

## **Agenda**

SRC STEERING COMMITTEE

Thursday, March 5, 2020

2:00 PM – 3:30 PM

Waterbury Vocational Rehabilitation

Room Ash

HC 2 South 280 State Drive, Waterbury, VT 05671

- |                          |   |
|--------------------------|---|
| <b>2:00 PM - 2:03 PM</b> | <b>Introductions</b> (Sarah Launderville, Chair)  |
| <b>2:03 PM - 2:05 PM</b> | <b>Approval of Agenda</b> (Sarah Launderville)  |
| <b>2:05 PM – 2:08 PM</b> | <b>Open for Public Comment</b>  |
| <b>2:08 PM – 2:10 PM</b> | <b>Approval of Minutes</b> (Sarah Launderville)<br><a href="#">Minutes from January 9, 2020.</a>  |
| <b>2:10 PM - 2:20 PM</b> | <b>Miscellaneous</b><br>1) Status of Appointments Update (Kate)<br>2) Coordinator workplan (Kate)   |
| <b>2:20PM – 2:40 PM</b>  | <b>Recruitment of People with Disabilities</b> (Group)  |
| <b>2:40 PM – 3:00 PM</b> | <b>Agenda Discussion for April 9, 2020 Full SRC Meeting</b> (Group)<br>1) Introductions<br>2) Approval of Agenda<br>3) Open for Public Comment<br>4) Approval of Minutes – February 19, 2020 Full SRC Consent Agenda – Approved Committee Minutes & Coordinator’s Report<br>6) Committee Chair Updates (5 minutes each with no written reports)<br>7) Director’s Report<br>8) VR Regional Managers’ Updates (Shaun Donahue and Mark Ciociola)<br>9) Break<br>10) Presentation: Tom Hamilton, SILC<br>11) Other Business<br>12) Round Table<br>13) Adjournment |
| <b>3:00 PM – 3:20 PM</b> | <b>Plan out presentations for 2020:</b> <ul style="list-style-type: none"><li>• June 4, 2020<br/>Tentative: Jess DeCarolis, Dual Enrollment, Agency of Education</li></ul>  |

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

**3:20 PM - 3:30 PM**

**Other Business** (Sarah Lauderdale)

- 1) SRC Card Room event
- 2) Other

**3:30 PM**

**Adjournment** (Sarah Lauderdale)

**Draft Minutes**  
SRC STEERING COMMITTEE  
Thursday, January 9, 2020, 2:00 PM – 3:30 PM  
Waterbury Vocational Rehabilitation, Room Cherry A  
HC 2 South 280 State Drive, Waterbury, VT 05671

**Meeting called by:**

Sarah Launderville, Chair, called the meeting to order at 2:13pm

**Members Present:**

- Marlena Hughes, Chair, PR Committee
- Sarah Launderville, SRC Chair
- Sam Liss, Chair, AOE Committee
- Diane Dalmasse, Director, Division of Vocational Rehabilitation

**Members Absent:**

- Sherrie Brunelle, Chair, P & P Committee
- 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)

**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. There was a request to add two additional items to the agenda under Miscellaneous: "2021 Meeting Dates" and "James Update". 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 (Sarah Launderville)**

### **Discussion:**

No one from the public was present.

### **Conclusions:**

n/a

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

None

## **4) Approval of Minutes for November 7, 2019 (Sarah Launderville)**

### **Discussion:**

Sarah asked for any proposed changes or amendments to the November 7, 2019 minutes. There were none. Sam moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 3-0-0

### **Conclusions:**

November 7, 2019 minutes were approved.

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

Upload approved minutes to the SRC website, **Kate Larose**, 1/13/2020

## **5) Miscellaneous**

### **A. James Update (James)**

James shared that he has a family event on the day of the next SRC meeting so will not be able to attend the performance review committee or the full SRC meeting. He has asked Alice Porter to attend in his place at the performance review committee meeting. Diane will be present at the full council meeting and will be available to answer questions about the relevant draft goals and priorities in the state plan.

### **B. Status of Appointments Update (Kate)**

Kate shared that the Governor's office emailed yesterday with news that six appointments had been approved: Helena Kehne, Kristen Carpentier, Danielle Dubois, Gina D'Ambrosio, Patricia Wehman, and Ana Kolbach (three members are replacing other members and completing out their terms, and three are initial appointments). She has also reached out internally regarding five reappointments that were requested last year and expired September 2019 (Brian Smith, Martha Frank, Sherrie Brunelle, Sam Liss, Rose Lucenti). Sam stated that his understanding from previous years is that SRC appointments continue to remain valid after expiration date so long as the Governor did not appoint someone to fill their place. James shared that in the past there have been two VR counselors on the SRC which would be good to have moving forward and also asked Kate to work with Nat Piper who is a business outreach manager to identify one more employer. Kate asked how new appointments should be shared. Sarah requested that bios be shared at their first meeting. Sam requested that it would also be good to share these on the website if possible. Diane asked that we go around the table at the first meeting so new members could say a few words about themselves as way of introduction. It was requested that, moving forward, Kate check in with new and potential members about their SRC role association being shared publicly.

#### **C. 2020 Retreat Venue** (Kate)

Kate shared that the Trapp Family Lodge has availability for October 1, 2020, and they are able to offer the same pricing as last year with rental of the Mozart room for \$100 and meals at \$34 per person. The hotel is tentatively holding the space until next week. It was agreed that we will move forward with the Trapp Family Lodge.

#### **D. Vote: 2021 Meeting Dates**

Kate presented a draft calendar of 2021 meeting dates and potential locations which have been reserved. She also shared that the card room request for 2021 has been submitted to the Sergeant-at-Arms. Committee members shared concerns about Cherry C as a meeting room as it can be too noisy when there are meetings in the adjoining room. Kate will look at booking Cedar or Ash for these meeting dates. Sarah asked for a motion to accept the 2021 meeting dates and times. Sam so moved, and it was seconded. No discussion. All approved. Vote unanimous 3-0-0

#### **Member Phone Conversation Learnings** (Kate)

**Discussion:** Kate shared the results of the 11 one-on-one phone conversations she has had thus far and stated that four more meetings are in process of being scheduled. Committee members took turns sharing their thoughts.

Diane

- We need to develop a comprehensive onboarding protocol that should include initial orientation and ongoing training.
- Thanks to Sam and Tim there are transportation resources we can access and we need to figure out what the process is for arranging rides and then make it a clear and straight-forward process.
- Concerned about the notion that people may not be feeling safe as a meeting accessibility issue, and we have both introverts and extroverts on the council and we want to enable all to participate. We need to think through ground rules for how we ensure that meetings are as accessible as possible.
- We are always trying to make these meetings interactive with less talking heads and we need our agendas to reflect that moving forward.

#### Sam

- What stood out for me are the statements made about using one's advocacy experience and passion to better include people with disabilities but also in contributing to ways that VR and the SRC handle the employment process.
- Also appreciated seeing that some members shared their gifts regarding good writing skills as they can capture the gist of what's being said in plain language and we need to use that.
- Ensuring that training includes how VR fits in with independent living and the disability rights movement.

#### Marlena

- As an educator I am really into inclusion and am jazzed up about the ideas for interactivity. I especially like the idea of having a road map and seeing meeting agendas move towards interactivity as every voice matters.

#### James

- I am wondering about creating a template for the full SRC meetings that includes a sample layout to follow (for example, one presentation, one interactive item, one decision making item, etc.) to help us to always follow a similar structure just as teachers have lesson plans that encompass different learning styles. I like the idea of regular calls from Kate to members to check in but wondering if quarterly might be too much.
- Most of the agenda items comes from VR and the steering committee. How about having a way for members to suggest agenda items?
- Sharon Behar is a consultant who can perhaps talk to us and share how we can create an agenda template that works for all.

#### Sarah

- Like the idea of new member onboarding
- We have a member who has the ability to write in plain language who we can use as a resource. More cognitive accessibility in our materials would be great.

- The idea of moving the microphone around as we cannot hear people around the table.
- Making sure we address the transportation issue. People have not approached it this way, but requests for transportation are reasonable accommodations requests and we need to be cautious and careful about emails going out to everyone. Would like to see the process streamlined and have all requests go through Kate.
- The idea of the coordinator checking in with folks quarterly. This seems like a proactive way to identify any issues or barriers to participation and it builds communication and trust. Even if people don't feel comfortable sharing or naming a need or concern at the first meeting perhaps by the third check-in they will feel comfortable to share.
- The list of what we all bring to the table is awesome and I continue to be impressed with the group.

Sarah asked if there was anything named that Steering Committee members would not be in support of. Everyone agreed with the ideas shared and Kate was asked to work on these items in the months ahead.

### **Conclusions:**

See above.

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

- Request contract from Trapp Family Lodge, **Kate Larose**, 1/13/2020
- Schedule meeting with Nat Piper, **Kate Larose**, 1/13/2020
- Confirm what information is shared on the Governor's website about SRC members, **Kate Larose**, 1/13/2020
- Check in with James about second VR counselor council member, **Kate Larose**, 1/13/2020
- Reserve rooms and upload approved 2021 meeting schedule to the website, **Kate Larose**, 1/30/2020
- Email draft goals and priorities to Kate to be forwarded to SRC, **James Smith**, 1/30/2020
- Reach out to Tim Bradshaw and Morgan Prouty to get clarity on the transportation request process, **Kate Larose**, 1/13/2020
- Update workplan to reflect the requests above, **Kate Larose**, 1/30/2020

## **6) Agenda Discussion for February 6, 2020 Full SRC Meeting (Group)**

### **Discussion:**

To the extent possible, the group expressed interest in having the February agenda reflect the recommendations and conversation above including breaking up the two presentations and asking that the presenters build in or be prepared for something interactive such as an activity or discussion. As we will have new members, introductions will be extended to 16 minutes. To aid in this, we will have bios of the six new members included in the meeting packet. Tom will

need to be before the break. Diane suggested interspersing business items with the presentations (for example, having introductions and approval of agenda, followed by Tom, other business, then Jess, etc.) She asked if Kate could draft out the next meeting with this in mind. James mentioned that it would be good to report back to the full SRC about the actions that have been taken as a result of the conversations and their input. Sarah shared that she will include this in her report. Marlena moved to accept the agenda below with the understanding that Kate will email a revised draft and it was seconded. No further discussion. All approved. Vote unanimous 3-0-0

- A. Introductions- 16 minutes
- B. Approval of Agenda
- C. Open for Public Comment
- D. Presentation: Tom Hamilton, SILC- 45 minutes
- E. Vote: SRC Chair
- F. Vote: SRC Vice Chair
- G. Approval of Minutes – December 5, 2019 Full SRC  
Consent Agenda – Approved Committee Minutes & Coordinator’s Report
- I. Committee Chair Updates (5 minutes each with no written reports)
- J. Director’s Report- 10 minutes
- K. VR Regional Managers’ Updates (Nancy Dwyer and Hib Doe)- 5 minutes
- L. Break
- M. Vote: State Plan Presentation (Diane)
- N. Presentation: Jess DeCarolis, Dual Enrollment, Agency of Education- 45 minutes
- O. Other Business
- P. Round Table
- Q. Adjournment

### **Conclusions:**

See above

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

- Report back to the full SRC about the actions that have been taken as a result of the conversations and their input, **Sarah Launderville**, 2/6/2020
- Draft February SRC agenda with above recommendations in mind, **Kate Larose**, 1/15/2020
- Reach out to Jess and Tom regarding participation times and request for interactivity, **Kate Larose**, 1/15/2020
- Request bios from new members to be shared at the February meeting, **Kate Larose**, 1/15/2020

### **7) Other Business** (Sarah Launderville)



**Discussion:**

Kate identified that, per the November meeting minutes, the intent was to plan for the April, June, and December SRC presentations at today's meeting, but that it didn't make it onto the agenda.

**Conclusions:**

Move this item to the next meeting agenda.

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

- Determine items that should be presented to the full SRC for the remainder of 2020 and share these at the next Steering Committee Meeting, **All Committee Chairs**, March 5, 2020

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

Sarah asked if there was a motion to adjourn. Marlana moved to adjourn, and it was seconded. No further discussion. All approved. Vote unanimous 3-0-0

**Conclusions:**

Motion to adjourn approved at 3:29pm

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

- Draft minutes uploaded to SRC website, **Kate Larose**, 1/13/2020
- Draft minutes emailed to Committee members, **Kate Larose**, 1/13/2020
- Minutes approved, **Committee**, 3/5/2020
- Approved minutes uploaded to website, **Kate Larose**, 3/9/2020