include VR Managers in email invitation to Annual Retreat.	Debra Kobus.	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.	Not applicable.	Not applicable.
10) Adjournment (Sarah Launderville).		
Discussion:	Adjourned by consensus.	
Conclusions:	Adjourned at 3:00 p.m.	
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:
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 Kobus.	As soon as possible
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 Kobus.	As soon as possible
Debra will develop a web page specifically for new members that includes the glossary, power points, etc.	Debra Kobus.	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 Kobus.	As soon as possible

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 Kobus.	As soon as possible
Update 2019 Meeting Schedule to reflect changes in the Steering Committee's start and end times.	Debra Kobus.	As soon as possible
Debra will inquire about morning snacks that are provided and report out to the committee.	Debra Kobus.	As soon as possible
SRC Chair and Committee Chairs will submit their Annual Reports to Debra for inclusion in the Agenda Packet for the Annual Retreat.	Sarah, Sherrie, Sam, Chris.	By Friday, September 14, 2018.
Debra will ask members to let her know if they need transportation to attend the retreat.	Debra Kobus.	With email invitation by 9/17/18
Debra will include VR Managers in email invitation to Annual Retreat.	Debra Kobus.	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.
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: 1) At the <u>December's Full SRC Meeting, election for Chair of the SRC and Co- Chair will occur.</u> If interested, let Debra know. 2) In addition, <u>per SRC By Laws, elections for committee chairs will occur at the first meeting of the year in 2019.</u> If anyone is interested in being considered for a committee chair position, to let Debra know.	Debra Kobus.	By 11/19/18.
To Steering Committee Parking Lot from 6/7/18 Full SRC Meeting: We could have a couple of counselors come in the fall to let the SRC know how Career Pathways is going.	Debra Kobus.	Open.
To Steering Committee Parking Lot from 6/7/18 Full SRC Meeting: Diane suggested that at a future Full SRC Meeting, Tara Howe should be invited to go over the new Transition Team Performance Measures in detail.	Debra Kobus.	Open.
To Steering Committee Parking Lot from 6/7/18 Full	Debra Kobus.	Open

SRC Meeting: Further Discussion Around Assessments.		
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