

Draft Minutes
PERFORMANCE REVIEW COMMITTEE
February 3, 2022
10:00 AM – 11:30 AM
Waterbury State Office Building, Ash and Zoom

Meeting called by:

Nick Caputo, Committee Chair, called the meeting to order at 10:09 a.m.

Members Present:

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

Members Absent:

- Bill Meirs
- Robin Ingenthron

SRC Liaison:

- James Smith
- Amanda Arnold

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

- n/a

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 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 [December 2, 2021](#) (Nick Caputo)

Discussion:

Nick asked for any proposed changes or amendments to the minutes from [December 2, 2021](#). Sherrie moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 8-0-0

Conclusions:

December 2, 2021 minutes were approved

Action Items, Person Responsible, Deadline:

Upload approved minutes to the SRC website, **Kate Larose**, 2/8/2022

5) Presentation: [Review State Plan Progress](#) (James Smith and Amanda Arnold)

Discussion:

James and Amanda presented [this overview and data](#).

Sherrie asked when youth consumer surveys are conducted. Amanda shared that the consumer satisfaction survey will launch next week which will provide for audience segmentation in results by adult and youth consumer.

Sherrie asked if the data shared are reflective of state or federal fiscal years. James said that they are reflective of federal fiscal year.

Nick thanked James and Amanda for the presentation and shared that the upcoming goals are appropriately ambitious.

Laura shared that it was impressive—especially in a pandemic year—to meet and exceed goals. She asked if it was possible to change the language currently used in data measures or if certain terms are required by WIOA. Specific recommendations included:

- Using “obtained employment” instead of “placements”
- Using “individual served” instead of “case”
- Using “individual’s aspirations” instead of “caseload needs”

She also wondered about specific data for people served who have mental illness or substance use disorder and adult outpatient populations.

Sherrie asked about goals for adults over the age of 24 and under the age of 55. James shared that the goal is to improve programming for all ages and the goals created will positively impact all age groups.

Marlena shared that she appreciated reviewing the progress made to date.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

6) Other Business (Nick Caputo)

A. Agenda Setting for April 7, 2022

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

- Data on Deaf and Hard-of-Hearing populations
- Update on the consumer satisfaction survey process (if not on full SRC agenda)
- Revisit list of priorities for the coming year established at the retreat

Laura shared that Department of Mental Health could partner with VR to help provide data on social emotional disabilities and chronic mental illness. It was decided that this should be on the agenda for June.

Sherrie said it would be helpful to see data regarding how well we are serving people with mental health diagnoses and Marlena agreed.

James shared that this data can be pulled for consumers who have a psychiatric disability.

Amanda wondered about moving the consumer satisfaction survey agenda item to the full SRC meeting.

Marlena shared that she would be interested in learning more about assessments. Sophie said that looking at the career assessment processes would be of interest having gone through the process in the past. It was decided that a list could be shared in the coming month with a follow-up agenda item at the June meeting.

Conclusions:

VR to compile a list of current career assessments used and a synopsis of each.

Action Items, Person Responsible, Deadline:

- Coordinate the creation and sharing of career assessment synopsis, **Kate Larose**, 3/15/2022

7) Vote: PR Chair (Group)

Nick asked Sherrie to assume this agenda item. Sherrie asked for nominations or self-nominations from the floor. Marlena nominated Nick. Sherrie twice more requested nominations. Hearing none, and an Australian ballot not being necessary, voting was made by a voice vote. Sherrie asked all those in favor of re-electing Nick Caputo as Chair of the Performance Review Committee to say Aye. All those not in favor to say Nay. Hearing none, Nick was elected as Committee Chair. Vote unanimous 8-0-0.

Conclusions:

Nick was reelected PR Committee chair.

8) Adjournment (Nick Caputo)

Sherrie moved to adjourn, and it was seconded. Nick called the meeting adjourned at 11:29 a.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 2/8/2022
- Draft minutes emailed to Committee members, **Kate Larose**, 2/8/2022
- Minutes approved, **Committee**, 4/7/2022
- Approved minutes uploaded to website, **Kate Larose**, 4/7/2022