

Draft Minutes
SRC STEERING COMMITTEE
Thursday, March 5, 2020, 2:00 PM – 3:30 PM
Waterbury Vocational Rehabilitation, Room Cherry C
HC 2 South 280 State Drive, Waterbury, VT 05671

Meeting called by:

Brian Smith, Chair, called the meeting to order at 2:08pm

Members Present:

- Marlena Hughes, Chair, PR Committee
- Sam Liss, Chair, AOE Committee
- Diane Dalmasse, Director, Division of Vocational Rehabilitation
- Brian Smith, SRC Vice Chair
- Sherrie Brunelle, Chair, P & P Committee (via Skype)

Members Absent:

- Sarah Launderville, SRC Chair

SRC Liaison:

- James Smith

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

None

1) Introductions (Brian 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 (Brian Smith)

Discussion:

Brian asked for any proposed additions or changes to the agenda. Sam moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 3-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Brian Smith)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Minutes for January 9, 2020 (Brian Smith)

Discussion:

Brian asked for any proposed changes or amendments to the January 9, 2020 minutes. There were none. Sam moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 3-0-0

Conclusions:

January 9, 2020 minutes were approved.

Action Items, Person Responsible, Deadline:

- Upload approved minutes to the SRC website, Kate Larose, 3/10/2020

5) Miscellaneous

A. Status of Appointments Update (Kate)

Kate shared the chart below. [Names of members redacted in the minutes for privacy purposes.]

Role	# of Members	Member Names
Members Who Disclosed Disability in Application	9	
Business, Industry, Labor Representative	5	
Client Assistance Program Representative	1	
Community Rehabilitation Program Service Provider	3	
Current or Former VR Applicant or Recipient	5	
Designated State Unit Director	1	

Disability Group Representative	1
Parent Training and Information Center Representative	2
State Educational Agency	1
State Workforce Development Board	1
Statewide Independent Living Council Representative	1
VR Counselor	1

Total Members	22
Total Members with Disability	9
Percent of SRC who are PWD	41%

She shared that it is her understanding that the majority of SRC members need to be people with disabilities and she read recent guidance from an email from RSA. From that, it was determined that 20 should be used as the denominator to calculate percent of SRC members who are persons with a disability. She shared that members with a disability are currently calculated based on people who disclose in their membership application. Members of the group said that it is likely that the number should be closer to 11 based on what had been shared in the past. Kate will follow-up with two members. It was also determined that members who do not disclose in the application, but who later experience disability, will be counted in this number moving forward, and that the definition of disability will be self-determined. (The example given was a member of the group who needed a disabled parking placard.)

B. Coordinator workplan (Kate)

Kate shared her workplan below, noting the updates made as a result of requests at the last steering committee meeting. James shared that the steering committee will need to review draft recruitment materials.

December	January	February	March	April	May
<ul style="list-style-type: none"> • Reserve Card Room for 2021 • Update website with new contact information • Upload annual report • Contact venue re: annual retreat event • Set up Outlook groups for committees • Merge member contact info into one document • Read through past documents 	<ul style="list-style-type: none"> • Complete member phone calls • Create process for transportation requests • Schedule rooms and create schedule for 2021 meetings 	<ul style="list-style-type: none"> • Participate in accessibility training • Create guidelines for interactive meetings and sample meeting template 	<ul style="list-style-type: none"> • Meet/schedule phone calls with new members • Outline plan for initial member orientation and ongoing training • Update and distribute member contact information brochure 	<ul style="list-style-type: none"> • Provide any needed materials and support for legislative day • Develop member recruitment materials • Schedule presentations for recruitment: <ul style="list-style-type: none"> • Tara, Youth Advocacy Council • Nat, CWS 	<ul style="list-style-type: none"> • Create orientation materials • Create ongoing training materials • Start quarterly check in calls (May, Aug, Nov, Feb) • Additional projects as needed/desired by the SRC

Ongoing/Recurring Tasks

- Track new member appointments and reappointments, and send reminders/updates as needed
- Create and send out calendar meeting invites
- Participate in monthly NCSRC calls and other partner meetings as requested
- Draft monthly meeting agendas for review of committee chair
- Full council meetings: handle catering, write coordinator reports
- 10 calendar days prior to meetings: Distribute meeting packets via email and online (and mailed for full council meetings)
- 7 days prior to meetings: Email BGS Security with attendance lists
- At meetings: Set up banner, take minutes, have materials printed out and available for distribution
- 5 calendar days after meetings: Distribute draft meeting minutes via email and post online

Conclusions

It was decided that SRC members will not be identified by role in materials or on the website.

Action Items, Person Responsible, Deadline:

- Update SRC "Who We Are" webpage to include navigation links to "Current Members" and "Apply for Membership" in the website body, **Kate Larose**, 3/08/2020
- Update SRC "Current Members" webpage, **Kate Larose**, 3/08/2020
- Reach out to the two SRC members named and update SRC membership numbers accordingly, **Kate Larose**, 3/12/2020

6) Recruitment of People with Disabilities (Group)

Kate asked the steering committee their ideas for how we might recruit more people with disabilities to the SRC. The following ideas were shared:

- Working with Martha at Vermont Family Network
- Working with Tara and the YAC, and having current SRC members talk about the role with YAC members who will be attending the card room event
- Talking to Max and Karen to recruit someone from Green Mountain Self-Advocates
- Reaching out to Hilary Melton who runs Pathways
- Asking Karen Lafayette to put out a request through the VCDR listserve
- Approaching VCIL
- Send out an email to current SRC membership to solicit names for good candidates

Diane shared that the current membership size works best. She suggested that targeted outreach would be a better fit than blanket outreach and suggested the Steering Committee look at list of VCDR membership and go through those organizations to identify potential places to recruit in the future. Ideally we would think about the diversity that we would like represented on the SRC (i.e., Autism Spectrum disorder, TBI, etc.) and reach out specifically to those communities.

Kate wondered if, given the SRC majority balance, it makes sense for her to focus on first recruiting members with disabilities over business members. James shared that we wouldn't want to wait on bringing a business onboard. Sherrie said that we want to meet the requirements as well as the intent behind the requirements.

Conclusions

Kate will draft recruitment materials and get guidance from James regarding the specific recruitment tasks she should be working on.

Action Items, Person Responsible, Deadline:

- Draft recruitment materials to be shared with the Steering Committee, **Kate Larose**, April 30, 2020

7) Agenda Discussion for April 9, 2020 (Group)

The group decided on the agenda below for the April 9, 2020 meeting. James suggested creating a standard template for VR managers to use in their report outs given the past differences in VR manager reports. He said that this might include something new that is happening, one challenge, and one success story. He and Diane will work on putting this together. It was decided that Sam will have a little more time on committee chair updates so that he can include the AOE Ad hoc committee in his report out.

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes – February 19, 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) VR Regional Managers' Updates (Shaun Donahue and Mark Ciociola)
- 9) Break
- 10) Presentation: Tom Hamilton, SILC
- 11) Youth Survey Draft
- 12) Other Business
- 13) Round Table
- 14) Adjournment

Conclusions

Kate will draft recruitment materials and get guidance from James regarding the specific recruitment tasks she should be working on.

Action Items, Person Responsible, Deadline:

- Email Kate regarding Youth Draft Survey agenda item with time needed and name of presenter, **Diane Dalmasse**, 3/13/2020
- Create a template for VR managers to use in their reports, **James Smith and Diane Dalmasse**, 3/27/2020
- Send template to Mark and Shaun in advance of the April meeting, **Kate Larose**, 3/27/2020

8) Plan out presentations for 2020:

- June 4, 2020

Tentative: Jess DeCarolus, Dual Enrollment, Agency of Education

- December 2, 2020
 - Steve Dickens and Marc Adams?
 - Benefits counselors?

Kate shared that Jess is tentative for the June meeting, awaiting confirmation from today's meeting. James said that when Jess presents it would also be good to have Tara and Maryann Langelo present.

It was decided that it was too soon to be planning for December and that will be revisited at a future steering committee meeting.

Conclusions

Once Jess is confirmed, Kate will let James know so that he can reach out to Tara and Maryann.

Action Items, Person Responsible, Deadline:

- Confirm Jess' participation at the June 4th meeting and let James know, **Kate Larose**, 3/20/2020
- Once Jess is confirmed, reach out to Tara and Maryann to see if they can present at the June 4th meeting, **James Smith**, 4/17/2020

9) Other Business (Brian Smith)

A. Card Room Event (Sam Liss)

Sam shared an update from the AOE committee about the SRC Card Room event taking place on April 2nd. (See [page 3](#) of the AOE committee minutes for full details.)

B. Grant Update (Sam Liss)

Sam shared that a grant application was submitted for a career access type pilot program for Vermont. If awarded, the focus will be transition to economic self-sufficiency and the demographic served will be transition aged youth 18-30 with disabilities who are on SSI. It will provide scholarships of up to \$10k with appropriate healthcare to transition out of benefits toward a productive career. People could apply up to the age of 28. Diane shared that VR would be running the service delivery side of the grant if private funding is awarded, and that it would be starting small with maybe 10 people. Brian asked if this would include stonecutters, welders, journeyman, and other careers that would get people a livable wage. Diane shared that yes, this would be the case. The scholarship money would be funneled using ABLE accounts so that it would be protected.

C. Corona Virus (Diane Dalmasse)

Diane shared that VR is looking at how employees might be able to work from home. She also shared that they are getting more guidance and looking at CDC policy regarding self-quarantine. She shared the example of a current employee returning from Italy to whom this would apply. She shared that it will be easier to work from home now that the case management system is cloud-based. Marlena mentioned that DOC also received guidance about working remotely.

Conclusions:

It was agreed that the SRC card room event will move forward.

Action Items, Person Responsible, Deadline:

None

10)Adjournment (Brian Smith)

Discussion:

Brian called the meeting adjourned at 3:27 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 3/10/2020
- Draft minutes emailed to Committee members, **Kate Larose**, 3/10/2020
- Minutes approved, **Committee**, 5/7/2020
- Approved minutes uploaded to website, **Kate Larose**, 5/12/2020