

Steering Committee Meeting

Thursday, September 5, 2019 from 2:00 p.m. to 3:30 p.m.

Waterbury State Office Complex

Cherry C Conference Room, HC 2 South, 280 State Drive, Waterbury, VT 05671

Meeting called by:

Brian Smith, Vice Chair, called the meeting to order at 2:04 p.m.

Members Present:

- 1) Marlena Hughes, Chair, PR Committee
- 2) Sam Liss, Chair, AOE Committee
- 3) Brian Smith, SRC Vice Chair

Members Absent:

- 1) Sherrie Brunelle, Chair, P & P Committee
- 2) Diane Dalmasse, Director, Division of Vocational Rehabilitation
- 3) Sarah Launderville, SRC Chair

SRC Liaison:

James Smith was not able to attend.

SRC Coordinator:

Debra Kobus

Interpreters:

None

Speakers or Presenters:

None

Guests:

Donna Curtin

1) Introductions (Brian Smith)

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 (Brian Smith)

Discussion:

Brian asked for any proposed additions or changes to the agenda. There were none. Sam moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 3-0-0.

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None.

3) Open for Public Comment (Brian Smith)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Minutes for May 2, 2019 (Brian Smith)

Discussion:

Brian asked for any proposed changes or amendments to the May 2, 2019 minutes. Sam moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 3-0-0.

Conclusions:

May 2, 2019 minutes were approved.

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website. **Debra Kobus**, September 10, 2019.

5) Miscellaneous

Discussion:

- a) Debra provided an update regarding the status of new SRC appointments, reappointments, and terminations.
- b) The committee reviewed the Draft 2020 SRC Meeting Schedule. Debra noted that she reserved Ash Conference Room on April 9, 2020 for a Full SRC Meeting as well as April 2 because of the Card Room Event conflict that is being held on the same day. Brian moved to approve the 2020 SRC Meeting Schedule and to have it distributed to everyone in order for them to save dates on their calendar. Sam suggests that some time is taken at the Retreat to vote on whether the Full SRC meeting should be changed to April 9, 2020 because of the conflict. Sam seconded with this caveat. No discussion. All approved. Vote unanimous 3-0-0.
- c) Debra reminded the **Committee Chairs that their annual reports are due to her by September 17** in order for them to be included in the Annual Retreat Meeting Packet that will need to be prepared and sent out via USPS.

Reminder for Committee Chairs: Reading the annual report last year was dry and a more interactive format should be used this year. Reporting out on what had the most impact would be a good alternative than reading or summarizing chair reports. (From 11/3/18 Steering.)

- d) The name of a new VocRehab contact person is needed for the SRC Coordinator to work with in putting together the SRC Annual Report. James to forward contact person's name.
- e) Debra provided the committee new menu options that she from the State's cafeteria that begin with the Full SRC's meeting scheduled for December 5, 2019.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- 1) 2020 SRC Meeting schedule was approved. **Debra Kobus** will send out to the Full SRC for saving the dates by **September 13, 2019**.

- 2) **Debra Kobus** will add an agenda item for the Full SRC to discuss changing the date the Full SRC is supposed to meet in April on the 2nd to the 9th by **September 13, 2019**.
- 3) **Committee Chairs** should submit to Debra their annual report in order for it to be included in the Annual Retreat Meeting Packet by **September 17, 2019**.
- 4) **James Smith** to forward the name of the new Voc Rehab contact person in assisting with the SRC Annual Report by **October 1, 2019**.

6) **Agenda Discussion for the Annual Retreat to be held on October 3, 2019**

- 1) The draft agenda was reviewed and approved.
- 2) **Confirmed breakfast/lunch:**
 - Breakfast:** Coffee and tea only at a cost of \$5 pp plus gratuity, fruit would be brought in by James
 - Lunch:** Soup, Salad, and Sandwich Buffet at \$29 pp with picture taking immediately after lunch
- 3) **Invitees:** Full SRC plus recent resignations (Michelle Paya, Max Barrows, Jessie Brennan, and Maria Burt); and pending new appointments (Helena Kehne, Gina D'Ambrosio, Kristen Carpentier) Donna Curtin, Regional Managers (7); Market Decisions (possibly two people); Amanda Kohle; Brian Guy (photographer). **If there are others to be invited, please forward contact information to Debra.**
- 4) **Seating configuration:** Horseshoe in front of screen presentation
- 5) **Audio visual equipment:** Amanda will confer with Market Decisions and will let me know needs; Debra will follow up with Nichole
- 6) **Interpreters:** Debra coordinate with Will Pendlebury
- 7) **Other (i.e. transportation (carpooling), etc.)**
 - Carpooling:** James offer from Burlington area; RM may also be able to provide rides from their area
 - Photo:** James will reach out to Brian Guy (photographer) invite to lunch
- 8) **Suggestions from the Parking Lot regarding an Ice Breaker for the 2019 Annual Retreat (from 3/7/19 Steering):**
 - a) Why are you a member?
 - b) How can we make the experience more engaging?

Agenda for October 3, 2019 SRC Annual Retreat (Group)

9:30 AM – 9:40 AM	Welcome and Introductions - Brian Smith, Chair
9:40 AM – 9:55 AM	ICE BREAKER
9:55 AM – 10:15 AM	2019 Summary of Committee Accomplishments, Goals, Opportunities and Challenges <ul style="list-style-type: none">• Advocacy, Outreach and Education – Sam Liss• Performance Review Committee – Marlena Hughes• Policy and Procedures Committee – Sherrie Brunelle• SRC – Brian Smith
10:15 AM – 10:55 AM	Presentation Employer’s Satisfaction Survey (Market Decisions Research)
10:55 AM – 11:05 AM	BREAK
11:05 AM – 12:30 PM	Presentation Consumer’s Satisfaction Survey (Market Decisions Research)
12:30 PM – 1:30 PM	LUNCH (with picture taking following lunch)
1:30 PM – 1:35 PM	Discussion April 2, 2020 Full SRC Meeting Conflict and Rescheduling to Thursday, April 9, 2020 - Sam Liss
1:35 PM – 1:40 PM	Order of Selection (as needed) - James Smith
1:40 PM – 1:50 PM	Director’s Report - Diane Dalmasse
1:50 PM – 2:50 PM	Committee Break Out – Discussion of Top 3 Priorities/Next Steps for 2020 <ul style="list-style-type: none">• Advocacy, Outreach and Education – Sam Liss• Performance Review Committee – Marlena Hughes• Policy and Procedures Committee – Sherrie Brunelle
2:50 PM – 3:15 PM	Final Wrap Up – Committees’ Top 3 Priorities/Next Steps (Sam Liss, Marlena Hughes, Sherrie Brunelle)
3:15 PM – 3:30 PM	Round Table – Brian Smith
3:30 PM – 3:30 PM	Adjournment – Brian Smith

Conclusions:

Sam moved to approve, Brian Seconded. All in favor. See above.

Action Items, Person Responsible, Deadline:

- **Committee** should forward name and contact information for additional invitees **asap**.
- Send out meeting packet and lunch requests to invitees, **Debra Kobus**, by **September 13, 2019**.
- Bring in fruit for the Annual Retreat, **James Smith**, **October 3, 2019**.

7) Other Business (Brian Smith)

Discussion:

It was agreed that Tom Hamilton will present to the Full SRC on December 5, 2019 the interface between independent living and employment for the SRC to learn more about what SILC does. In

addition, Sam Liss and others who are SILC members and also serve on the SRC should prepare to identify areas that overlap.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- **Sam Liss** will confirm with Tom Hamilton presenting to the Full SRC On December 5, 2019, **asap**.
- **Debra Kobus** will send a “Hold the Date” calendar invitation for December 5, 2019 to Tom Hamilton at vtsilcdir@gmail.com **after Sam confirms**.

8) Adjournment (Brian Smith)

Discussion:

Brian asked if there was a motion to adjourn. Sam moved to adjourn, and it was seconded. No further discussion. All approved. Vote unanimous 3-0-0.

Conclusions:

Motion to adjourn approved at 3:27 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Debra Kobus**, 9/10/19.
- Draft minutes emailed to Committee members, **Debra Kobus**, 9/10/19.
- Minutes approved, **Committee**, 11/7/19.
- Approved minutes uploaded to website, **SRC Coordinator**, 11/12/19.

Parking Lot/Items Forward:

- 1) 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. From 10/10/18 PR.
- 2) New member training.
- 3) We could have a couple of counselors come in the fall to let the SRC know how Career Pathways is going. From 6/7/18 Full SRC Meeting.
- 4) Diane suggested that a future Full SRC Meeting Tara Howe should be invited to go over the new Transition Team Performance Measures in detail. From 6/7/18 Full SRC Meeting.
- 5) 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.
- 6) A presentation on Creative Workforce Solutions (CWS) to the Full SRC. From 2/7/19 Full SRC.
- 7) Invite Nat Piper, Mature Worker Program, to attend a Full SRC meeting and do a presentation. From 3/7/19.
- 8) AOE Dashboard Presentation. Possibly June 2019. From 3/7/19 Steering.
- 9) EAP Presentation. From 3/7/19 Steering.
- 10) Linking Learning to Careers Update (Full SRC in the Fall). From 5/2/19 Steering.