

<b>SRC Executive Steering Committee.</b> Thursday, March 7, 2019 from 2:00 pm until 3:30 pm. Waterbury State Complex, Room Cherry C, HC 2 South, 280 State Drive, Waterbury, VT 05671.
<b>Meeting called by:</b> Brian Smith, SRC Co-Chair, convened the meeting at 2:13 pm.
<b>Members Present:</b> Brian Smith, SRC Vice-Chair; Sherrie Brunelle, Policy & Procedures Committee Chair; Diane Dalmasse, Division of Vocational Rehabilitation Director (Ex-officio, non-voting, arrived at 2:15 pm); Marlena Hughes, Performance Review Committee Chair; Sam Liss, Advocacy, Outreach and Education Committee Chair.
<b>Members Absent:</b> Sarah Launderville.
<b>SRC Liaison:</b> James Smith, DVR Budget and Policy Manager.
<b>SRC Coordinator:</b> Debra Kobus.
<b>Interpreters:</b> n/a
<b>Speakers/Presenters:</b> n/a
<b>Guests:</b> n/a
<b>1) Introductions (Brian Smith).</b>
<b>Discussion:</b> Those in attendance went around the table and introduced themselves.
<b>Conclusions:</b> Thanks to everyone!
<b>Action Items, Person Responsible, Deadline:</b>
None.
<b>2) Approval of Agenda (Brian Smith).</b>
<b>Discussion:</b> Brian 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 4-0-0.</b>
<b>Conclusions:</b> Motion passes and today's agenda accepted.
<b>Action Items, Person Responsible, Deadline:</b>
None.
<b>3) Open for Public Comment.</b>
<b>Discussion:</b> There was no public comment.
<b>Conclusions:</b> n/a.
<b>Action Items, Person Responsible, Deadline.</b>
None.
<b>4) Approval of Minutes for January 3, 2019 (Brian Smith).</b>
<b>Discussion:</b> Brian asked that the group review the January 3, 2019 minutes and asked if there were any proposed amendments. There were none. Sherrie moved to approve, and it was seconded. There was no further discussion. <b>Vote 4-0-0.</b>
<b>Conclusions:</b> January 3, 2019 minutes approved without amendment.
<b>Action Items, Person Responsible, Deadline:</b>
Upload approved minutes to SRC website, Debra Kobus, 3/12/2019.
<b>5) Miscellaneous (Group).</b>
<b>Discussion:</b> <b>1) PR Committee Items Appropriate for Full SRC.</b> During the last couple of PR Committee meetings, we reviewed some significant data, which should be shared with the Full SRC. In addition, the last couple of Full SRC meetings were very presentation heavy. James and Diane wanted to discuss the idea of possibly having a PR section or hybrid as part of the Full SRC meeting in order to share such presentations. The committee discussed the different options and determined: <ul style="list-style-type: none"> <li>• Marlena will record in the PR Committee minutes potential discussions that occur at the PR Committee meetings that might be helpful to the Full SRC; this item will go into the Parking Lot of the Steering Committee as a future presentation idea.</li> <li>• <b>To Parking Lot:</b> Icebreakers for Annual Retreat: Why are you a</li> </ul>

member? How can we make the experience more engaging?

**2) DAIL Legal Review (James and Debra):**

**a) SRC Membership 51% w/disability**

The answer came back from DAIL legal counsel that yes, the 51% can be made up of individuals with disabilities and those of family members.

**b) Maximum terms/years of appointments.**

Liz Perreault informed us that when someone takes over the remainder of another member's term, they do so without it counting towards their maximum two terms of 3 years each. The terms will not be shortened due to the fulfillment of someone else's term. In addition, Liz had a similar conversation with the Governor's office months ago about this, for another board, and that is what was conveyed by them to her at that time.

**3) 2019 Possible Retreat Venue Update (Debra).**

Debra reported that she has reserved the Mozart Room for the SRC Annual Retreat on October 3, 2019. Debra handed out a menu and it was determined that we will order the Trapp Family Lodge Bakery Break at \$10/pp for those arriving in the morning along with fresh fruit, which will be brought in by others to provide a healthier complement. Lunch will be pre-ordered on the morning of the event, attendees will be transported via Trapp Family Lodge shuttle to another restaurant located on the grounds that is less expensive.

**4) SRC website transition to SOV Update (James and Debra).**

James met with Tela Torrey, VR's IT person, and Jim Gallagher and came up with some serious prioritization of the SOV SRC's website.

- **A template will be developed that meets the higher accessibility standards.**
- **We will only go back six months with agendas and minutes.**
- **Only the agenda will be posted to the SOV SRC website, not the full meeting packet because of the challenges in making it accessible.**
- **Accessible presentations will be posted to the website.**
- **Jim Gallagher will work on going back six months in making agendas and minutes accessible.**
- **Agendas and minutes prior to the six months, will be provided upon request.**

<ul style="list-style-type: none"> <li>• After the development of a template, James, Jim, and Debra will connect on how to handle attachments.</li> </ul>
<p><b>Conclusions:</b>          See above.</p>
<p><b>Action Items, Person Responsible, Deadline.</b></p>
<p>See discussion.</p>
<p><b>6) Discussion about the Agenda for April 4, 2019 Full SRC Meeting being held from 12:30-3:30 pm (Group).</b></p>
<p>Standing agenda items and <b>updated items.</b></p> <ol style="list-style-type: none"> <li>1) Introductions.</li> <li>2) Approval of Agenda.</li> <li>3) Open for Public Comment.</li> <li>4) Approval of Minutes.</li> <li>5) Consent Agenda.</li> <li>6) Committee Chair Updates (<b>No written reports required</b>).             <ol style="list-style-type: none"> <li>a. Note: focus should not be so much on what has been accomplished but what is ahead of the committee. Instead of a full report of what has been accomplished, chairs should use bullet points (<b>P&amp;P (5 minutes), AOE (5 minutes), PR (5 minutes), 3 committees only – Steering not needed. Total time 15 minutes.</b>)</li> </ol> </li> <li>7) <b>Presentation: PR Data, 30 minutes plus 15 for discussion (James Smith).</b></li> <li>8) Director’s Report.</li> <li>9) VR Regional Manager Update (<b>Shaun Donahue &amp; Hib Doe</b>).</li> <li>10) Break.</li> <li>11) <b>Interactive Virtual Job Share Presentation, 45 minutes (Rich Tulikangas and Bill Sugarman)</b></li> <li>12) Roundtable.</li> <li>13) Other Business.</li> <li>14) Adjournment.</li> </ol>
<p><b>Conclusions:</b>          See above.</p>
<p><b>Action Items, Person Responsible, Deadline:</b></p>
<p>Prepare draft agenda and present to chair and James for approval, Debra Kobus, 3/15/2019.</p>
<p><b>9) Other Business (Brian Smith).</b></p>

<p><b>Discussion:</b>          The Steering Committee expresses its deepest sympathy for Sarah Launderville and her family in the tragic loss of her husband.</p>
<p><b>Conclusions:</b></p>
<p><b>Action Items, Person Responsible, Deadline:</b></p>
<p><b>10) Adjournment (Brian Smith).</b></p>
<p><b>Discussion:</b>          Brian asked if there was a motion to adjourn. Sam moved to adjourn, and it was seconded. <b>Vote unanimous 4-0-0.</b></p>
<p><b>Conclusions:</b>          Adjourned at 3:33 pm.</p>
<p><b>Action Items, Person Responsible, Deadline:</b></p>
<p>Draft Minutes uploaded to SRC website, Debra Kobus, 3/12/2019.</p>
<p>Draft minutes emailed to Committee Members, Debra Kobus, 3/12/2019.</p>
<p>Minutes approved by Committee, 5/2/2019.</p>
<p>Approved minutes uploaded to SRC website, Debra Kobus, 5/7/2019.</p>
<p><b>PARKING LOT</b></p>
<p>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. <b>From 10/10/18 PR.</b></p>
<p>Presentation on the <b>Social Security Ticket to Work Program</b> and how VR benefits. <b>From 10/10/18 PR</b></p>
<p><b>Impact of WIOA and Loss of Re-allotment on DVR Services. From 2/7/19 PR.</b></p>
<p>New member training.</p>
<p>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. <b>From 6/7/18 Full SRC Meeting</b></p>
<p>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. <b>From 6/7/18 Full SRC Meeting.</b></p>
<p><b>NEW MEMBERS web page</b> that includes the glossary, power points, By Laws, etc. - New website- project timeline: initial go live launch, March 31. Additional work needed with work being done over the summer.</p>

**2018 SRC Annual Retreat Assessment.** 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. From 11/3/18 Steering

**Icebreaker for 2019 Annual Retreat:**

- 1) Why are you a member?
- 2) How can we make the experience more engaging? From 3/7/19 Steering.

Diane suggests a **presentation on a district project lead meeting** on what's working well enough to expand. Possibly April or June 2019. From 1/3/19 Steering.

A presentation on **Creative Workforce Solutions (CWS)** to the Full SRC. From 2/7/19 Full SRC.

Invite **Tom Hamilton, SILC Executive Director**, to a Full SRC to do a presentation on the interface between Independent Living and Employment. From 2/7/19 Full SRC.

Invite **Nat Piper, Mature Worker Program**, to attend a Full SRC meeting and do a presentation. From 3/7/19 AOE.

**Dashboard Presentation.** Possibly June 2019. From 3/7/19 Steering.

**EAP Presentation.** From 3/7/19 Steering.