

APPROVED AGENDA
SRC STEERING COMMITTEE
Thursday, September 5, 2019
2:00 PM – 3:30 PM
Waterbury Vocational Rehabilitation
Room Cherry C
HC 2 South 280 State Drive, Waterbury, VT 05671

- 2:00 PM - 2:03 PM** **Introductions** (Sarah Launderville)
- 2:03 PM – 2:05 PM** **Approval of Agenda** (Sarah Launderville)
- 2:05 PM – 2:08 PM** **Open for Public Comment**
- 2:08 PM – 2:10 PM** **Approval of Minutes – May 2, 2019** (Sarah Launderville)
- 2:10 PM - 2:30 PM** **Miscellaneous** (Debra)
- 1) Update: status of new SRC appointments and reappointments
 - 2) Review and approve: 2020 Draft SRC Meeting Schedule
 - 3) Reminder Committee Chairs: Annual Reports due for inclusion in the SRC Annual Report
 - a) New VocRehab contact person for Annual Report
James to forward contact person's name
 - 4) Update: new proposed menu for Full SRC meetings beginning December 5, 2019
- 2:30 PM – 3:20 PM** **Agenda Discussion for the Annual Retreat to be held on October 3, 2019** (Group)
- 1) See attached draft agenda
 - 2) Confirm breakfast/lunch:
Breakfast: Coffee and tea only, fruit would be brought in by James
Lunch: Soup, Salad, and Sandwich Buffet at \$29 pp with picture taking immediately after lunch
 - 3) Invitees: **Full SRC plus recent resignations (Michelle Paya, Max Barrows, Jessie Brennan, and Marie Burt); and pending new appointments (Helena Kehne, Gina D'Ambrosio) Regional Managers (7); Market Decisions (possibly two people); Amanda Kohle; Brian Guy (photographer)**
 - 4) Seating configuration: **Horseshoe in front of screen presentation**
 - 5) Audio visual equipment: **Amanda will confer with**

Please see the back

Market Decisions and will let me know needs; I will follow up with Nichole

6) Interpreters: Will coordinate with Will Pendlebury

7) Other (i.e. transportation (carpooling), etc.)

Carpooling: James offer from Burlington area; RM may also be able to provide rides from their area

Photo: James will reach out to Brian Guy (photographer) invite to lunch

3:20 PM - 3:30 PM

Other Business (Sarah Launderville)

3:30 PM - 3:30 PM

Adjournment (Sarah Launderville)

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PARKING LOT

- 1) Invite 2-3 VR Counselors to share successes/challenges and the story behind them – illustrate some of the challenges (i.e. criminal history, substance abuse, housing, etc.) as it would give us some understanding where additional advocacy could be created. From 10/10/18 PR.
- 2) Presentation on the Social Security Ticket to Work Program and how VR benefits. From 10/10/18 PR.
- 3) New member training
- 4) We could have a couple of counselors come in the fall to let the SRC know how Career Pathways is going. From 6/7/18 Full SRC Meeting.
- 5) Diane suggested that a future Full SRC Meeting Tara Howe should be invited to go over the new Transition Team Performance Measures in detail. From 6/7/18 Full SRC Meeting.
- 6) NEW MEMBERS web page that includes the glossary, power points, By Laws, etc. - New website- project timeline tbd.
- 7) 2018 SRC Annual Retreat Assessment - Much improved location. Everyone seemed to enjoy the day. Consider reserving the venue for next time. Wait until the next meeting to discuss further. The breakout rooms worked out well. Sam remarked that reading the annual report was dry and maybe there is a more interactive format that we can use next year for the chair reports. Otherwise, the format was good! Reporting out on what had the most impact would be a good alternative than reaching or summarizing chair reports. From 11/3/18 Steering
- 8) Diane suggests a presentation on a district project lead meeting – what’s working well enough to expand – April or June 2019. From 1/3/19 Steering.
- 9) A presentation on Creative Workforce Solutions (CWS) to the Full SRC. From 2/7/19 Full SRC.
- 10) Invite Tom Hamilton, SILC Executive Director, to a Full SRC to do a presentation on the interface between Independent Living and Employment. From 2/7/19 Full SRC.

Please see the back

Steering Committee Meeting

Thursday, May 2, 2019 from 2:00 p.m. to 3:30 p.m.

Waterbury State Office Complex

Cherry C Conference Room, HC 2 South, 280 State Drive, Waterbury, VT 05671

Meeting called by:

Sarah Launderville, Chair, called the meeting to order at 2:02 p.m.

Members Present:

- 1) Sherrie Brunelle, Chair, P & P Committee
- 2) Diane Dalmasse, Director, Division of Vocational Rehabilitation
- 3) Marlena Hughes, Chair, PR Committee
- 4) Sarah Launderville, SRC Chair
- 5) Sam Liss, Chair, AOE Committee
- 6) Brian Smith, SRC Vice Chair arrived at 2:30 p.m.

Members Absent:

None

SRC Liaison:

James Smith was not able to attend.

SRC Coordinator:

Debra Kobus

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 were none. Marlena moved to accept the agenda and it was seconded. No further discussion. All approved. Vote unanimous 4-0-0.

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 March 7, 2019 (Sarah Launderville)

Discussion:

Sarah asked for any proposed changes or amendments to the March 7, 2019 minutes. There were none. Sherrie moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 4-0-0.

Conclusions:

March 7, 2019 minutes were approved.

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website. **Debra Kobus**, May 7, 2019.

5) Miscellaneous

Discussion:

- a) **Should there be a representative of VA's VocRehab be serving on the SRC? Has that ever been considered? Should it be?** (Sherrie Brunelle)

Diane said that it has been very difficult to get a designated VA person to attend the Governor's Committee on Employment of People with Disabilities (GCEPD) meetings. Hib Doe might be our best bet to reach out to see if there is anyone interested. Sarah thought that it might be good to get someone who is a veteran. Sam thought it might be helpful to go through Bob Burke, Director of the Vermont Office of Veterans Affairs and/or Larry Forsyth, Veterans Service Coordinator, as they might be able to point to organizations that would be interested in joining. Sam Liss will reach out and then communicate to Sarah who will provide a report out at the June 6 meeting.

- b) **SRC website transition to SOV Update** (Debra Kobus)

- Debra will send out information about the change to the new website to everyone.
- We will plan for a demonstration at the next Full SRC meeting.

- c) **Performance Review Committee & Full SRC Meetings** (Marlena Hughes and Group)

Agenda Setting for June 6, 2019 for PR Committee and/or the Full SRC meeting:

- **Update on charter groups:** We have six charter groups. In June schedule two groups for presentation to the Full SRC: Resource Allocation and Process Mapping.
- **Orientation presentation** for Full SRC by Amanda Kohle in June.
- **Linking Learning to Careers** (put note in Parking Lot for a presentation to the Full SRC in the Fall).
- **Central Office case review:** This presentation is appropriate for the PR Committee in June. The Central Office case review requires that each supervisor provides 5 cases a quarter for review and Amanda Kohle provides feedback on each region and how they are doing.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- 1) Reach out to Bob Burke and/or Larry Forsyth as they could point to organizations that might be interested in joining the SRC and inform Sarah of results, **Sam Liss**, 5/30/19.
- 2) Send out notification to Full SRC of new SRC website, **Debra Kobus**, 5/7/19.
- 3) Performance Review Committee presentation for June 6, 2019 is Central Office Case Review by Amanda Kohle, **Debra Kobus** (notify Amanda and add to PR agenda), 5/7/19.
- 4) Prezi Orientation by Amanda Kohle in June to the Full SRC, **Debra Kobus** (notify Amanda), 5/7/19.
- 5) Charter Group Presentations in June from Resource Allocation and Process Mapping Groups (reach out to James on presenters), **Debra Kobus**, 5/7/19 (continue to follow up as needed).

6) Agenda Discussion for June 6, 2019 Full SRC Meeting (Group)

Discussion:

- i. Introductions
- ii. Approval of Agenda
- iii. Open for Public Comment
- iv. Approval of Minutes – April 4, 2019 Full SRC
- v. Consent Agenda – Approved Committee Minutes & Coordinator’s Report
- vi. Committee Chair Updates (5 minutes each with no written reports) add Steering back in for VA Representative
- vii. Director’s Report
- viii. VR Regional Managers’ Updates (**Mark Ciociola and Will Pendlebury**)
- ix. Break
- x. **PRESENTATIONS:**
 - **New SRC Website demonstration by Debra Kobus**
 - **Update from charter groups:**
 - 1) Resource Allocation, and**
 - 2) Process Mapping (presenters to be discussed with James)**
 - **Orientation presentation by Amanda Kohle**
- xi. Other Business
- xii. Round Table

xiii. Adjournment

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

Present proposed agenda, **Debra Kobus**, 8/12/19.

7) Other Business (Sarah Launderville)

Discussion:

- 1) Supreme Court ruled the standard error of measure. Sherrie will send the Supreme Court ruling.
- 2) Invite Tom Hamilton, SILC Executive Director, to the December 5, 2019 Full SRC for a presentation on the interface between independent living and employment in order for the SRC to learn more about what SILC does. Current SILC members who are also on the SRC should identify areas that overlap between SILC and the SRC. Sam will discuss with Tom to hold the date.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- 1) Invite Tom Hamilton, SILC Executive Director, to do a presentation to the Full SRC on December 5, 2019, **Sam Liss**, 9/5/19.
- 2) **Agenda item for September 5, 2019:** Discussion of having Tom Hamilton present to the Full SRC on December 5, 2019 the interface between independent living and employment for the SRC to learn more about what SILC does. In addition, current SILC members who are also on the SRC should identify areas that overlap, **Debra Kobus**, 8/12/19.

8) Adjournment (Sarah Launderville)

Discussion:

Sarah asked if there was a motion to adjourn. Brian moved to adjourn, and it was seconded. No further discussion. All approved. Vote unanimous 5-0-0.

Conclusions:

Motion to adjourn approved at 3:08 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Debra Kobus**, 5/7/19.
- Draft minutes emailed to Committee members, **Debra Kobus**, 5/7/19.
- Minutes approved, **Committee**, 9/5/19.
- Approved minutes uploaded to website, **Debra Kobus**, 9/10/19.

Parking Lot/Items Forward:

- 1) Invite 2-3 VR Counselors to share successes/challenges and the story behind them; illustrate some of the challenges (i.e. criminal history, substance abuse, housing, etc.) as it would give us some understanding where additional advocacy could be created. From 10/10/18 PR.
- 2) New member training.
- 3) We could have a couple of counselors come in the fall to let the SRC know how Career Pathways is going. From 6/7/18 Full SRC Meeting.
- 4) Diane suggested that a future Full SRC Meeting Tara Howe should be invited to go over the new Transition Team Performance Measures in detail. From 6/7/18 Full SRC Meeting.
- 5) NEW MEMBERS web page that includes the glossary, power points, By Laws, etc. - New website- project timeline: initial go live launch, March 31. Additional work needed with work being done over the summer.
- 6) **2018 SRC Annual Retreat Assessment.** Much improved location. Everyone seemed to enjoy the day. Consider reserving the venue for next time. Wait until the next meeting to discuss further. The breakout rooms worked out well. Sam remarked that reading the annual report was dry and maybe there is a more interactive format that we can use next year for the chair reports. Otherwise, the format was good! Reporting out on what had the most impact would be a good alternative than reaching or summarizing chair reports. From 11/3/18 Steering.
- 7) **Icebreaker for 2019 Annual Retreat:**
 - a. **Why are you a member?**
 - b. **How can we make the experience more engaging? From 3/7/19 Steering.**
- 8) Diane suggests a presentation on a district project lead meeting on what's working well enough to expand. Possibly April or June 2019. From 1/3/19 Steering.
- 9) A presentation on Creative Workforce Solutions (CWS) to the Full SRC. From 2/7/19 Full SRC.
- 10) Invite Nat Piper, Mature Worker Program, to attend a Full SRC meeting and do a presentation. From 3/7/19.
- 11) AOE Dashboard Presentation. Possibly June 2019. From 3/7/19 Steering.
- 12) EAP Presentation. From 3/7/19 Steering.
- 13) Linking Learning to Careers Update (Full SRC in the Fall). From 5/2/19 Steering.
- 14) **Market Decisions (Brian Roberts) to provide an overview on the Consumers Satisfaction Survey at the Annual Retreat on October 3, 2019. From Steering 5/2/19.**

**Vermont State Rehabilitation Council
DRAFT 12th 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 - Sarah Launderville, 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 – Marlana Hughes
- Policy and Procedures Committee – Sherrie Brunelle
- SRC – Sarah Launderville

10:15 AM – 10:55 AM Presentation Employer’s Satisfaction Survey (Market Decisions Research)

10:55 AM – 11:05 AM BREAK

11:05 AM – 12:30 PM Presentation Consumer’s Satisfaction Survey (Market Decisions Research)

12:30 PM – 1:50 PM LUNCH (with picture taking following lunch)

1:50 PM – 1:55 PM Order of Selection (as needed) – **James Smith**

1:55 PM – 2:00 PM Director’s Report – **Diane Dalmasse**

2:00 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 – Marlana Hughes
- Policy and Procedures Committee – Sherrie Brunelle

2:50 PM – 3:15 PM Final Wrap Up – Committees’ Top 3 Priorities/Next Steps (Sam Liss, Marlana Hughes, Sherrie Brunelle)

3:15 PM – 3:30 PM Round Table – Sarah Launderville

3:30 PM – 3:30 PM Adjournment – Sarah Launderville