

**Draft Minutes**  
SRC STEERING COMMITTEE  
Thursday, November 5, 2020  
2:00 PM – 3:30 PM  
via Zoom

**Meeting called by:**

James Smith called the meeting to order at 2:08pm. (Sarah Launderville, Chair, was unable to attend and three committee chairs present requested that James facilitate the meeting.)

**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:**

- Brian Smith, SRC Vice Chair
- Sarah Launderville, SRC Chair

**SRC Liaison:**

- James Smith

**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:**

James 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 3-0-0

**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) Approval of Minutes for September 3, 2020** (James Smith)

**Discussion:**

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

**Conclusions:**

September 3, 2020 minutes were approved.

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

- Approved minutes uploaded to SRC website, **Kate Larose**, 11/10/2020

**5) Miscellaneous**

- **Appointment/Reappointment Updates** (Kate)

Kate walked through the two charts below.

Sherrie asked that membership be a standing agenda item for future committee meetings and other members agreed.

Diane asked that future reports include—to the extent possible and with individual names suppressed—geographic, disability category, and demographic breakdown.

SRC Membership as of October 2020

Role	# of Members	Member Names
Members Who Disclosed Disability in Application	11	[Names of members redacted for privacy purposes.]
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	5	[Names of members redacted for privacy purposes.]
Designated State Unit Director	1	Dalmasse
Disability Group Representative	1	Launderville
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

<b>Total Members</b>	
(including non-voting and SRC liaison)	<b>24</b>
<b>Total Voting Members</b>	<b>19</b>
<b>Total Members with Disability</b>	<b>11</b>
<b>Percent of SRC who are PWD</b>	<b>58%</b>

#### 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

## Membership Terms

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

## Committee Membership

Steering Committee	6
Performance Review	9
Policy & Procedures	6
AOE	12

- **Annual Report** (Kate)  
Kate shared the link to the draft annual report above, noting that the text in red will be replaced with new text. Once that happens, she will forward the draft to Steering Committee members for any edits.

**Conclusions:**

- "Membership" shall become a standing agenda item on future Steering Committee agendas with ongoing demographic reports.
- The Steering Committee will review future member applications prior to submission.

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

- Create standing "membership" item on future agendas, **Kate Larose**.
- Meet with James to determine which parts of membership applications should be shared with committee members, **Kate Larose**, 11/18/2020
- Update internal "SRC Member Appointment Process" document, **Kate Larose**, 11/10/2020

**6) Retreat Debrief (Group)****Discussion:****Overall Thoughts**

Nick shared that Sharon and Kate did a great job pulling everything together and thought the Zoom meeting format and breakout sessions worked really well.

Sherrie missed the opportunity for in person connection but thought the facilitation and day went well.

Sam said that with so many uncertainties with the pandemic we are going to have to look at the immediate and intermediate future and make best use of virtual engagement options moving forward.

**New Member Orientation**

(See [page 4 here](#) for past discussion)

Diane and James shared that VR staff could create a series of training videos to provide context and overview of VocRehab.

The committee decided that orientation should start prior to appointment, as soon as possible after an application is submitted.

The committee decided that chairs will create short videos to serve as committee recruitment and training. These videos will provide an overview of the work of their committee, and why someone would want to participate in that committee's work.

**Cultural Competency Training**

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.

### **Conclusions:**

- The committee decided that chairs will create short videos to serve as committee recruitment and training. These videos will provide an overview of the work of their committee, and why someone would want to participate in that committee's work.
- The committee decided that orientation should start prior to appointment, as soon as possible after an application is submitted.
- Diane and James shared that VR staff could create a series of training videos to provide context and overview of VocRehab.
- Include cultural competency training on next Steering Committee agenda.

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

- Update "Member Onboarding Protocol and Training Topics" document, **Kate Larose**, 11/10/2020
- Contact committee chairs to ask the best way to support them in creating and uploading videos, **Kate Larose**, 11/20/2020
- Include Cultural Competency training on next agenda, **Kate Larose**, 12/28/2020

## **7) Requests from PR Committee (Nick Caputo)**

### **Discussion:**

Nick referenced the requests from the Performance Review Committee listed on the agenda:

*The two items below were generated at the October Performance Review Committee. They wanted to share with the Steering Committee for future consideration for full SRC meeting agenda topics:*

- *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*

Diane shared that these are both great ideas. Sam and Sherrie agreed that these would both make good topics for full SRC meetings. Sam suggested that the first item take priority. Sherrie mentioned that this could be combined with SRC updates on COVID guidance.

Diane shared that the governor extended the work from home guidelines for state employees to go at least until March.

**Conclusions:**

Place agenda item number one on February full SRC meeting agenda.

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

- Include VR counselors COVID panel on next committee agenda for February full SRC meeting, **Kate Larose**, 12/28/2020

**8) Agenda Discussion for December 3, 2020 Full SRC Meeting (Group)**

**Discussion:**

James reminded the group that, after several reschedules, the panel on dual enrollment will be happening in December. The committee brainstormed a list of questions for each of the panelists, and the draft list is included below:

**Jess**

- *How many students with 504s and IEPs are participating in dual enrollment?*
- *What impact has virtual learning had on dual enrollment participation?*
- *What does the Vermont Agency of Education view as barriers to dual enrollment participation for students with disabilities?*
- *What opportunities do you see for enhancing and expanding the participation of special education youth in dual enrollment?*
- *From your perspective, how can VR help when it comes to addressing these barriers and realizing these opportunities?*

**Tara**

- *Describe the College Compass project and how it was developed.*
- *Describe the typical college compass participant.*
- *Describe the impact of the program on participants.*
- *Share how VR is expanding to CCV which will include students in dual enrollment.*

**Marianne**

- *Describe the contracted course you organized for your students with CCV. What was included?*
- *Describe how the students and how they perceived themselves before enrolling in program*
- *Describe the students experience in the class and the impact it had on them*

Sam suggested that we check in with Martha before we finalize questions to see if she has any suggested edits given that she first suggested this panel. Sherrie said it would be helpful to hear what Martha is hearing from families as well when it comes to youth in transition. James asked if there was a suggestion to

expand the panel. Sherrie said she is worried about the time allotment so the current size of three panelists feels right. The committee decided that the panel should be about an hour in length including time for questions and answers.

James outlined the needs assessment process to date including extensive input from the annual retreat and in the Performance Review committee and asked if holding a vote at the December meeting made sense. (He referenced both the [major findings](#) and [first draft](#) documents.) The steering committee members agreed that it did. It was decided that 10 minutes of time on the agenda works, and members agreed that the major findings document should be sent out in advance along with a framing of the detailed work and input that has already occurred. In the email Kate can request that people review the document and send along any questions for clarification they might have.

It was decided that the regional manager format that was used at the last SRC meeting be used again for Cindy and Nancy.

- 1) Introductions.
- 2) Approval of Agenda.
- 3) Open for Public Comment
- 4) Approval of Minutes – June 4, 2020 Full SRC and October 1, 2020 Retreat
- 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 (Cindy Seguin and Nancy Dwyer)
- 9) Break
- 10) Vote: Needs Assessment
- 11) Presentations:
  - Jess DeCarolis, Dual Enrollment, Agency of Education
  - Tara Howe, Transition, VR
  - Marianne Langelo, Contracted Classes, VR
- 11) Other Business
- 12) Round Table
- 13) Adjournment

**Conclusions:**

See above

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

- Email Martha list of draft panel questions, **Kate Larose**, 11/7/2020



- Send email to SRC members in advance of meeting to frame needs assessment vote, **Kate Larose**, 11/30/2020
- Forward regional manager template to Diane and James, **Kate Larose**, 11/7/2020

## **9) Other Business** (James Smith)

Sam shared the news that Bob Hannan—a longtime VR counselor who was passionate about services for veterans and a veteran himself—recently died. Bob worked at the Barre and Bennington offices, and was instrumental in building the Vietnam memorial at the Vermont Veterans' Home in Bennington. A tribute to his life is being planned for the summer.

### **Conclusions:**

n/a

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

n/a

## **9) Adjournment** (James Smith)

Sherrie moved to adjourn and it was unanimously approved. James called the meeting adjourned at 3:22 p.m.

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

- Draft minutes uploaded to SRC website, **Kate Larose**, 11/10/2020
- Draft minutes emailed to Committee members, **Kate Larose**, 11/10/2020
- Minutes approved, **Committee**, 1/07/2021
- Approved minutes uploaded to website, **Kate Larose**, 1/12/2021