

Approved Minutes
SRC STEERING COMMITTEE
Thursday, September 2, 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 2:05pm.

Members Present:

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

SRC Liaison:

- James Smith
- Amanda Arnold

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

None

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 4-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Sarah Launderville)

Discussion:

No one from the public was present.

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 the following minutes:

- [Minutes from May 6, 2021](#)
- [Minutes from June 29, 2021](#)
- [Minutes from August 5, 2021](#)

There were none. Nick moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-0-0

Conclusions:

May 6, June 29, and August 5, 2021 minutes were approved

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 9/7/2021

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

Discussion:

Kate walked through the [membership report](#).

The committee shared that they want to thank members who are terming off with cards and certificates or plaques. Kate will email Wendy to see what we have sent in the past.

It was decided to accept Brian's resignation and replace his membership with Laura from Department for Mental Health. Sarah will email Kate a virtual introduction to follow-up on membership.

Kate to talk with Tara and Lexia to determine what might work in terms of having Lexia be able to participate as a member.

Kate will follow-up with DVR counselors about consumers they would recommend for members from the recent marketing campaign.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Work on thank you cards and recognition, **Kate Larose**, 9/15/2021
- Reach out to Laura from DMH about SRC membership, **Kate Larose**, 9/15/2021

6) Not So Secret Shopper

Discussion

James provided an overview of the concept and how it was used in the past.

Kate shared that the event that sparked this idea was a member asking how they could learn more about the work of VR and get to know local staff members.

Amanda shared that this type of process could help to gather feedback about how the intake and interview process works in the new hybrid model.

It was decided that the best approach would be to connect members directly with regional managers or counselors to talk about the front-line perspective and how they do their work. Diane shared that DVR could assist with virtual introductions.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- As new members come on board, connect them to virtual introductions, **Kate Larose**, ongoing

7) Agenda Discussion for October 7th Retreat (Group)

Discussion:

Kate shared the following:

- [Poll Results](#)
- [Draft Agenda](#)

It was decided that the October retreat will be virtual.

The draft agenda was updated with edits.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Let Trapps know that we will be holding a virtual meeting, **Kate Larose**, 9/2/2021
- Confirm speakers for October retreat, **Amanda and Diane**, 9/15/2021

8) Other Business (Sarah Launderville)

A. Waiver Request Support Letter

In follow-up from the AOE meeting, the SRC will send a letter to Leahy and Sanders to support the DVR waiver request. James will draft the letter.

B. Grant Funds

\$298 million in unmatched funds were relinquished from VR agencies around the country. Vermont VR requested and was granted \$5.3 million which will enable VR to continue innovative programming. Another request is pending for the innovative programs fund for \$6 million over five years. They will find out by the end of September if they were funded for higher wage careers and progressive education programming.

C. Scheduling SC Meeting at a Different Time

To ensure that Asher is able to participate in the entirety of Steering Committee meetings it was requested to change meetings to the second Thursdays of the month moving forward where possible.

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D. Loan Forgiveness Program TPD Fact Sheet

At today's AOE meeting the Total and Permanent Disability loan forgiveness program was discussed. Members thought it would be helpful to have a fact sheet or more information created about this and to have a presentation at a future full SRC meeting. Kate will place on the November Steering Committee meeting for the December full SRC meeting. Diane mentioned that we can check with VSAC to see who might be able to present.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Draft waiver request support letter, **James Smith**, 9/15/2021
- Reschedule Steering Committee meetings, **Kate Larose**, 9/15/2021
- Place loan forgiveness on November Steering Committee agenda, **Kate Larose**, 10/15/2021

9) Adjournment (Sarah Launderville)

Sherrie moved to adjourn and it was unanimously approved. Sarah called the meeting adjourned at 3:19 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 9/7/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 9/7/2021
- Minutes approved, **Committee**, 11/4/2021
- Approved minutes uploaded to website, **Kate Larose**, 11/9/2021