

Draft Minutes
SRC STEERING COMMITTEE
Thursday, March 4, 2021
2:00 PM – 3:30 PM
via Zoom

Meeting called by:

Nick Caputo called the meeting to order at 2:03pm.

Members Present:

- 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:

- Sarah Launderville, SRC Chair

SRC Liaison:

- James Smith
- Amanda Arnold

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

None

1) Introductions (Nick Caputo)

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 (Nick Caputo)

Discussion:

Nick asked for any proposed additions or changes to the agenda. Diane said that at the AOE Committee meeting a request was made to include the marketing plan in the next agenda discussion. It was agreed that it would be discussed under "agenda building". Sherrie moved to approve the agenda as presented. No further discussion. Approved via vote of 3-0-0

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 from January 7, 2021](#) (Nick Caputo)

Discussion:

Nick asked for any proposed changes or amendments to the [Minutes from January 7, 2021](#). There were none. Sherrie moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-0-0

Conclusions:

January 7, 2021 minutes were approved

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 3/9/2021

5) Membership/Succession Planning (Kate Larose)

Discussion:

Kate walked through the following report:

SRC Membership Snapshot

SRC Membership as of March 2021

Role	# of Members
Members Who Disclosed Disability in Application	13
Business, Industry, Labor Representative	6
Client Assistance Program Representative	1
Community Rehabilitation Program Service Provider	3
Current or Former VR Applicant or Recipient	7
Designated State Unit Director	1
Disability Group Representative	1
Parent Training and Information Center Representative	1
State Educational Agency	1
State Workforce Development Board	1
Statewide Independent Living Council Representative	1
VR Counselor	2

Total Members (including non-voting and SRC liaison)	28
Total Voting Members	22
Total Members with Disability	13
Percent of SRC who are PWD	59%

Pending Appointment

- Laura Siegel
- Lexia Stanley

Membership Terms

Last Name	First Name	Term	Initial Appointment Date	Term Expiration Date
Ahtúnan	Emily	First	02/24/21	09/30/23
Arnold	Amanda			
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
Sterling	Sarah	First	02/24/21	09/30/23
Wehman	Patricia	First	01/01/20	09/30/22

Committee Membership

Steering Committee	5
Performance Review	9
Policy & Procedures	8
AOE	14

Membership Demographics

Geographic Representation

County	# of SRC Members	% of SRC Members
Addison	1	3.8%
Bennington	2	7.7%
Caledonia	0	0.0%
Chittenden	11	42.3%
Essex	0	0.0%
Franklin	1	3.8%
Grand Isle	1	3.8%
Lamoille	1	3.8%
Orange	4	15.4%
Orleans	1	3.8%
Rutland	1	3.8%
Washington	4	15.4%
Windham	0	0.0%
Windsor	0	0.0%

Age Distribution*

Category	# of SRC Members
Youth (up to age 24)	0
Age 25-65	21
66 and above	5

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	17
Hispanic or Latino	2

*Data only available for some SRC members

- Nick asked that Steering Committee members bring names for potential chairs to the next meeting
- Diane asked that subsequent reports include the membership categories of people next to their terms.
- James wondered if succession planning might make a good topic for a full SRC meeting. Kate will include it on the agenda building item for the next Steering Committee meeting.
- Sherrie asked when we should be actively reaching out to members to see if they are interested in reapplying. Kate shared that—to date—she has reached out to people in the early summer.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Bring names for potential committee chairs to the next Steering Committee meeting, **All Steering Committee Members**, 5/6/2021
- Update member terms reports to include membership categories, **Kate Larose**, 5/1/2021
- Add “succession planning” to next agenda building item, **Kate Larose**, 4/15/2021

6) Vote: 2022 Meeting Schedule (Kate Larose)

Kate shared the draft 2022 Meeting Schedule. Nick moved to approve the 2022 meeting schedule. Sam seconded. No further discussion. Approved via vote of 3-0-0

Conclusions:

Motions passes; 2022 meeting schedule approved.

Action Items, Person Responsible, Deadline:

- Update website, **Kate Larose**, 3/15/2021

7) Supporting Member Engagement (Group)

Nick and Kate walked members through large group and small group discussion. Responses below.

What do we want and need from members in terms of engagement at meetings?

- Active participation
- Accessible materials
- Preparation before the meeting so they are feeling ready to engage.
- Framing the content, giving context, simple language
- Expectations of why they are hearing the content and what they should do with it

- A reminder that everyone has something to add and clarity on what their role is in the agenda item/materials being presented
- Ways to engage that help members overcome fear and anxiety
- Breaking tasks down smaller chunks, identifying specific focus areas for feedback, and using open-ended questions to help people gather their thoughts.
- Plain language descriptions that people can read in advance.

How might we best structure committee and full SRC meetings to ensure that we are creating opportunity for this type of engagement?

- Nick: Breakouts help as it's a lot less intimidating when there are pairs or small groups, especially if you are a new member or an introvert
- Sherrie: Make complex material more accessible. One strategy could be putting things in plain language in an abbreviated form. With support with from Kate, share with members a bullet points summary or questions that we want them to think about in advance.
- Sam: Ensure that people have materials ahead of time.
- Nick: Points to ponder and questions to think about ahead of time.
- Sherrie: Wonder about adopting a practice of committee chairs checking in with new members before or after first meetings as this would help to deepen relationships.
- Diane: Helping all to be heard including providing closed captioning.
- Diane: In advance of meetings being mindful of what questions we can ask that will draw out conversation. Be intentional: what is our goal in sharing this with members? How can we promote engagement and have members feel like they added value? Ask people to think about it from the consumer's perspective.
- James: Frame issues in accessible language

What's one thing you want to remind yourself of before facilitating your next SRC meeting/committee meeting?

- Nick: Honor the introverts
- Amanda: Take time to think through open ended questions that allow everyone to participate.
- Diane: Why are we discussing this topic and what do we want to accomplish and need from members?
- Sam: Find the right balance between condescension and "talking over people's heads"
- James: Use breakouts for smaller group discussions
- Sherrie: Help members participate by giving information beforehand that will help them participate in the discussion.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Schedule email reminders to Steering Committee members before their next meetings, **Kate Larose**, 3/10/2021

8) Agenda Discussion for April 1, 2021 Full SRC Meeting (Group)

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes – February 4, 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 Managers’ Updates (Will Pendlebury and Nancy Dwyer)
- 9) Break
- 10) Presentations: The Place Marketing Plan
- 11) Reallotment Update
- 12) Other Business- Standing Item of VR Trainings
- 13) Round Table
- 14) Adjournment

Discussion:

- The last time VR did a marketing plan was 15-20 years ago.
- Diane and James will work on a background document with framing and some suggested open-ended questions for members to think about before sharing the marketing plan.
- Add VR training invitations as a standing item to full SRC meetings.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Determine who should present The Place Marketing Plan and send them a meeting invitation, **James Smith**, 3/12/2021
- Draft open-ended questions for the presentation, **James Smith and Diane Dalmasse**, 3/19/2021

9) Other Business (Nick Caputo)

A. Not So Secret Shopper

James shared the “not so secret shopper” outreach that SRC members had been encouraged to do in the past. This consisted of reaching out to their regional VR office and going through a modified intake process so they have

a better understanding of the consumer experience, services and supports offered, as well as relationship building with their local VR staff members. It was decided that this should be added to the next Steering Committee agenda.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Place "Not So Secret Shopper" on the next SC agenda, **Kate Larose**, 4/15/2021

10) Adjournment (Nick Caputo)

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

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 3/9/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 3/9/2021
- Minutes approved, **Committee**, 5/6/2021
- Approved minutes uploaded to website, **Kate Larose**, 5/6/2021