

Minutes
SRC STEERING COMMITTEE
Thursday, March 3, 2022
2:00 PM – 3:30 PM
Waterbury State Office Building, Ash and Zoom

Meeting called by:

Asher Edelson called the meeting to order at 11:31 AM

Members Present:

- Asher Edelson, SRC Chair
- Gina D'Ambrosio, SRC Vice Chair
- Diane Dalmasse, Director, Division of Vocational Rehabilitation
- Nick Caputo, PR Committee Chair
- Cari Kelley, AOE Chair
- Sherrie Brunelle, P & P Committee Chair

SRC Liaison:

- Amanda Arnold
- James Smith

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

- Sarah Launderville, SRC Past Chair

1) Introductions (Asher Edelson)

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 (Asher Edelson)

Discussion:

Asher asked for any proposed additions or changes to the agenda.

Nick moved to approve the agenda as presented. No further discussion.
Approved via vote of **5-0-0**.

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Asher Edelson)

Discussion:

None.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Past Minutes (Asher Edelson)

Discussion:

Asher asked for any proposed changes or amendments to [Minutes from January 13, 2022](#).

Sherrie moved to approve the minutes and it was seconded. No discussion. Approved via vote of **5-0-0**.

Conclusions:

January 13, 2022 minutes were approved

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 3/7/2022

5) [Membership/Succession Planning](#) (Kate Larose)

Discussion:

Kate shared that over the past year the Steering Committee has expressed a renewed interest in cultivating a leadership pipeline for the SRC, with an acknowledgement that supporting people with disabilities and parents of children with disabilities is especially key both in meeting the spirit and requirements of the SRC's charge. She noted that—after all committee elections take place—it might be useful for the Steering

Committee to apply lessons learned to planning and cultivating new leadership in advance of next year's elections.

Kate shared the following excerpt from our the SRC bylaws:

"These By-Laws may be amended by a two-thirds (2/3) majority vote of the voting members at any meeting in which a quorum is present. The meeting shall be properly warned and the proposed amendment(s) provided to all Council members in writing, and appropriate alternate format, at least fifteen (15) days prior to said meeting No proxy votes will be accepted."

Diane said that what we are talking about is how to best support incoming chairs and wondered what vehicles the SRC wants to approve to make that happen.

Sherrie made the motion to bring the discussion to the next full SRC meeting but later withdrew the motion and asked that we include a bylaws agenda item on the next Steering Committee meeting.

Kate asked about funds for to provide per diem for member mentoring and training and Diane shared that our existing mechanism for membership per diem would provide for that.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Add bylaws discussion to next agenda and email out notes to committee members in advance, **Kate Larose**, 2/15/2022.
- Review current bylaws in advance of the next meeting, **All Members**, 3/1/2022.

6) Accessible SRC Meetings (Kate Larose)

Discussion:

Kate shared that it would be useful to create a guide of best practices that the SRC follows in terms of making SRC meetings more accessible. She noted that though accommodations are not universal, many can be and it would be useful to have both internal protocols as well as be able to provide tip sheets to help guest presenters prepare. She also shared that members have been requesting meeting recordings and that—earlier in the pandemic—the decision was made by the Steering Committee to not record and share meetings.

Cari asked about the types of accommodations that have been requested in the past. Kate shared the examples of meeting captions (which required that the meetings be livestreamed so captions could be enabled),

meeting recordings, having PPTs be available to print out in black and white, having all meeting materials and presentations well in advance of meetings, and having presenters pause before moving to next slides.

Diane shared that she thinks there are guides of this type already available and asked Kate to check with Fred Jones and DBVI.

Sarah said that she will share language she has used in the past around chat box usage and visual descriptions for accessibility.

Sherrie said that [Section508.gov](https://www.section508.gov) has a variety of resources available.

Sarah added that there are lots of businesses that need this and that such a guide could also serve as an advocacy tool for access.

Diane if we establish a guide it will be helpful will be helpful.

James said that it would be useful to create a small group to establish guidelines for accessible meetings which could be sent along with meeting packets along with information for participants needing to request accommodations.

Gina asked why people are asking for meeting recordings. Kate shared that sometimes people wanted to share a presentation with a colleague, because they were unable to attend a meeting, or because they wanted to watch the meeting or presentation again.

Cari said that she thought recording and sharing meetings was a best practice.

Asher said that he supports it as a transparency measure.

Diane said that it would be good to check with DAIL legal counsel and she and James will reach out.

Sarah says she appreciates transparency and also acknowledges that it may impact the personal experiences people share in meetings.

Transcripts from captioning may also be something we can share.

Before accommodations discussion let's have a draft developed first that they can react to.

Diane asked about creating a survey of member needs.

Asher to include what the SC is working on at the February Full SRC meeting as part of his 90 second committee updates (make list) and for people to stay tuned moving forward.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Email Fred Jones to ask about accessible meetings guides that might exist, **Kate Larose, 2/1/2022**
- Touch base with DAIL legal counsel about meeting recording, **Diane and James, 3/1/2022.**

7) Bylaws Review (Group)

Discussion:

x

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

None

8) SRC Staff Transition (Group)

Discussion:

x

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

None

9) Agenda Discussion for April 7, 2022 Full SRC Meeting (Group)

Discussion:

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes –February 3, 2022 Full SRC
- 5) Consent Agenda – Approved Committee Minutes & Coordinator’s Report
- 6) Committee Chair Updates (5 minutes each with no written reports)
- 7) Director’s Report
- 8) VR Regional Manager Updates (Maria Burt)

- 9) Break
- 10) Presentation: Consumer Satisfaction Survey?
- 11) Discussion: Bylaws? Accessible Meetings?
- 12) Round Table
- 13) Adjournment

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Add agenda item and warn the vote for the full SRC meeting, **Kate Larose**, 1/20/2022.

10) Other Business (Asher Edelson)

A. RSA Monitoring Visit

Diane shared that DVR was selected for on-site monitoring from RSA in the spring. It is likely that RSA will want to meet with some or all Steering Committee members. Diane will let us know once guidance for the monitoring visit has been made available.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

None.

11) Adjournment (Asher Edelson)

Sherrie moved to adjourn and it was unanimously approved. Asher called the meeting adjourned at **12:58pm**.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 3/7/2022
- Draft minutes emailed to Committee members, **Kate Larose**, 3/7/2022
- Minutes approved, **Committee**, 5/5/2022
- Approved minutes uploaded to website, **Amanda Arnold**, 5/10/2022