

**Approved Minutes**  
SRC STEERING COMMITTEE  
Thursday, November 4, 2021  
2:00 PM – 3:30 PM  
Waterbury State Office Building, Ash and Zoom

**Meeting called by:**

Sarah Launderville called the meeting to order at 2:04pm

**Members Present:**

- Asher Edelson, AOE Committee Chair
- Diane Dalmasse, Director, Division of Vocational Rehabilitation
- Nick Caputo, SRC Vice Chair, PR Committee Chair
- Sarah Launderville, SRC Chair
- Sherrie Brunelle, P & P Committee Chair

**SRC Liaison:**

- Amanda Arnold
- James Smith

**SRC Coordinator:**

- Kate Larose

**Interpreters:**

None

**Speakers or Presenters:**

None

**Guests:**

- Rachel Seelig

**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

## **2) Approval of Agenda** (Sarah Launderville)

### **Discussion:**

Sarah 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 3-0-1

### **Conclusions:**

Motion passes: today's agenda accepted.

### **Action Items, Person Responsible, Deadline:**

None

## **3) Open for Public Comment** (Sarah Launderville)

### **Discussion:**

None

### **Conclusions:**

n/a

### **Action Items, Person Responsible, Deadline:**

None

## **4) Approval of Past Minutes** (Sarah Launderville)

### **Discussion:**

Sarah asked for any proposed changes or amendments to September [Minutes from September 2, 2021](#)

Sherrie moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-0-1

### **Conclusions:**

September 2, 2021 minutes were approved

### **Action Items, Person Responsible, Deadline:**

- Approved minutes uploaded to SRC website, **Kate Larose**, 11/9/2021

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

### **Discussion:**

Kate presented the membership report. Danielle Dubois moved to a new organization and role last year as is no longer able to serve in her appointed capacity. The committee requested that Kate reach out to Gina D'Ambrosio to determine if she will seek reappointment in 2022 before deciding to replace Danielle as the committee is concerned about having too many members. If Gina will not be seeking reappointment Kate will reach out to a potential candidate in the northeast kingdom to see if they are interested.

Kate presented the resume of an applicant referred by their VR counselor. The committee was concerned that the SRC already has overrepresentation from Chittenden county and advised Kate to reach out to the potential applicants named from Franklin and Washington counties.

Kate asked the committee what they would like to do about the youth applicant awaiting appointment. Given that person's current college schedule they are unable to attend meetings. The committee advised to wait until they receive their spring semester schedule to determine if they could serve as an SRC member starting in the new year.

Because the youth position has historically been difficult to recruit and fill, Diane suggested that the SRC create a Youth Advisory Council position. This could be structured as having the YAC appoint someone to fill this slot a year at a time, or be a standing invitation for YAC members with rotating representation at each meeting. Sarah said she will reach out to Sefakor to get her advice.

Kate referenced the current [SRC Bylaws](#) and shared the questions below to be discussed at a future Steering Committee meeting:

- Do both SRC Council Chair and Vice Chair need to be a person with a disability or a parent, or is it just one? ("The officers of the Council shall be the Chair and Vice-Chair. The Chair or Vice-Chair shall be a person with a disability or a parent or another immediate family member of a person with a disability.")
- Do committee level decisions require approval by the full council (i.e., AOE created SRC legislative platform, P&P revisions to VR chapters, etc.)?
- Do committee level decisions require quorum?
- Non-council members can be appointed to committees and they are given voting rights within the committee. (For example, Kevin is a voting member of the PR Committee but is not an SRC council member.) VR staff members are ex-officio members and do not vote on the council. But are they considered voting members in committee?

- e.g., Are Diane, Amanda, and James voting members of the Steering Committee? Are Rocko and Kristin voting members in P&P?
- The bylaws reference executive session. In what circumstances should we be going into executive session?
- Sometimes we have workgroup meetings (such as to hash out a particular P&P chapter revision or designing orientation or training). The bylaws state, "The majority of members of any committee or workgroup must be Council members". Are Amanda and James considered council members in this respect?

With upcoming council and committee elections, Kate shared that she will need to warn elections and asked what should be included so people have the information they need to consider running. Sarah requested that Kate put together a chart detailing the roles of chair/vice-chair alongside the support Kate provides so candidates will understand that they will have lots of support. It was decided that targeted outreach would be useful to help people consider running. Steering Committee members will email Kate with names by the end of next week. Kate will cross reference the names and share the results with Steering Committee members.

Rachel shared the leadership models used in other councils. It includes having a position for past president/past chair so that there is built in support and mentoring for incoming chairs and vice chairs. The committee thought this would be useful to consider further at a future meeting.

### **Conclusions:**

See above.

### **Action Items, Person Responsible, Deadline:**

- Follow-up with potential applicant from Franklin county and applicant from Chittenden county, **Kate Larose**, 11/9/2021
- Draft email to warn elections along with list of current council members and send to Steering Committee members, **Kate Larose**, 11/5/2021
- Email Kate with potential names for targeted outreach, **Steering Committee Members**, 11/11/2021
- Reach out to Sefakor to ask about one year or rotating YAC representation on the SRC, **Sarah Launderville**, 11/15/2021

## **6) Retreat Debrief**

### **Discussion**

Nick shared that he thought the retreat was successful and just as engaging as an in-person meeting. Diane shared that it was the best retreat she's ever attended and it had high levels of engagement. Sherrie reported that it primed the dialogue for today's P&P committee meeting

and resulted in a generative discussion and the best committee meeting they've ever had. James shared that the takeaway for him at today's committee meeting was not to get into the detailed language but to instead delve into the conversation conceptually to help guide revisions.

Diane shared that the key to maintaining momentum is to ensure that members understand how their feedback made an impact. (For example, having committee chairs reiterate how feedback directly shapes policies and guides advocacy work.)

Sarah suggested that Sherrie and Asher meet in advance of committee meetings to talk about crossover issues. Sherrie added that members expressed interest in engaging between meetings.

The Steering Committee asked Kate to put together a list of contact information for Vermont House and Senate legislators to provide to council members along with the updated H.266 statement of support.

**Conclusions:**

See above

**Action Items, Person Responsible, Deadline:**

- Create contact list of state elected officials to share with members, **Kate Larose**, 11/17/2021
- P&P and AOE chairs to connect between meetings to discuss potential cross-over topics, **Sherrie Brunelle and Asher Edelson**, ongoing

**7) Agenda Discussion for December 2, 2021 (Group)**

**Discussion:**

Kate shared the following draft agenda:

**Agenda Discussion for December 2, 2021 Full SRC Meeting (Group)**

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes –June 3, 2021 Full SRC and October 7, 2021 Annual Retreat
- 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 Managers' Updates (Shaun Donahue and Liz Harrington)
- 9) Break
- 10) Presentation: VCAP Grant Overview
- 11) Overview: Loan Forgiveness
- 12) Vote: SRC Chair Election
- 13) Vote: SRC Vice Chair Election
- 14) Round Table
- 15) Adjournment

It was decided that the VCAP Grant Overview should be given a 30 minute slot, and 15 minutes should be given to Loan Forgiveness if we are able to find a presenter or create a fact sheet.

Kate will follow-up with Tara to see who could present on loan forgiveness or help to create a fact sheet.

Sarah suggested replicating the model that worked well at the annual retreat of having people break out into pairs or small groups to process the information and presentations. Kate will build this in to the draft agenda.

**Conclusions:**

See above

**Action Items, Person Responsible, Deadline:**

- Ask Tara who could present on loan forgiveness, **Kate Larose**, 11/5/2021
- Include paired breakouts on December agenda, **Kate Larose**, 11/15/2021

**8) Other Business (Sarah Launderville)**

**A. State Parks ADA Award**

Nick shared that two Vermont state park regions were awarded the Spirit of the ADA award. He also noted that the Summer Career Exploration Program was a great success at the state parks they participated at and was grateful for the collaboration.

**B. DVR Waiver Request Letter**

Kate asked if Sarah had received any responses about SRC's waiver request support letter that went out in September. Sarah said she did receive responses and will share those so they can be sent to the AOE committee along with any action requests.

**Conclusions:**

See above

**Action Items, Person Responsible, Deadline:**

- Share congressional office responses about waiver request with Kate so she can update AOE members, **Sarah Launderville**, 11/11/2021

**9) Adjournment** (Sarah Launderville)

Sherrie moved to adjourn and it was unanimously approved. Sarah called the meeting adjourned at 3:33 p.m.

**Action Items, Person Responsible, Deadline:**

- Draft minutes uploaded to SRC website, **Kate Larose**, 11/9/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 11/9/2021
- Minutes approved, **Committee**, 1/6/2022
- Approved minutes uploaded to website, **Kate Larose**, 1/11/2022