

**Draft Minutes**  
SRC STEERING COMMITTEE  
Thursday, March 3, 2022  
2:00 PM – 3:30 PM  
Waterbury State Office Building, Ash and Zoom

**Meeting called by:**

Asher Edelson called the meeting to order at 2:01 PM

**Members Present:**

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

**Members Absent:**

- Gina D'Ambrosio, SRC Vice Chair

**SRC Liaison:**

- Amanda Arnold
- James Smith

**SRC Coordinator:**

- Kate Larose

**Interpreters:**

None

**Speakers or Presenters:**

None

**Guests:**

- Heather Batalion

**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. Sherrie moved to approve the agenda as presented. No further discussion. Approved via vote of 4-0-0

### **Conclusions:**

Motion passes: today's agenda accepted.

### **Action Items, Person Responsible, Deadline:**

None

## 3) Open for Public Comment (Asher Edelson)

### **Discussion:**

None.

### **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 January 13, 2022](#).

Cari moved to approve the minutes and it was seconded. No discussion. Approved via vote of 4-0-0

### **Conclusions:**

January 13, 2022 minutes were approved

### **Action Items, Person Responsible, Deadline:**

- Approved minutes uploaded to SRC website, **Kate Larose**, 3/7/2022

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

### **Discussion:**

Kate provided the updated membership snapshot and noted that one member has requested leave through July.

### **Conclusions:**

See above.

**Action Items, Person Responsible, Deadline:**

- n/a

**6) Accessible SRC Meetings** (Kate Larose)

**Discussion:**

At the last meeting Steering Committee members asked Kate to compile recommendations regarding meeting accessibility, to meet with Fred Jones at DBVI, and to send out a survey to SRC members. Kate shared the draft guide and survey responses requested. She also shared that additional recommendations were provided by Cara, which Kate forwarded to the Steering Committee for possible integration into the guide.

The request was made to change the language in the guide so that it reflects all virtual platforms instead of just Zoom.

Sherrie added that 14-point sans serif font is a national standard.

**Conclusions:**

The decision was made to have all Steering Committee members take the time to review the draft guide and provide their feedback.

**Action Items, Person Responsible, Deadline:**

- Touch base with DAIL legal counsel about meeting recording, **Diane and James**, 3/15/2022
- Review draft guide and provide any recommendations for further changes to Amanda, **All Steering Committee Members**, 4/15/2022

**7) Bylaws Review** (Group)

**Discussion:**

At the last meeting the Steering Committee requested that Kate share her notes about current bylaws. James shared that some of the functions listed are handled in committees such as Performance Review. Asher shared that making meetings more accessible helps us to meet our purpose of providing user friendly information and Diane added that the rebrand and new website helps address this, too.

James wondered if the current bylaws are reflective of changes to the law after WIOA and suggested that there be a more substantive review of the current legal language.

Sherrie wondered if it makes sense to have the bylaws be reviewed by the Policies & Procedures Committee. James and Sherrie said they would be willing to take a first pass at reviewing.

Diane said she will check with RSA about informational memoranda.

Kate shared that the [NCSRC](#) also has trainings for SRCs on bylaws review and development and additional information in the [blue book](#).

**Conclusions:**

See above.

**Action Items, Person Responsible, Deadline:**

- Review legislative language and current bylaws, **Sherrie and James**, 4/15/2022
- Check with RSA to see if informational memoranda exist on the topic of bylaws, **Diane**, 4/15/2022

**8) [SRC Staff Transition](#) (Group)**

**Discussion:**

Kate shared the draft workplan that has been provided to Amanda and Heather, including all training videos. James shared that the position is being rehired for and the first step is to get the position reclassified. Once that happens members of the Steering Committee will be invited to serve on the interview committee.

**Conclusions:**

Thanks to everyone!

**Action Items, Person Responsible, Deadline:**

None

**9) [Agenda Discussion for April 7, 2022 Full SRC Meeting](#) (Group)**

**Discussion:**

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes –February 3, 2022 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 (Maria Burt)
- 9) Break
- 10) Presentation: VCAP
- 11) Presentation: DEIA
- 12) Round Table

### 13) Adjournment

Diane shared that in years past all regional managers have been invited to the Full SRC meeting for the consumer satisfaction survey results.

Amanda checked and preliminary consumer satisfaction survey results won't be available until late April so that topic will be moved to the June meeting.

It was decided that the Steering Committee report could include bylaws and accessible meetings in the updates.

It was decided that April presentation topics would be VCAP and DEIA.

#### **Conclusions:**

See above

#### **Action Items, Person Responsible, Deadline:**

- Contact presenters for April Full SRC meeting, **Amanda Arnold**, 3/10/2022
- Post meeting agenda and packet on website and calendar invites, **Amanda and Heather**, 3/28/2022

### **10) Other Business** (Asher Edelson)

There was no other business.

#### **Conclusions:**

See above

#### **Action Items, Person Responsible, Deadline:**

None.

### **11) Adjournment** (Asher Edelson)

Sherrie moved to adjourn and it was unanimously approved. Asher called the meeting adjourned at 3:14pm.

#### **Action Items, Person Responsible, Deadline:**

- Draft minutes uploaded to SRC website, **Kate Larose**, 3/7/2022
- Draft minutes emailed to Committee members, **Kate Larose**, 3/7/2022
- Minutes approved, **Committee**, 5/5/2022
- Approved minutes uploaded to website, **Amanda Arnold**, 5/10/2022