

Draft Minutes
SRC STEERING COMMITTEE
Thursday, January 7, 2021
2:00 PM – 3:30 PM
via Zoom

Meeting called by:

Sarah Launderville called the meeting to order at 2:06pm.

Members Present:

- Sarah Launderville, SRC Chair
- Nick Caputo, Chair, PR Committee
- Sam Liss, Chair, AOE Committee
- Sherrie Brunelle, Chair, P & P Committee
- Diane Dalmasse, Director, Division of Vocational Rehabilitation

Members Absent:

- Brian Smith, SRC Vice Chair

SRC Liaison:

- James Smith
- Amanda Arnold

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

None

1) Introductions (James 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 (James Smith)

Discussion:

Sarah asked for any proposed additions or changes to the agenda. Sherrie moved to approve the agenda as presented. No further discussion. Approved via vote of 3-1-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (James Smith)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Introducing New VR Liaison (James Smith)

James shared that Amanda Arnold will be the new VR liaison to the Performance Review Committee. This will be a great fit given her quality assurance role. Amanda shared that she was a previous Policies & Procedures Committee member, and she is looking forward to working with the SRC more closely again. In her current role she manages all consumer surveys and will be writing the next needs assessment in 2023.

5) Approval of Minutes for November 5, 2020 (James Smith)

Discussion:

James asked for any proposed changes or amendments to the [November 5, 2020](#) minutes. There were none. Nick moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-1-0

Conclusions:

November 5, 2020 minutes were approved

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 1/12/2021

6) Appointment/Reappointment Updates (Kate)

Discussion:

Kate shared the following:

SRC Member Appointment Process

Below is a general overview of the steps in the appointment and reappointment process for reference:

- 1) For new candidates: Phone call with SRC Coordinator
Agenda for the phone call includes the following:
 - Overview of the council
 - Time commitment, expectations, and benefits of being a member
 - Next steps and timeline of applying for membership
 - Answering any questions
- 2) Member or potential member submits re/application to SRC Coordinator
- 3) SRC Coordinator submits re/application to James for VR review
- 4) SRC Coordinator emails Steering Committee with candidate's resume. If no objection from SC members within seven days, notifies James that application can continue being processed.
- 5) James sends re/application to office of the DAIL Commissioner
- 6) Office of DAIL Commissioner sends re/application and memo to AHS Secretary
- 7) Office of the AHS Secretary sends re/application and memo to Office of the Governor
- 8) Governor signs re/appointment and sends to the Secretary of Civil and Military Affairs
- 9) The Secretary of Civil and Military Affairs signs BIR (Be It Remembered) document, and mails BIR to the newly appointed or reappointed member although with form that requires notarization

SRC Membership Snapshot

SRC Membership as of January 2021

Role	# of Members	Member Names
Members Who Disclosed Disability in Application	12	Blasius, Brunelle , Caputo, Edelson, Kehne, Lauderville, Liss , Lucenti , Papademas, Sachs, Smith , Smith-Hammond
Business, Industry, Labor Representative	5	Caputo, Ingenthron, Kelley, Meirs, Wehman
Client Assistance Program Representative	1	Brunelle
Community Rehabilitation Program Service Provider	3	D'Ambrosio, Dubois, Hughes
Current or Former VR Applicant or Recipient	6	Blasius, Kehne, Liss , Papademas, Sachs, Smith-Hammond
Designated State Unit Director	1	Dalmasse
Disability Group Representative	1	Lauderville
Parent Training and Information Center Representative	1	Frank
State Educational Agency	1	Kolbach
State Workforce Development Board	1	Lucenti
Statewide Independent Living Council Representative	1	Smith
VR Counselor	2	Carpentier, Gieselman

Total Members (including non-voting and SRC liaison)	25
Total Voting Members	20
Total Members with Disability	12
Percent of SRC who are PWD	60%

Pending Appointment

- Emily Ahtúnan, Sent to James 8/28/2020; James sent to Liz 9/9/2020
- Sarah Sterling, Sent to James 9/23/2020; James sent to Liz on 9/23/2020 and 10/7/2020
- Laura Siegel, Sent to Steering Committee 12/7/2020

Membership Terms

Last Name	First Name	Term	Initial Appointment Date	Term Expiration Date
Blasius	Courtney	Second	10/12/17	09/30/21
Brunelle	Sherrie	Second	06/12/16	09/30/22
Caputo	Nick	Second	11/21/17	09/30/23
Carpentier	Kristen	First	03/01/20	09/30/22
Dalmasse	Diane	Ex-officio	11/02/18	09/30/21
D'Ambrosio	Gina	First	01/01/20	09/30/22
Dubois	Danielle	First	01/01/20	09/30/22
Edelson	Asher	First	10/01/20	09/30/23
Frank	Martha	Third	07/21/15	09/30/22
Gieselman	Rocko	First	10/01/20	09/30/23
Hughes	Marlena	Second	11/21/17	09/30/21
Ingenthron	Robin	Third	11/21/17	09/30/23
Kehne	Helena	First	03/01/20	09/30/22
Kelley	Cari	Second	04/15/18	09/30/23
Kolbach	Ana	First	01/01/20	09/30/22
Launderville	Sarah	Second	11/21/17	09/30/23
Liss	Sam	Third	09/12/16	09/30/22
Lucenti	Rose	Second	09/12/16	09/30/22
Meirs	Bill	First	11/21/18	09/30/21
Papademas	Calla	Second	10/12/17	09/30/21
Sachs	Cara	First	10/01/20	09/30/23
Smith	James			
Smith	Brian	Second	09/12/16	09/30/22
Smith-Hammond	Olivia	Second	07/21/15	09/30/21
Wehman	Patricia	First	01/01/20	09/30/22

Committee Membership

Steering Committee	6
Performance Review	9
Policy & Procedures	7
AOE	13

Membership Demographics

Geographic Representation

County	# of SRC Members	% of SRC Members
Addison	1	3.8%
Bennington	2	7.7%
Caledonia	0	0.0%
Chittenden	12	46.2%
Essex	0	0.0%
Franklin	0	0.0%
Grand Isle	1	3.8%
Lamoille	1	3.8%
Orange	4	15.4%
Orleans	1	3.8%
Rutland	1	3.8%
Washington	2	7.7%
Windham	0	0.0%
Windsor	0	0.0%

Age Distribution*

Category	# of SRC Members
Youth (up to age 24)	0
Age 25-65	19
66 and above	4

Gender*

Category	# of SRC Members
Female	15
Male	5
Non-Binary	1

Race/Ethnicity*

Category	# of SRC Members
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	16
Hispanic or Latino	2

**Data only available for some SRC members*

Conclusions:

Follow the SRC Member Appointment Process as outlined above.

Action Items, Person Responsible, Deadline:

- Connect with Tara Howe about potential youth members, **Kate Larose**, 1/12/2021

7) Cultural Competency Training**Discussion:**

Cultural competency training was named at the retreat as an item the SRC wanted to move forward on. (The retreat minutes noted that cultural competency is a skillset that “plays out in how services are planned, provided, and offered” and there was a desire to make this training available to both VR staff and SRC members.) Diane shared that VR is currently gathering bids on training providers to provide this for staff. There may be a possibility to expand this to SRC members. Nick added that a disability etiquette training would also be useful.

Sarah shared an overview of the cultural competency work being done at VCIL. Diane shared that George Washington University provided a training on supporting LGBTQI+ consumers for VR with a debrief afterwards and they are getting good feedback. Sarah suspects we will see a shift at the federal level in the administration in the weeks ahead that will include a closer integration of disability justice with racial justice. Sarah shared that VCIL and Green Mountain Self Advocates can provide joint training on disability etiquette. The committee members shared that they like the idea of having an annual member orientation that could be a one hour Zoom session. It was mentioned that VCDR might be interested in a joint training. Kate, Amanda, and Sarah will meet to move orientation planning forward.

Conclusions:

James will ask Kevin to hold capacity in contract for SRC on cultural competency.

Action Items, Person Responsible, Deadline:

- Email Steering Committee with national orientation training materials, **Kate Larose**, 1/7/2021
- Schedule meeting with Amanda and Sarah to move orientation plan forward, **Kate Larose**, 1/30/2021

8) Agenda Discussion for February 4, 2021 Full SRC Meeting (Group)

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes – December 3, 2020 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) Reallotment summary
- 9) VR Regional Managers’ Updates (Shaun Donahue and Hib Doe)
- 10) Break
- 11) Presentations: COVID Panel:
 - VR Counselors
- 12) Other Business
- 13) Round Table
- 14) Adjournment

At today’s meeting the AOE Committee requested adding Ticket to Work. It was decided to allot 20 minutes in the agenda for that. The AOE Committee also requested adding the Kessler grant to the agenda. It was decided to wait until April in hopes that an orientation program can be offered before then. It was also decided to add in a reallotment summary to the agenda with 30 minutes.

James shared more information about the COVID panel idea. We will invite VR counselors to come in and share successes and challenges and the stories behind them, and the experience and challenges in supporting the consumers they serve during the time of COVID. The intent is to inform best practice and changes in practice given COVID.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Identify and invite VR counselors to the panel, **James Smith**, 1/12/2021

9) Adjournment (Sarah Launderville)

Sherrie moved to adjourn and it was unanimously approved. Sarah called the meeting adjourned at 3:32 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 1/12/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 1/12/2021
- Minutes approved, **Committee**, 3/4/2021
- Approved minutes uploaded to website, **Kate Larose**, 3/9/2021