

**Draft Minutes**  
**VERMONT STATE REHABILITATION COUNCIL (VTSRC)**

Thursday June 1, 2023, 1:00PM – 3:30PM  
Virtual Meeting

**Meeting called by:**

Chair, Cari Kelley, called the meeting to order at 1:04 p.m.

**Members Present:**

Andrea Bacchi	Robin Ingenthron
Courtney Blasius	Helena Kehne
Sherrie Brunelle	Cari Kelley
Nick Caputo	Sarah Lauderville
Diane Dalmasse, Non-Voting	Bill Meirs
Gina D'Ambrosio	Calla Papademas
Asher Edelson	Nancy Richards
Laura Flint	Cara Sachs
Rocko Gieselman, Non-Voting	Laura Siegel
Marlena Hughes	Sarah Sterling

**Members Absent:**

- Abby Rhim, Excused
- Ana Russo
- Bill Meirs, Excused

**SRC Liaison:**

- Amanda Arnold
- James Smith

**SRC Coordinator:**

- Amanda Arnold filling in

**Interpreters:**

- Jen Rainey
- Nicole DiStasio

**Speakers or Presenters:**

- Cindy Seguin, HAVT Regional Manager Burlington/Middlebury
- Asher Edelson

**Guests:**

- Cindy Seguin

**1) Introductions** (Cari Kelley, Chair)

**Discussion:**

Those in attendance introduced themselves.

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

**Conclusions:**

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

None

**2) Approval of Agenda** (Cari Kelley)

**Discussion:**

Cari asked for any proposed additions or changes to the agenda. Asher moved to accept the agenda and Sherrie seconded. No further discussion. All approved. Vote unanimous 18-0-0.

**Conclusions:**

Motion passes: today's agenda accepted

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

- Upload approved agenda to SRC website, **Janice Leonard, 6/30/2023.**

**3) Open for Public Comment** (Cari Kelley)

**Discussion:**

There was no public comment given.

**Conclusions:**

n/a

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

None

**4) Approval of Minutes for April 6, 2022** (Cari Kelley)

**Discussion:**

Cari asked for any proposed changes or amendments to the April 6, 2023, minutes. There were none. Nick moved to approve the minutes and Asher seconded. No discussion. All approved. Vote unanimous 18-0-0

**Conclusions:**

Minutes from April 6, 2023 were approved

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

- Upload approved minutes to SRC website, **Janice Leonard, 6/30/2023.**

**5) Consent Agenda** (Cari Kelley)

**Discussion:**

Cari asked for any proposed changes or amendments to the following consent agenda items:

- AOE Committee May 4, 20023
- Performance Review Committee April 6, 2023
- Policy & Procedures Committee May 4, 2023
- Steering Committee May 11, 2023

Asher moved to approve, and it was seconded by Sarah Sterling. No further discussion. Vote unanimous 18-0-0

**Conclusions:**

Consent agenda items approved

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

- Upload to SRC website, **Janice Leonard, 6/30/2023.**

**6) Director's Report** (Diane Dalmasse)

**Discussion:**

Director's report attached.

**Conclusions:**

Thank you, Diane, for the update!

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

n/a

**7) Committee Chair Updates** (Cari Kelley)

**Discussion:**

**A. Advocacy, Outreach, & Education Committee**

**B. Policies & Procedures Committee**

**C. Performance Review Committee**

**D. Steering Committee**

**Conclusions:**

Thank you to the committee chairs for the updates!

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

n/a

## **8) HA Regional Manager Updates (Cindy Seguin)**

### **Discussion:**

- Burlington HAVT staff are out posting at Turning Point as part of the Opioid project. Diane added that HAVT is developing marketing materials for this project.
- Burlington HAVT staff recruited local employers (Lake Champlain Chocolates, Intervale, Petfood Warehouse, and August First) to do company tours, then connected schools with these employers. Schools provided transportation and paras for the tours. One student who participated is now signed up for HAVT's Summer Career Exploration program. Cindy said the tours exposed students to jobs they otherwise might not have thought about. She also sees it as an effective way to recruit for SCEP.
- Burlington Office is using Career Training Offset (CTO) program for participants attending the Welding Institute. Both participants they assisted had jobs lined up before they even completed the training. One was hired at \$23 per hour and is also doing side work for local farmers to supplement his family's income.
- Middlebury office had an ice cream social with CSAC (Counseling Service of Addison County) to connect/network.
- Staffing- Cindy said there are currently three vacancies in Burlington. She also reported that a Sr Counselor in her region will be moving into the new JOBS program counselor position covering

### **Conclusions:**

Thank you for the updates Cindy!

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

None

## **9) RSA Corrective Action Plan (Cari Kelley)**

### **Discussion:**

Amanda shared her screen so folks could see the actual findings report. The seven findings are as follows:

1. Insufficient Internal Controls- HAVT needs to develop and document how they know the data they submit to RSA is accurate. Plan to improve the existing case review process and provide additional staff training to address this finding.
2. RSA said HAVT not spending the required 15% on Pre-ETS but provided RSA with the documentation we are so agreed to remove.
3. Period of Performance Policies- Ensure all non-Federal and Federal obligations and expenditures are accurately assigned, tracked, paid, and reported on the appropriate Federal Financial Reports for the appropriate

awards. HAVT making changes to Aware (electronic case management system) to address this.

4. Insufficient Accounting of Expenditures- Diane said this is the biggest one with most implications. HAVT successfully worked with Business Office to find a way to trace back to source of funding at transactional level. Current tracking doesn't go to the miniscule level RSA wanted.
5. Internal Control Deficiencies for Policies – Rates of Payment, Financial Reporting, and Prior Approval Rates of Payment-Need to develop and document a system for determining the payment rate for a particular service. James has started work on this to include researching what other states do. For certain kinds of expenditures, HAVT needs prior approval and that policy was not up to date. Will be updated.
6. RSA did not like that we weren't charging VABIR rent and Admin costs since they are co-located in our offices. James said this has been fixed for July 1, 2023 (VABIR will begin paying these costs and HAVT will be giving the \$ back).
7. Insufficient Internal Controls in Approving Contract Payments- How does HAVT ensure services that they contract for are delivered and delivered at the standards expected? RSA wants developed and written down. Diane said this will be the most difficult finding to correct.

**Conclusions:**

- Diane said most of the findings are financially driven and had to do with things not being written down. There were no issues cited with the services HAVT provides.
- Work has begun on most if not all the findings. HAVT will keep the SRC informed on progress.

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

None

**10) Tourette's Syndrome (Asher Edelson)**

**Discussion:**

Asher shared a ppt presentation titled "Living with Tourette's Syndrome". Asher answered SRC member questions after his presentation.

**Conclusions:**

Thank you for sharing information about Tourette's and your experiences Asher!

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

Asher will send his ppt presentation to Amanda Arnold to be sent out with the notes.

## 15) Other Business (Cari Kelley)

### A. Agenda Setting for October 5, 2023, meeting

- Cari asked SRC members what agenda items they are most interested in for future meetings. Sherrie expressed interest in shared living experiences like Asher did today.
- Confusion around when full SRC and P&P committees meet next. Diane said in the past, mtgs. have been suspended for July and August.
- James suggested Steering Committee meet in August rather than Sept. to plan for Annual Retreat.

### Conclusions:

- Meeting dates Janice has for July and August may just be placeholders.
- James does not think P&P committee needs to meet this summer to review HAVT P&P changes. Have more time than originally thought.

### Action Items, Person Responsible, Deadline:

Upload draft Agenda to the SRC website, **Janice Leonard, 6/30/23.**

## 14) Round Table (Group)

### Discussion:

- Sarah L- VCIL is partnering with DBVI and AOE to apply for an employment grant. 35 states will receive grants. The focus of their grant application will be Supported Employment. Deadline is in July. Will likely be a future agenda item.
- Cara- One person does all PASS plans for New England and was recently informed he passed away earlier this month. No news yet on who will take over.
- Cari- E&D Transportation Summit next month. Sherrie commented that materials didn't seem to encourage users of transportation. (more geared toward service providers)

### Conclusions:

- Thanks to those who shared information!
- James will follow up with HAVT Program Manager, Betsy Choquette on re: PASS Plan news.

### Action Items, Person Responsible, Deadline:

- Cari will give E&D Transportation Summit info to Amanda to send out to committee.
- Upload draft Agenda to the SRC website, **Janice Leonard, 6/30/23.**

## 16) Adjournment (Cari Kelley)

Cari called the meeting adjourned at 3:27 p.m. (No one moved to adjourn, nor was this seconded. No vote).

**Meeting Action Items, Person Responsible and Deadlines:**

- Finalize agenda and upload to SRC Website, **Janice Leonard, 6/30/23.**
- Draft minutes for this meeting, send to Committee Chair for comment then upload to SRC website, **Janice Leonard, 6/30/23.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 6/30/23.**