

Approved Minutes
Vermont State Rehabilitation Council
SRC STEERING COMMITTEE

Thursday, January 12, 2023
11:00 PM – 12:30 PM
Virtual Meeting

Meeting called by:

Asher Edelson called the meeting to order at 11:31 AM

Members Present:

- Sherrie Brunelle, P & P Committee Chair
- Gina D’Ambrosio, Asst SRC Chair
- Diane Dalmasse, Director, Division of Vocational Rehabilitation
- Asher Edelson, SRC Chair
- Cari Kelley, AOE Chair

Members Absent:

- Nick Caputo, PR Committee Chair, excused

SRC Liaison:

- Diane Dalmasse
- Amanda Arnold
- James Smith

SRC Coordinator:

- Janice Leonard

Speakers or Presenters:

None

Guests:

Interpreters:

None

1) Introductions (Asher Edelson)

Discussion:

There weren’t any new members or visitors, introductions not needed.

Conclusions:

Action Items, Person Responsible, Deadline:

None

2) Approval of Agenda (Asher Edelson)

Discussion:

Asher asked for any proposed additions or changes to the agenda. Sherrie moved to approve the agenda as presented. No further discussion. Cari Seconded. Approved via vote of 4-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

Finalize agenda and upload to SRC Website, Janice Leonard, 2/10/23

3) Open for Public Comment (Asher Edelson)

Discussion:

No members of the public were present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Prior Meeting Minutes (Asher Edelson)

Discussion:

Asher asked for any proposed changes or amendments to the minutes from November 10, 2022.

Sherrie moved to approve the minutes and it was seconded by Gina. No discussion. Approved via vote of 4-0-0

Conclusions:

November 10, 2022, minutes were approved

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website, Janice Leonard, **2/10/23**.

7) Discussion: Open Meeting Law

Discussion:

- Need to have a physical location now? There needs to be a room with at least one staff member in a room during a meeting. We need to post a room for a meeting and how to have access to it.
- Sally Fox Location for meetings. Don't need to put the link out there, just a contact if they are interested in participating. Give physical address.
- What about recording meetings? Trainings could be recorded. With minutes available, we don't need to also record.

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

- Get locations, schedule in person for the staff attendance. Wendy can guide her. **Janice Leonard. 1/30/22**

8) Election of Chair / Vice Chair,

When they occur & what the Bylaws state

Discussion:

- History has been December; a by-law review should happen, and we can see what things need to be discussed and amended.
- Asher is not interested in continuing as Chair due to multiple commitments. Cari expressed interest.
- Plan a way to help anyone interested in being a chair, have a pathway to become a chair.

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

- Steering Committee reviews bylaws and makes recommendations. This then goes to Full SRC for approval.
- Send a list of Board members to Steering Committee Members, Janice Leonard

9) Coordinator Report**My current priorities:**

- Learn bylaws.
- Learn HireAbility's Programs
- Adding Closed Captioning to Meetings
 - Add for next meeting and how to access.

- Where meetings are posted, note to ask if have other needs to let me know. "If accommodations are needed, contact the coordinator by xx date".
- **Clarifying Reminder Schedule, send out minutes, etc.**
 - Reminder in the morning of meeting
 - Minutes right after meeting to Chairs.
 - P&P Needs info as soon as possible.
- **Clarifying Schedule for Election of SRC Chair**

The status of election of Committee Chairs:

- AOE- Cari Kelley
- P & P- Sherrie Brunelle
- Performance Review- Pending
- Full SRC/ Steering- Pending

The status of the SRC membership as of January 2023 is as follows:

- Pending reappointment referral from AHS: 6
 - Andrea Bacchi
 - Sherrie Brunelle
 - Gina D’Ambrosio
 - Laura Flint
 - Helena Kehne
 - Ana Kolbach
- Pending appointment referral from AHS: 2
 - Nancy Richards
 - Abby Rhim
- Number of members needing to be recruited: 0
- Emily Ahtunan is on a Leave of Absence, for personal reasons.

Membership at a Glance:

Total Members (including non-voting and SRC liaisons)	25
Total Voting Members	21
Total Members with Disability	11
Percent of SRC who are PWD	52%

10) Agenda Setting for March 9, 2022 (Group)

Discussion:

a. Full SRC

- Election of SRC Chair & SRC Vice Chair
- Online Self-Referral Portal, get feedback from Council- Amanda Arnold, Alice Porter and Katherine Knott (Amanda will take care guests)

- VCAP Presentation: Creative Pathway Navigators & CCV staff (James will take care of guests)
 - VCDR Legislative Agenda, Sarah
 - Card Room Day 3/31
- b. Steering Committee
- By Laws
 - Needs Assessment- Amanda Arnold
- c. APRIL SRC Meeting
- Nick & Amanda meeting on the Needs Assessment
 - Goal Setting for SRC
 - Full SRC
 - Committees

Conclusions:

Action Items, Person Responsible, Deadline:

- Upload draft agenda to the SRC website, **Janice Leonard, 2/10/23.**
- Remind James for VCAP Presentation next Time, **Janice Leonard, 1/15/23.**

11) Other Business (Asher Edelson)

Conclusions:

See above

Action Items, Person Responsible, Deadline:

12) Adjournment (Asher Edelson)

Sherrie moved to adjourn; Cari seconded. It was unanimously approved. Asher called the meeting adjourned at 12:47pm.

Meeting Action Items, Person Responsible and Deadlines:

- Finalize agenda and upload to SRC Website, **Janice Leonard, 2/10/23.**
- Draft minutes for this meeting, send to Chair for comment then upload to SRC website, **Janice Leonard, 2/10/23.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 2/10/23.**