

**Vermont State Rehabilitation Council**

**12<sup>th</sup> Annual Retreat Agenda**

Thursday, October 3, 2019

9:30 AM – 3:30 PM

**Venue: Trapp Family Lodge, 700 Trapp Hill Road, Stowe, Vermont 05672**

**Trapp Family Lodge Phone: 1-802-253-5738**

- 9:30 AM – 9:40 AM Welcome and Introductions** - Brian Smith, Vice Chair
- 9:40 AM – 9:55 AM ICE BREAKER**
- 9:55 AM – 10:15 AM 2019 Summary of Committee Accomplishments, Goals, Opportunities and Challenges**
- Advocacy, Outreach and Education – Sam Liss
  - Performance Review Committee – Marlena Hughes
  - Policy and Procedures Committee – Sherrie Brunelle
  - SRC – Brian Smith
- 10:15 AM – 11:00 AM Presentation Employer’s Satisfaction Survey** (Market Decisions Research)
- 11:00 AM – 11:05 AM BREAK**
- 11:05 AM – 12:30 PM Presentation Consumer’s Satisfaction Survey** (Market Decisions Research)
- 12:30 PM – 1:30 PM LUNCH (with picture taking following lunch)**
- 1:30 PM – 1:35 PM Discussion of April 2, 2020 Full SRC Meeting Conflict and Rescheduling to Thursday, April 9, 2020** - Sam Liss
- 1:35 PM – 1:40 PM Order of Selection** (as needed) - James Smith
- 1:40 PM – 1:50 PM Director’s Report** - Diane Dalmasse
- 1:50 PM – 2:50 PM Committee Break Out – Discussion of Top 3 Priorities/Next Steps for 2020**
- Advocacy, Outreach and Education – Sam Liss
  - Performance Review Committee – Marlena Hughes
  - Policy and Procedures Committee – Sherrie Brunelle
- 2:50 PM – 3:15 PM Final Wrap Up – Committees’ Top 3 Priorities/Next Steps** (Sam Liss, Marlena Hughes, Sherrie Brunelle)
- 3:15 PM – 3:30 PM Round Table** – Brian Smith
- 3:30 PM – 3:30 PM Adjournment** – Brian Smith





## 2020 SRC Meeting Schedule

**\*All meetings, unless otherwise indicated, are held on a Thursday.  
Dates & Times may be subject to change**

### **Date: January 2, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Cherry C.**

- 1) Policy & Procedures Committee, 10:00 am until 12:00 pm.
- 2) AOE Committee, 12:15 pm until 1:45 pm.
- 3) Steering Committee, 2:00 pm until 3:30 pm.

### **Date: February 6, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Ash.**

- 1) Performance Review Committee, 10:00 am until 12:00 pm.
- 2) LUNCH provided 12:00 pm until 12:30 pm.
- 3) Full SRC, 12:30 pm until 3:30 pm.

### **Date: March 5, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Cherry C.**

- 1) Policy & Procedures Committee, 10:00 am until 12:00 pm.
- 2) AOE Committee, 12:15 pm until 1:45 pm.
- 3) Steering Committee, 2:00 pm until 3:30 pm.

### **Date: April 2, 2020 (note Card Room Event). Reserved also Thursday, April 9, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Ash.**

- 1) Performance Review Committee, 10:00 am until 12:00 pm.
- 2) LUNCH provided, 12:00 pm until 12:30 pm.
- 3) Full SRC, 12:30 pm until 3:30 pm.

### **Date: May 7, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Ash**

- 1) Policy & Procedures Committee, 10:00 am until 12:00 pm.
- 2) AOE Committee, 12:15 pm until 1:45 pm.
- 3) Steering Committee, 2:00 pm until 3:30 pm.

### **Date: June 4, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Ash.**

- 1) Performance Review Committee, 10:00 am until 12:00 pm.
- 2) LUNCH provided, 12:00 pm until 12:30 pm.
- 3) Full SRC, 12:30 pm until 3:30 pm.

### **Date: September 3, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Cherry C.**

- 1) Policy & Procedures Committee, 10:00 am until 12:00 pm.
- 2) AOE Committee, 12:15 pm until 1:45 pm.
- 3) Steering Committee, 2:00 pm until 3:30 pm.

### **Date: October 1, 2020. No SOV Waterbury reservation needed for 10/1 for Annual Retreat.**

- 1) **13<sup>th</sup> Annual SRC Retreat, Location: tbd**, LUNCH provided, 9:30 am until 3:30 pm
- 2) **Thursday, October 8 from 10-12 p.m. reserved for a possible Performance Review Committee meeting because it was pre-empted by the Annual Retreat. Conference Room Cherry C reserved from 9-12:30 for set up and breakdown**

### **Date: November 5, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Cherry C.**

- 1) Policy & Procedures Committee, 10:00 am until 12:00 pm.
- 2) AOE Committee, 12:15 pm until 1:45 pm.
- 3) Steering Committee, 2:00 pm until 3:30 pm.

### **Date: December 3, 2020.**

Location: Waterbury VR, HC 2 South 280 State Drive, Waterbury, VT 05671, **Conference Room Ash.**

- 1) Performance Review Committee, 10:00 am until 12:00 pm.
- 2) LUNCH provided, 12:00 pm until 12:30 pm.
- 3) Full SRC, 12:30 pm until 3:30 pm.

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**SRC COMMITTEE STRUCTURE**

**Advocacy, Outreach, & Education Committee (AOE):**

This committee plans and recommends to the full SRC activities to be undertaken in the name of the SRC that:

- advocate for issues that affect the mission of the Division of Vocational Rehabilitation (DVR) and the people that DVR serves; and
- educate the general public and specific audiences about vocational rehabilitation and VR issues.

Any activities proposed or planned by the committee will be subject to review and approval by the full SRC before they are implemented. (The Advocacy, Outreach & Education Committee meets in the afternoon of the first Thursday of January, March, May, September and November, immediately preceding the Steering Committee meeting.)

**Performance Review Committee:**

This committee monitors and analyzes how well the Division of Vocational Rehabilitation (DVR) is serving its customers. It gives input to the full SRC regarding the development of measures of performance (including the Needs Assessment survey and customer satisfaction and employer satisfaction surveys), reviews available statistical data and measures of performance, and makes recommendations to the full SRC regarding the content of the State Plan. (The Performance Review Committee meets in the morning of the first Thursday of February, April, June, and December.)

**Policy & Procedures Committee:**

This committee systematically reviews and comments on all of the policies and spending guidelines that guide Division of Vocational Rehabilitation (DVR) personnel in their work. It also periodically reviews the SRC bylaws. (The Policy & Procedures Committee meets in the morning of the first Thursday of January, March, May, September and November.)

**Steering Committee:**

The Steering Committee oversees the function of the SRC. The committee plans the Council's meetings and acts on its behalf between full Council meetings. (The Steering Committee consists of the SRC chair, SRC co-chair, the chairs of the SRC committees, the DVR Director, and the DVR liaison with the SRC; it meets in the afternoon of the first Thursday of January, March, May, September and November. Other members of the Council, though not members of the Steering Committee, are welcome to attend its meetings.)

For Directions to Waterbury VR go to: [http://ddsd.vermont.gov/contact\\_us/directions](http://ddsd.vermont.gov/contact_us/directions)

**Questions?**

*Please contact:*

SRC Coordinator at [VTStateRehabCouncil@gmail.com](mailto:VTStateRehabCouncil@gmail.com)

**Approved: 2019.09.05**