

Draft Minutes
PERFORMANCE REVIEW COMMITTEE
December 2, 2021
10:00 AM – 11:00 AM
Waterbury State Office Building, Ash and Zoom

Meeting called by:

Nick Caputo, Committee Chair, called the meeting to order at 10:03 a.m.

Members Present:

- Gina D’Ambrosio
- Laura Flint
- Marlena Hughes
- Nick Caputo
- Robin Ingenthron
- Rose Lucenti
- Sherrie Brunelle
- Sophie Zeman-Hale

Members Absent:

- Bill Meirs
- Danielle Dubois
- Kevin Stapleton

SRC Liaison:

- Amanda Arnold

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

- Nat Piper

Guests:

None

1) Introductions (Nick Caputo)

Discussion:

Those in attendance introduced themselves and Nick formally welcomed Sophie as the newest member to the Performance Review Committee.

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. Rose moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 8-0-0

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 [October 14, 2021](#) (Nick Caputo)

Discussion:

Nick asked for any proposed changes or amendments to the minutes from [October 14, 2021](#). Sherrie requested that CAP be spelled out to Client Assistance Program on page 3. There were no other corrections. Laura moved to approve the minutes with the suggested change and it was seconded. No discussion. All approved. Vote unanimous 8-0-0

Conclusions:

October 14, 2021 minutes were approved

Action Items, Person Responsible, Deadline:

Upload approved minutes to the SRC website, **Kate Larose**, 12/7/2021

5) Presentation: Employer Recruitment & BAM Data (Nat Piper)

Discussion:

Nat presented [this overview and data](#).

Nick shared his positive experience of working with Creative Workforce Solutions (CWS) and the stellar support they received at Vermont Parks for their Business Account Manager (BAM). He noted that two of the parks received the Spirit of the ADA Award this year, and that one of their summer hires through CWS just accepted a full-time position.

Laura shared that the warm handoff between the BAMs and businesses have been incredibly useful and noted that 729 new contacts and ongoing connections with the business community is worth celebrating. Nat said the primary goal of BAMs is engagement with the business customer to start and continue a relationship.

Gina thanked Nat for a great presentation. She said that she's been doing supported employment for over 25 years and one of the challenges used to be that she would go to an employer that five or six other agencies were also approaching. When CWS was created it streamlined the process and kept employers from feeling inundated. Having a central point of contact via just one main liaison with the business was key.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

6) Other Business (Nick Caputo)

A. Agenda Setting for February 3, 2022

It was decided to include the following items on the February agenda:

- Data on Deaf and Hard-of-Hearing populations
- Update on the consumer satisfaction survey process
- Revisit list of priorities for the coming year established at the retreat

Laura shared that Department for Mental Health could partner with VR to help provide data on social emotional disabilities and chronic mental illness at the April meeting.

The committee requested an update on the HireAbility rebrand launch for the full SRC meeting in February.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Include items above on draft agenda for February, **Kate Larose**, 1/15/2022

7) Adjournment (Nick Caputo)

Robin moved to adjourn, and it was seconded. Nick called the meeting adjourned at 10:59 a.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 12/7/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 12/7/2021
- Minutes approved, **Committee**, 2/3/2022
- Approved minutes uploaded to website, **Kate Larose**, 2/8/2022