

**Draft Minutes**  
PERFORMANCE REVIEW COMMITTEE  
April 1, 2021  
10:00 AM – 11:00 AM  
via Zoom

**Meeting called by:**

Nick Caputo, Chair, called the meeting to order at 10:01 a.m.

**Members Present:**

- Gina D’Ambrosio
- Marlena Hughes
- Nick Caputo
- Sherrie Brunelle
- Kevin Stapleton
- Rose Lucenti
- Robin Ingenthron

**Members Absent:**

- Bill Meirs
- Danielle Dubois
- Brian Smith

**SRC Liaison:**

- Amanda Arnold

**SRC Coordinator:**

- Kate Larose

**Interpreters:**

None

**Speakers or Presenters:**

- Brian Guy

**Guests:**

None

**1) Introductions** (Nick Caputo)

**Discussion:**

Those in attendance introduced themselves.

**Conclusions:**

Thanks to everyone!

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

None

**2) Approval of Agenda** (Nick Caputo)

**Discussion:**

Nick asked for any proposed additions or changes to the agenda. There were none. Sherrie moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 7-0-0

**Conclusions:**

Motion passes: today's agenda accepted

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

None

**3) Open for Public Comment** (Nick Caputo)

**Discussion:**

No one from the public was present

**Conclusions:**

n/a

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

None

**4) Approval of Minutes for February 4, 2021** (Nick Caputo)

**Discussion:**

Nick asked for any proposed changes or amendments to the [Minutes from February 4, 2021](#). There were none. Rose moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 7-0-0

**Conclusions:**

February 4, 2021 minutes were approved

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

Upload approved minutes to the SRC website, **Kate Larose**, 4/6/2021

**5) Presentation: [Presentation: LLC](#)** (Brian Guy)

**Discussion:**

Brian provided an overview of the Linking Learning to Careers (LLC) initiative and walked through [this presentation](#). He stated that the data being shared is provisional as the program will not be concluding until the end of September.

Gina asked if there was a specific career exploration component involved. Brian said that assessments came to the forefront at VR in the past three years but it wasn't a core piece when they were designing LLC. However, the work of the career consultant was layered on to the initiative and they had the opportunity to do deep dives into career exploration with the consumer.

Nick asked if anything stood out as most requested interventions. Brian said that they were surprised that funding did not impact the transportation issue as much as they thought it might and that they had thought it would be a high spending category. But if you do not have access to transportation such as taxi service then funds do not help with that problem. Technology such as laptops or Chromebooks were a high spending area. They will be looking at the financial reports at the end of the program to do a deeper analysis here. Additionally, things such as uniforms and work boots were a key spending area.

Marlena asked if there was a breakdown of the disability categories served. Brian said he would send it as follow-up.

Sherrie asked where we go from here now that LLC funds are expiring and if the services will be integrated into VR's work. Brian shared that a few things have already been changed based on the positive impacts and data demonstrated through this initiative. This includes having youth consumers retain their same VR counselors from ages 14-24, progressive education, and having assistive technology staff.

### **Conclusions:**

See above

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

- Forward demographic data from Brian to committee members, **Kate Larose**, when available.

## **6) Presentation: [COVID Impacts](#) (Amanda Arnold)**

### **Discussion:**

Amanda walked through [this presentation](#) on COVID impacts on VR programming.

Kevin asked about one of the dates on the Impact on Students with Disabilities slide. Amanda clarified that the date should say, "through 3/18/2021".

Nick asked how the metrics are impacted by the increase in minimum wage. Amanda said that is why they selected the 125% above minimum wage indicator instead of a dollar amount to account for annual increases.

Gina said would it be interesting to learn which business sectors consumers were in to understand the impacts on the data. Kevin shared that it could be

possible to understand the industry of the firm based on the EIN but that it would require a data sharing agreement between VDOL and VR. Amanda said she will follow up with Alice to understand the source of the data and what data sharing VR might already have access to.

Sherrie said she would also like to see which disability groups are being most impacted. Amanda said that, anecdotally, consumers with developmental disabilities are most impacted particularly if they rely on a job coach.

**Conclusions:**

See above

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

- Follow-up with Alice to understand source of employer data and if VR currently has a data sharing agreement with VDOL, **Amanda Arnold**, 4/30/2021.

**7) Other Business** (Nick Caputo)

**A. Agenda Setting for June 3, 2021**

- Consumer satisfaction survey.

**B. Full SRC Presentation from VDOL**

Kevin will be doing a presentation on current labor market trends and how to rebound once the pandemic settles at the June full SRC meeting. Kevin shared that there are sectors of the labor market where there will be a lot of need and that will be useful as we think about training for consumers. Gina wondered about changes in work practices now that we've gone remote. Kevin says there is some research about how the pandemic in 1918 changed the labor market and that there is already some anecdotal information about how the COVID pandemic will change things moving forward. Sherrie said she is curious about the number of people with disabilities where VDOL and VR are collaborating to provide services for them (be it apprenticeships or co-funding, etc.) Kevin shared that we do not currently have a direct source of data. Rose said that, generally, disability data is not collected except for the purposes of some federal reporting and it is difficult to track as people do not need to disclose. Robin said that they are currently working with people with disabilities for home-based work.

**Conclusions:**

The June agenda will include the consumer satisfaction survey.

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

n/a

**8) Adjournment** (Nick Caputo)

Robin moved to adjourn, and it was seconded. Nick called the meeting adjourned at 11:13 am

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

- Draft minutes uploaded to SRC website, **Kate Larose**, 4/6/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 4/6/2021
- Minutes approved, **Committee**, 6/3/2021
- Approved minutes uploaded to website, **Kate Larose**, 6/8/2021