

<b>SRC Steering Executive Committee</b>		
<b>Thursday, November 1, 2018 from 2:00-3:30pm</b>		
<b>Waterbury State Complex, Room Cherry C</b>		
<b>HC 2 South 280 State Drive Waterbury, VT 05671</b>		
<b>Meeting called by</b>	Sarah Launderville, Chair, convened the meeting at 2:08 pm	
<b>Members Present</b>	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	
<b>Members Absent</b>	Brian Smith, SRC Vice-Chair	
<b>SRC Liaison</b>	James Smith, DVR Budget and Policy Manager	
<b>SRC Coordinator</b>	Debra Kobus	
<b>Interpreters</b>	None.	
<b>Speakers/Presenters</b>	None.	
<b>Guests</b>	None.	
<b>1) Introductions (Sarah Launderville)</b>		
<b>Discussion</b>	Those in attendance went around the table and introduced themselves.	
<b>Conclusions</b>	Thanks to everyone!	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>2) Approval of Agenda (Sarah Launderville)</b>		
<b>Discussion</b>	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. <b>Vote unanimous 3-0-0.</b>	
<b>Conclusions</b>	Motion passes – today’s agenda accepted.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>

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None	n/a	n/a
<b>3) Open for Public Comment</b>		
<b>Discussion</b>	There was no public comment	
<b>Conclusions</b>	n/a	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>4) Approval of Minutes – September 6, 2018 (Sarah Launderville)</b>		
<b>Discussion</b>	Sarah asked that the group review the September 6, 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. <b>Vote unanimous 3-0-0.</b>	
<b>Conclusions</b>	September 6, 2018 minutes approved without amendment.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Upload approved minutes to SRC website	Debra Kobus	11/6/2018
<b>5) SRC Membership (Group)</b>		
<b>Discussion</b>	<p><b>1) 2019 Chairs/Vice Chair Recruitment/Elections</b>          Prior to the December 6<sup>th</sup> meeting, Debra will send out an email to the Full SRC to see if anyone is interested in nominating or self-nominating themselves to be considered for the SRC Chair and Co-Chair. James will reach out to members of the PR Committee to see if there is interest in being chair of this committee.</p> <p><b>2) 2019 RM Rotating Schedule</b>          Debra will reach out to Nichole to provide a new listing.</p> <p><b>3) VR Implementation Team – SRC Member Recruitment</b>          Sherrie may be interested in this and will review expectations.</p> <p><b>4) Status of Appointments/Reappointments Update</b></p>	

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	<p>Once pending appointments and reappointments have been approved, the Council will stand at 21 members (15 required plus 6 additional members) with all categories filled as required.</p> <p><b>5) SRC Membership Requirements – Follow Up</b></p> <p><b>a) 50% w/disability</b>            Currently, 10 members have disclosed a disability and one member has disclosed that their children have disabilities. Of these individuals who have disclosed a disability, two are State employees. James will ask DAIL legal counsel for clarification of SRC membership rules to make sure we are complying.</p> <p><b>b) Voting rights – employees of DA</b>            Employees of VocRehab are non-voting members per Regulation.</p>	
<b>Conclusions</b>	See above.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
James will ask DAIL legal counsel for clarification of SRC membership rules to make sure we are complying.	James Smith	1/3/2019
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	11/19/18
James will reach out to members of the PR	James Smith	11/19/18

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Committee to see if there is interest in being chair of this committee.		
Debra will reach out to Nichole Jolly to provide a 2019 RM Rotating Schedule for invitees to Full SRC meetings.	Debra Kobus	11/14/18
VR Implementation Team – SRC Member Recruitment - Sherrie may be interested in this and will connect with Amanda Kohle on the expectations.	Sherrie Brunelle	1/3/2019
<b>6) SRC Marketing (Group)</b>		
<b>Discussion</b>	<p><b>1) Materials &amp; Potential Venues</b></p> <p>James thought the best place to promote the SRC is at the legislature or at advocacy forums. Conferences are not really the appropriate venue. Sam thought that since this was the first time the SRC attended the event, it was good to let everyone know that the SRC was there.</p> <p>The Expo would be also be a good place to have an SRC table. Disability Awareness Day may be another appropriate venue.</p> <p>A calendar of upcoming events to make sure SRC is visible would be good to have – perhaps AOE could develop this. Sam said that the Governor’s Committee on Employment of People with Disabilities may be able to provide this information. Debra to add to AOE agenda for 1/3/2019.</p> <p>Taking the Annual Report and updating the current marketing materials based on new data would be good as it is excellent. Debra will reach out to Jim Gallagher. James will provide a heads up.</p>	
<b>Conclusions</b>	See above	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Updated ½ page handout about the SRC taken from the 2018 Annual Report when completed	Debra Kobus and James	12/6/18

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<p>– this is something that Jim Gallagher could provide. James will provide a heads up to him that Debra will be reaching out regarding this. Ask Jim to add a tweak to it to add a marketing line such as “we are always looking for members .... “ Mock up for January 3, 2019 meeting.</p>	Smith	
<p>A calendar of upcoming events to make sure SRC is visible would be good to have – perhaps AOE could develop this. Sam said that the Governor’s Committee on Employment of People with Disabilities may be able to provide this information. Debra to add to AOE agenda for further discussion on 1/3/2019.</p>	Debra Kobus	12/17/2018
<b>7) 11<sup>th</sup> Annual Retreat Feedback (Group)</b>		
<b>Discussion</b>	<p>Much improved location. Everyone seemed to enjoy the day. Consider reserving the venue for next time. Wait until the next meeting to discuss further. The breakout rooms worked out well. Sam remarked that reading the annual report was dry and maybe there is a more interactive format that we can use next year for the chair reports. Otherwise, the format was good! Reporting out on what had the most impact would be a good alternative than reaching or summarizing chair reports.</p> <p>Diane will report back in January about her thoughts of using the Trapp Family Lodge as a possible 2019 Annual Retreat location.</p>	
<b>Conclusions</b>	See above	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put feedback in <b>Parking Lot</b> for 2019	Debra Kobus	11/6/18
Diane will report back in January about her thoughts of using the Trapp Family Lodge as a possible 2019 Annual Retreat location.	Diane Dalmasse	1/3/2019
<b>8) Discussion – December 6, 2018 Full SRC (Group)</b>		

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<b>Discussion</b>	Standing agenda items and <b>new items for 12/6/18:</b> 1. Introductions 2. Approval of Agenda 3. Open for Public Comment 4. Approval of Minutes 5. Consent Agenda 6. <b>a) 2019 ELECTIONS (SRC Chair, Co-Chair)</b> <b>b) Recruitment Discussion – Education &amp; Training Providers</b> 7. Committee Chair Updates <b>(Add 10 minutes to Sam’s report out as he will also be leading a discussion on a possible Disabilities Transportation Summit with VTrans)</b> 8. Director’s Report 9. Regional Managers Updates <b>10. Careers Initiative Presentation on Assessments &amp; District Projects</b> 11. Roundtable 12. Other Business 13. Adjournment	
<b>Conclusions</b>	See above.	
<b>Action Items</b>	<b>Person Resp.</b>	<b>Deadline</b>
Prepare draft agenda and present to chair and James for approval	Debra Kobus	11/13/18
<b>9) Other Business (Sarah Lauderville)</b>		
<b>Discussion</b>	<b>1) New Field Services Manager – Donna Curtin</b> Sherrie thought it would be good for Donna to visit each of the committees, so she gets to know people and vice versa. Debra will reach out to Donna and provide her a listing of SRC meeting dates.	
<b>Conclusions</b>	See above	
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Reach out to Donna Curtin providing her a listing of SRC meetings and dates	Debra Kobus	11/14/18
<b>10) Adjournment (Sarah Lauderville)</b>		
<b>Discussion</b>	Sarah asked if there was a motion to adjourn. Sam moved to adjourn, and it was seconded. Vote unanimous 3-0-0.	
<b>Conclusions</b>	Adjourned at 3:39 pm	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Draft Minutes uploaded to SRC website	Debra Kobus	11/6/2018
Draft minutes emailed to Committee Members	Debra Kobus	11/6/2018
Minutes approved by Committee	Committee Members	1/3/2019
Approved minutes uploaded to SRC website	Debra Kobus	1/3/2019
<b>PARKING LOT - Debra Kobus to remind committee members or follow up</b>		
Invite 2-3 VR Counselors to share successes/challenges and the story behind them – illustrate some of the challenges (i.e. criminal history, substance abuse, housing, etc.) as it would give us some understanding where additional advocacy could be created. - From 10/10/18 PR		
<b>Gender Identity presentation by Rocko Gieselman - From 11/1/18 P &amp; P</b>		
Presentation on the <b>Social Security Ticket to Work Program</b> and how VR benefits - From 10/10/18 PR		
New member training		
We could have a <b>couple of counselors</b> come in the fall to let the SRC know how <b>Career Pathways</b> is going - From 6/7/18 Full SRC Meeting		
Diane suggested that a future Full SRC Meeting Tara Howe should be invited to go over the new <b>Transition Team Performance Measures</b> in detail - From 6/7/18 Full SRC Meeting		
To Steering Committee Parking Lot from 6/7/18 Full SRC Meeting: <b>Further Discussion Around Assessments – will be done on 12/6/18</b>		
<b>NEW MEMBERS web page</b> that includes the glossary, power points, By Laws, etc. - New website- project timeline is April 2019		
<b>2018 SRC Annual Retreat Assessment</b> - Much improved location. Everyone		

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