

Draft Minutes
SRC STEERING COMMITTEE
Tuesday, July 21, 2020
Via Zoom

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 1:04pm

Members Present:

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

Members Absent:

- Brian Smith, SRC Vice Chair

SRC Liaison:

- James Smith

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

None

1) Introductions (Sarah Launderville, Chair)

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 (Sarah Launderville)

Discussion:

Sarah asked for any proposed additions or changes to the agenda. Sam shared that he had an event update under "other business". Sherrie moved to accept the agenda and it was seconded. No further discussion. Approved via vote of 3-0-1

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Sarah Launderville)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Minutes for [May 7, 2020](#) (Sarah Launderville)

Discussion:

Sarah asked for any proposed changes or amendments to the May 7, 2020 minutes. There were none. Sam moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-0-1

Conclusions:

May 7, 2020 minutes were approved.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 7/25/2020

5) Miscellaneous

A. Appointment/reappointment updates (Kate)

Kate walked through the process for appointments and reappointments, and shared where appointees are in the process currently. Below is a general overview of the steps in the appointment and reappointment process for reference:

- 1) Member or potential member submits re/application to SRC Coordinator
- 2) Phone call with SRC Coordinator (for new candidates)
- 3) SRC Coordinator submits re/application to James for VR review
- 4) James sends re/application to office of the DAIL Commissioner

- 5) Office of DAIL Commissioner sends re/application and memo to AHS Secretary
- 6) Office of the AHS Secretary sends re/application and memo to Office of the Governor
- 7) Governor signs re/appointment and sends to the Secretary of Civil and Military Affairs
- 8) The Secretary of Civil and Military Affairs signs BIR (Be It Remembered) document, and mails BIR to the newly appointed or reappointed member

Sherrie shared her concerns about the process listed, stating that per the Rehab Act anyone should be able to apply directly to the office of the Governor and should not have to receive approval from VR, DAIL, and AHS.

James shared that the process above reflects the operational reality of what it looks like when the SRC directly recruits members. In the past there have been members who have applied directly to the Governor's office and that remains an option. He shared that he doesn't see his role for SRC applications as an approval, but more as a process to understand who is applying so that we can provide as much information as possible to the governor's office. He shared examples of if an applicant is currently in an appeals process or has a federal lawsuit against VR. He said that steps #1-#3 are steps we could change in the process, but steps #4-#8 are set by state government.

Kate changed the wording in the process from "approve" to "review" and it was noted that this is not a formalized process, but an overview of the steps in the current process.

Sherrie requested that the Steering Committee review the rules of gubernatorial appointments at a future meeting, and also stated that she would like to have a discussion about the SRC's role in looking at the applications.

In the interest of time, Kate did not provide an overview of the new applicants below but noted that the names were listed and hoped we would have members on board in time for the October 1st retreat.

Reappointments

- Cari Kelley, AHS Secretary approved on 6/30, awaiting action from Governor's office
- Nick Caputo, forwarded to DAIL Commissioner on 6/12, awaiting action
- Robin Ingenthron
- Sarah Lauderdale, AHS Secretary approved on 6/30, awaiting action from Governor's office

New Appointments

- Asher Edelson, forwarded to DAIL Commissioner on 6/12, awaiting action
- Cara Sachs, forwarded to DAIL Commissioner on 6/12, awaiting action
- Rocko Gieselman, forwarded to DAIL Commissioner on 6/12, awaiting action

B. Member onboarding/training topics (Kate)

Kate reminded the committee that in December 2019 the SRC Coordinator had one-on-one conversations with members and that one of the topics that frequently came up was member orientation and ongoing training topics. These were shared with the Steering Committee at the January 2020 meeting and it was decided that an onboarding protocol should be established, and topics for ongoing member training should be included on the SRC member portion of the website.

Kate walked through the [Draft Member Onboarding Protocol and Training Topics](#) document which provides an outline of member onboarding protocol, training materials currently listed on the SRC website for members, and a list of topics that were requested by Steering Committee members at previous meetings.

She asked the Steering Committee what role they would like in compiling or creating these resources and how they would like her to proceed.

Sherrie said that she would like to see an overview of all SRC committees included on the list.

Nick shared that previous materials have been useful.

Sarah said that she is comfortable with Kate proceeding with the training materials as outlined and having them shared with the Steering Committee when they are ready. Others agreed, and James shared that he and Kate will continue to be in frequent communication about this during their supervision meetings.

Conclusions:

Add gubernatorial appointment rules and SRC's role in member applications to a future meeting agenda.

Kate to move forward with compiling onboarding resources listed, including an overview of SRC committees, and will continue to be in communication with James about this topic at supervision meetings.

Action Items, Person Responsible, Deadline:

- Include gubernatorial appointment rules and SRC's role in member applications to the November meeting agenda, **Sarah Lauderville, Kate Larose**, 10/15/20

6) October 1, 2020 Retreat Planning (Group)**Discussion:**

James started by sharing the context of past SRC retreats and that in the past there has seemed to be a reorganization of SRC committee structures every few years. He said perhaps it is now time for that again given the new members we have onboard and because it has been a few years since we've revisited the structures. He shared that, unlike past annual retreats, that the October 1st event will likely be a remote retreat this year.

Sherrie asked if there is a facilitator who can help support us through this process, especially given that this will be an online platform.

Diane shared that Heather Batalion is the training coordinator with VocRehab and has experience using Zoom as a platform for this type of event. She also shared that Sharon Behar is a consultant that they frequently use at VR. Sharon recently facilitated a two part meeting through the Governor's Equity, Workforce, and Diversity Council that was well received, and that VR would make both Sharon's and Heather's services available to the SRC.

Sarah shared that Sharon would be great at this and would welcome her support.

Sherrie asked about preliminary work. Diane said a planning group would be needed and suggested that the Steering Committee serve as the planning group to work through both the mechanics of the meeting as well as the agenda with Sharon and Heather.

James said that, in terms of agenda, he hoped half of the day would be focused on needs assessment with the other half of the day on reorganization. He said that one idea he already has for the needs assessment portion would be that he and Nick select 10 or so data points from the needs assessment (as the PR Committee has already analyzed and discussed much of the data), and share that data ahead of time with members. Members would then be split into breakout groups to discuss those, as well as to generate ideas that can be incorporated into the final needs assessment draft to make it manageable. James and Nick could then move between the small groups to answer questions about data. The hope is that this structure would help to create more meaningful input, and opportunities for members to engage in a non-threatening way.

Diane shared that this is a real strength of Sharon's facilitation style, and is confident that Sharon can design a process that will help to meet these outcomes.

Kate will reach out to Sharon and Heather in scheduling two planning meetings with the Steering Committee: a meeting in August, and the already scheduled meeting on September 3rd. Nick shared that he is unavailable the week of Bennington Battle Day.

Nick shared the requests below from the Performance Review Committee. The Steering Committee decided we will revisit the list below at the September meeting.

Requests from the Performance Review Committee

- *Bring Youth Survey Data forward as a full SRC agenda item to next Steering Committee meeting, James Smith, summer steering committee meeting.*
- *Request time on the retreat agenda for needs assessment input, Nick Caputo, summer steering committee meeting.*
- *Share the list of potential agenda items [below] with the Steering Committee, Nick Caputo, James Smith, Kate Larose, summer meeting.*

Share the following items with the Steering Committee to determine which fit best to be retreat, committee, or full SRC agenda items:

- *Save space on the next committee agenda for any relevant items that are raised during the retreat.*
- *Invite VR counselors to come in and share successes and challenges and the stories behind them, and experience and challenges in supporting the consumers they serve to inform us as a committee as to best practice and changes in practice given COVID.*
- *Invite VR consumers to share their experiences of what's working well and the challenges of working with VR.*
- *Have a VR counselor who works in corrections do a presentation to the committee.*
- *Follow up on the Youth Survey once results are available.*
- *James wondered if it would be possible to have a COVID assessment as he suspects pandemic related job loss might be disproportionate for folks with disabilities and a presentation consisting of additional data and/or observations would be useful.*

Conclusions:

Kate will work with Steering Committee members, Sharon, and Heather to schedule a retreat planning meeting in August. (And the regularly scheduled September meeting will serve as a second planning meeting.)

The list of topics from the PR Committee will be revisited by the Steering Committee at the September meeting.

Action Items, Person Responsible, Deadline:

- Include list of topics brought forward by the PR Committee at the September Steering Committee meeting, **Nick Caputo, Kate Larose, 9/3/20**
- Schedule Doodle poll for August planning meeting, **Kate Larose, 7/25/20**
- Send calendar invite to Heather and Sharon for September meeting, **Kate Larose, 7/25/20**

7) Other Business (Sarah Launderville)**A. Senator Casey Disability Employment Summit**

Sam shared the invitation for Senator Casey's Virtual Disability Employment Summit happening on Friday, July 24 from 10:30 a.m. to 11:45 a.m. The Summit will be broadcast live starting at 10:30 a.m. and people can register at <https://www.casey.senate.gov/summit>

B. Vermont Coalition for Disability Rights Survey Presentation

Sarah shared that a training was held last Friday on disabilities and COVID entitled "Programs & Advocacy During the Pandemic". The survey data shared at the training was a useful resource for people, and the link to the training and data will be available soon.

Conclusions:

Sam will attend the employment summit and share what he learned with the Steering Committee.

Action Items, Person Responsible, Deadline:

- Kate to email Friday training invitation to Steering Committee members, **Kate Larose, 7/21/2020**

8) Adjournment (Sarah Launderville)**Discussion:**

Sarah called the meeting adjourned at 2:03 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose, 7/25/2020**
- Draft minutes emailed to Committee members, **Kate Larose, 7/25/2020**

- Minutes approved, **Committee**, 9/3/2020
- Approved minutes uploaded to website, **Kate Larose**, 9/8/2020