

Approved Minutes
SRC STEERING COMMITTEE
Thursday, September 3, 2020
2:00 PM – 3:30 PM
Zoom

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 2:07pm

Members Present:

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

Members Absent:

- Brian Smith, SRC Vice Chair

SRC Liaison:

- James Smith

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

- Sharon Behar

Guests:

None

1) Introductions (Sarah Launderville, Chair)

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. Sherrie moved to modify the agenda and have annual retreat planning as the first agenda item; it was seconded. No further discussion. Approved via vote of 3-0-1

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) October 1, 2020 Retreat Planning (Sharon Behar)

Discussion:

Sharon presented the draft retreat agenda below and asked for committee member feedback.

Draft Agenda

October 1

9:30-11:45 and 1:00-3:00

DRAFT GOALS:

To plan for our work this coming year we will:

- Review current SRC structure and celebrate accomplishments
- Discuss needs assessment and committee reports sent ahead
- Assess other trends that will impact the coming year and how we are adapting and working with the coronavirus.
- Choose priorities for this coming year
- Create clear next steps

DRAFT AGENDA

9:30 Welcome and Introductions

1. Name, where work, why do you do this type of work?
2. Centering exercise and zoom reminders
3. Agenda Review

9:50 Some review/discussion of work done this past year (*committee reports and list of accomplishments read ahead*)

1. Short SRC structure review
2. Look at accomplishments list, add to it
3. Small group discussions:
 - What most excites you from this past year?
 - What are some lessons learned over these past 6 months that can inform our work moving forward?

Short report out

10:30 Eye Break

10:40 Current State: Needs Assessment Data and Trends

1. Small group discussions

- What stands out for you as important to inform priorities and strategies this coming year?
 - What are other trends you are aware of that impact the work?
2. Report out
 3. Synthesis

11:45 LUNCH

1:00 Regroup

1:10 Priorities Exercise

- Small Group Discussions: Given what we talked about this morning, what is emerging as most important for the SRC to focus on this coming year?
- Prioritization Exercise: everyone is asked to have a few minutes to reflect, then post individually the 3 most important priorities in the chat box

1:45 Break to sort the responses

2:00 Reflection and Synthesis

- Review what has emerged
- Given what is emerging, how does that impact our committees and functioning this coming year?

2:30 Closing Activities

- Next steps
- Round Robin: *Something you learned today? Where are your interests in your work with the SRC?*

3:00 Adjourn

Conclusions:

Edits were made and the final retreat agenda and participant agenda will be emailed to committee members shortly. It was decided that a letter from the SRC Chair would go out to retreat participants in advance of the event.

Action Items, Person Responsible, Deadline:

- Email retreat agenda and participant agenda to committee members, **Sharon Behar**, 9/8/2020
- Update participant registration form with participant agenda, retreat objectives and participant expectations, **Sharon Behar and Kate Larose**, 9/10/2020
- Draft a retreat welcome letter to share with Sarah, **Kate Larose**, 9/10/2020

4) Open for Public Comment (Sarah Launderville)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

5) Approval of Minutes for July 21, 2020 (Sarah Launderville)

Discussion:

Sarah asked for any proposed changes or amendments to the July 21, 2020 minutes. There were none. Sam moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-0-1

Conclusions:

July 21, 2020 minutes were approved.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 9/8/2020

6) Annual Report:

Discussion:

Kate reminded the committee that we will soon need to be working on the annual report. She asked committee members if they prefer the current format or would like to see changes and [shared the 2019 report for review](#). The committee decided the current format works well. She said to be on the lookout for an email soon which will be requesting current headshots and reports from each committee chair.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Send current headshots and draft committee reports, **all committee chairs**, 10/15/2020

7) Requests from PR Committee (Nick Caputo)

Discussion:

Nick referenced the requests from the Performance Review Committee listed on the agenda:

Requests from the Performance Review Committee

- *Bring Youth Survey Data forward as a full SRC agenda item to next Steering Committee meeting, James Smith, summer steering committee meeting.*

- *Request time on the retreat agenda for needs assessment input, Nick Caputo, summer steering committee meeting.*
- *Share the list of potential agenda items [below] with the Steering Committee, Nick Caputo, James Smith, Kate Larose, summer meeting.*

Share the following items with the Steering Committee to determine which fit best to be retreat, committee, or full SRC agenda items:

- *Save space on the next committee agenda for any relevant items that are raised during the retreat.*
- *Invite VR counselors to come in and share successes and challenges and the stories behind them, and experience and challenges in supporting the consumers they serve to inform us as a committee as to best practice and changes in practice given COVID.*
- *Invite VR consumers to share their experiences of what's working well and the challenges of working with VR.*
- *Have a VR counselor who works in corrections do a presentation to the committee.*
- *Follow up on the Youth Survey once results are available.*
- *James wondered if it would be possible to have a COVID assessment as he suspects pandemic related job loss might be disproportionate for folks with disabilities and a presentation consisting of additional data and/or observations would be useful.*

It was decided that key data points will be included on the retreat agenda and other items can be covered in upcoming PR Committee agendas.

Because feedback on the needs assessment will be needed before the end of year, James and Nick will plan to touch base before the next PR meeting.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Plan for agenda items above to be incorporated into future PR Committee meetings, **Nick Caputo, James Smith, Kate Larose**, ongoing
- Create plan for needs assessment feedback, **James Smith, Nick Caputo**, 9/25/2020

8) Other Business (Sarah Launderville)

A. AOE Committee Meeting Update:

Sam shared an update from today's AOE Committee meeting. Getting the vacant VocRehab positions filled is critical to helping people access employment opportunities. The AOE Committee wanted to see what role the SRC would like to take in helping to educate lawmakers in this regard. Sarah shared that she did testify in the legislature last week on this topic. She recommended that we

follow-up with the relevant committees with a letter from the SRC. Sam shared that he can reach out to Dick Sears. James shared that the Division for the Blind was allowed to recently fill a position. Sarah will draft a letter and get it out to the full SRC this week. Sherrie asked who the key legislators to get this letter to would be. Sarah shared that it would make sense to email to legislators sitting on all relevant committees, as well as Dave Yacavone. Once the letter is complete, it was decided that this would be a great opportunity to engage full SRC by asking who is willing to reach out to their own legislators.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Write letter to legislators on importance of filling vacant VR positions and email to SRC members asking that they reach out to their legislators, **Sarah Launderville, 9/4/2020**

9) Adjournment (Sarah Launderville)

Sarah called the meeting adjourned at 3:33 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose, 9/8/2020**
- Draft minutes emailed to Committee members, **Kate Larose, 9/8/2020**
- Minutes approved, **Committee, 11/5/2020**
- Approved minutes uploaded to website, **Kate Larose, 11/10/2020**