

Draft Minutes
SRC STEERING COMMITTEE
Thursday, January 13, 2022
11:30 AM – 1:00 PM
Waterbury State Office Building, Ash and Zoom

Meeting called by:

Asher Edelson called the meeting to order at 11:31 AM

Members Present:

- Asher Edelson, SRC Chair
- Gina D’Ambrosio, SRC Vice Chair
- Diane Dalmasse, Director, Division of Vocational Rehabilitation
- Nick Caputo, PR Committee Chair
- Cari Kelley, AOE Chair
- Sherrie Brunelle, P & P Committee Chair

SRC Liaison:

- Amanda Arnold
- James Smith

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

- Sarah Launderville, SRC Past Chair

1) Introductions (Asher Edelson)

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 (Asher Edelson)

Discussion:

Asher asked for any proposed additions or changes to the agenda. Nick moved to approve the agenda as presented. No further discussion. Approved via vote of 5-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Asher Edelson)

Discussion:

Sherrie asked if providing an in-person meeting location for the public was a requirement. Kate said that—without a state of emergency—that the current requirement is to provide an in-person option alongside the virtual option.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Past Minutes (Asher Edelson)

Discussion:

Asher asked for any proposed changes or amendments to [Minutes from November 4, 2021](#).

Sherrie moved to approve the minutes and it was seconded. No discussion. Approved via vote of 5-0-0

Conclusions:

November 4, 2021 minutes were approved

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 1/18/2022

5) [Membership/Succession Planning](#) (Kate Larose)

Discussion:

Kate shared that over the past year the Steering Committee has expressed a renewed interest in cultivating a leadership pipeline for the SRC, with an acknowledgement that supporting people with disabilities and parents of children with disabilities is especially key both in meeting

the spirit and requirements of the SRC's charge. She noted that—after all committee elections take place—it might be useful for the Steering Committee to apply lessons learned to planning and cultivating new leadership in advance of next year's elections. Kate noted that there was discussion about the importance the past SRC chair plays in leadership transition and continuity at the November Steering Committee meeting, and the committee expressed an interest in examining a leadership structure in which the Past Chair has a formal or informal leadership role. A formal role might include making a change to our bylaws to include Past Chair as a voting member at Steering Committee meetings, and an informal role might include a collective expectation that the past chair participate in Steering Committee meetings, but not in a voting capacity.

Amanda shared that she agreed that there's an opportunity for the past chair to provide onboarding and mentoring support to the incoming chair.

Sherrie wondered if a past chair role should be unique to the SRC Chair or if it should extend to all committee chairs.

Diane said that she supports this for the chair of the SRC.

Nick said that having a meeting between the outgoing and incoming chair would be useful and seems like it would be a good best practice to follow and noted that the SRC Coordinator and VR liaison are helpful and supportive during leadership transition.

James' shared that the VR liaison has responsibility to support committee chairs including agenda planning.

Sarah said that she thinks it's important for the past chair to be available as a mentor and support, and wants to be sure that the role would enable the new chair to lead so doesn't think having the past chair be a voting member would make sense.

Cari shared that it was helpful having Asher reach out and noted that committee chairs don't need to step down from the committee. She also reiterated Sarah's point about the past chair position serving as a natural support and doesn't think it needs to be a formal voting role.

Gina said that she liked the idea of having a past chair role because it keeps with the spirit of cultivating leadership and could be useful support to those who might otherwise feel intimidated about stepping up to run.

Cari wondered why we don't have Vice Chairs of committees.

Sherrie wondered if leadership training could be made available for those interested in taking on more responsibility within the SRC.

Kate shared the following excerpt from our the SRC bylaws:

"These By-Laws may be amended by a two-thirds (2/3) majority vote of the voting members at any meeting in which a quorum is present. The meeting shall be properly warned and the proposed amendment(s) provided to all Council members in writing, and appropriate alternate format, at least fifteen (15) days prior to said meeting No proxy votes will be accepted."

Diane said that what we are talking about is how to best support incoming chairs and wondered what vehicles the SRC wants to approve to make that happen.

Sherrie made the motion to bring the discussion to the next full SRC meeting but later withdrew the motion and asked that we include a bylaws agenda item on the next Steering Committee meeting.

Kate asked about funds for to provide per diem for member mentoring and training and Diane shared that our existing mechanism for membership per diem would provide for that.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Add bylaws discussion to next agenda and email out notes to committee members in advance, **Kate Larose**, 2/15/2022
- Review current bylaws in advance of the next meeting, **All Members**, 3/1/2022

6) Agenda SRC Meeting Accommodations (Group)

Discussion:

Kate shared that it would be useful to create a guide of best practices that the SRC follows in terms of making SRC meetings more accessible. She noted that though accommodations are not universal, many can be and it would be useful to have both internal protocols as well as be able to provide tip sheets to help guest presenters prepare. She also shared that members have been requesting meeting recordings and that—earlier in the pandemic—the decision was made by the Steering Committee to not record and share meetings.

Cari asked about the types of accommodations that have been requested in the past. Kate shared the examples of meeting captions (which required that the meetings be livestreamed so captions could be enabled),

meeting recordings, having PPTs be available to print out in black and white, having all meeting materials and presentations well in advance of meetings, and having presenters pause before moving to next slides.

Diane shared that she thinks there are guides of this type already available and asked Kate to check with Fred Jones and DBVI.

Sarah said that she will share language she has used in the past around chat box usage and visual descriptions for accessibility.

Sherrie said that [Section508.gov](https://www.section508.gov) has a variety of resources available.

Sarah added that there are lots of businesses that need this and that such a guide could also serve as an advocacy tool for access.

Diane if we establish a guide it will be helpful will be helpful.

James said that it would be useful to create a small group to establish guidelines for accessible meetings which could be sent along with meeting packets along with information for participants needing to request accommodations.

Gina asked why people are asking for meeting recordings. Kate shared that sometimes people wanted to share a presentation with a colleague, because they were unable to attend a meeting, or because they wanted to watch the meeting or presentation again.

Cari said that she thought recording and sharing meetings was a best practice.

Asher said that he supports it as a transparency measure.

Diane said that it would be good to check with DAIL legal counsel and she and James will reach out.

Sarah says she appreciates transparency and also acknowledges that it may impact the personal experiences people share in meetings.

Transcripts from captioning may also be something we can share.

Before accommodations discussion let's have a draft developed first that they can react to.

Diane asked about creating a survey of member needs.

Asher to include what the SC is working on at the February Full SRC meeting as part of his 90 second committee updates (make list) and for people to stay tuned moving forward.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Email Fred Jones to ask about accessible meetings guides that might exist, **Kate Larose**, 2/1/2022
- Touch base with DAIL legal counsel about meeting recording, **Diane and James**, 3/1/2022
- Provide high level updates of meeting accessibility discussion during committee updates agenda item at Full SRC meeting, **Asher Edelson**, 3/1/2022
- Draft survey of member needs and email to committee before sending out, **Kate Larose**, 2/1/2022

7) Agenda Discussion for February 3, 2022 Full SRC Meeting (Group)

Discussion:

The following draft agenda was shared:

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes –December 2, 2021 Full SRC
- 5) Consent Agenda – Approved Committee Minutes & Coordinator’s Report
- 6) Committee Chair Updates (5 minutes each with no written reports)
- 7) Director’s Report
- 8) VR Regional Manager Updates (Cindy Seguin)
- 9) Break
- 10) Presentation: HireAbility Brand Launch
- 11) Discussion: Legislative Outreach and Toolkit
- 12) Round Table
- 13) Adjournment

Kate shared that in the recent past we had two regional managers at each full SRC meeting. Cindy was unable to attend last year so we have just one regional manager for this meeting. She asked if we want to plan for two or one regional manager per meeting moving forward.

Diane shared that in the past regional managers would ask a staff member to join them and they would share one thing that’s new or exciting and one thing that’s challenging in their region.

Gina liked the idea of having regional managers attend with a staff member.

Sherrie said she also this idea and having VR counselors there also help provide them with a better understanding of the role the SRC plays.

James shared that the state plan goal and priorities draft will be ready by January 28th and we will need to warn a vote for the full SRC meeting in February. Relevant sections of the draft state plan will be sent out to all members as soon as it is complete, which is delayed this year since RSA still has not yet released their guidelines. However the vote will need to happen in February in order to provide time for public comment. This will require 15-20 minutes on the agenda. The PR Committee will meet earlier that day in the morning and they will have more time during their agenda to review the additions and proposed changes. The PR Committee would then come to the full SRC meeting in the afternoon with a recommendation for the vote.

Kate said that votes are warned two weeks in advance and she will include an open invitation to any SRC members who would like to attend the PR Committee meeting.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Add agenda item and warn the vote for the full SRC meeting, **Kate Larose**, 1/20/2022
- Email out relevant sections of draft state plan once available, **Kate Larose**, 1/28/2022

8) Other Business (Asher Edelson)

A. RSA Monitoring Visit

Diane shared that DVR was selected for on-site monitoring from RSA in the spring. It is likely that RSA will want to meet with some or all Steering Committee members. Diane will let us know once guidance for the monitoring visit has been made available.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

None.

9) Adjournment (Asher Edelson)

Sherrie moved to adjourn and it was unanimously approved. Asher called the meeting adjourned at 12:58pm.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 1/18/2022
- Draft minutes emailed to Committee members, **Kate Larose**, 1/18/2022
- Minutes approved, **Committee**, 3/3/2022
- Approved minutes uploaded to website, **Kate Larose**, 3/8/2022