

Draft Minutes
State Rehabilitation Council
PERFORMANCE REVIEW COMMITTEE

Thursday, October 3, 2024 - 10:00 AM – 11:30 AM
Virtual Meeting

Meeting called by:

Nick Caputo, Committee Chair, called the meeting to order at 10:02 a.m.

Members Present:

- Nick Caputo
- Gina D’Ambrosio
- Laura Flint

Members Absent:

- Bill Meirs
- Sherrie Brunelle

SRC Liaison:

- Amanda Arnold

SRC Coordinator:

- Julie Springer for Janice Leonard

Speakers or Presenters:

- Kara Haynes

Guests:

None

Interpreters:

None

1) Introductions (Nick Caputo)

Discussion:

Nick, Gina, Laura, Amanda, Kara and Julie did brief introductions.

Conclusions:

Action Items, Person Responsible, Deadline:

None

2) Approval of Agenda (Nick Caputo)

Discussion:

Nick asked for any proposed additions or changes to the agenda. There were none. Laura moved to accept the agenda, and it was seconded by Amanda. No further discussion. All approved. Vote unanimous 3-0-0.

Conclusions:

Motion passes: today's agenda accepted Approved

Action Items, Person Responsible, Deadline:

Finalize agenda and upload to SRC website, Janice Leonard, **10/30/2024**.

3) Open for Public Comment (Nick Caputo)**Discussion:**

No one from the public was present

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Prior Meeting Minutes (Nick Caputo)**Discussion:**

Nick asked for any proposed changes or amendments to the minutes from June 6, 2024. Janice, the section in green was put in the chat to add in the minutes by Laura. Her chat said "MI", however, we were talking about mental health, so believe this should be "MH". "The needs assessment identified a significant unmet need for MH. This is looking at all those with MH. This would indicate that there is x number of those MH category people who are eligible and not receiving services." Follow up with Amanda if there should be specific data there. Gina moved to approve the minutes, and it was seconded by Laura. All approved. Vote unanimous 3-0-0.

Conclusions:

Minutes approved

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website, Janice Leonard, **10/30/2024**.

5) Overview of SRC and PR Committee for Julie Springer (Nick Caputo)**Discussion:**

Nick reviewed the history and functions of the SRC. Highlights included:

- Review & evaluate programs.
- Meetings 4X/year and open to public.
- 15 members.

- Multiple committees.
- PR committee monitors how well HA performs.
- SRC can lobby, although HA cannot.

Conclusions:

Action Items, Person Responsible, Deadline:

6) Summer Career Exploration Program (SCEP) (Kara Haynes)

Discussion: See PPT

Kara presented a PPT with highlights listed below.

Participants:

- Since 2021, SCEP has supported 481 youth in classroom instruction and paid work experiences.
- 85% of participants are engaged with HA a year after SCEP.

Employers:

- 371 employment sites since 2021
- 25% of youth are offered paid positions after their experiences.

SCEP – A Team Effort:

- Transition Counselor
- Youth Employment Specialist
- Business Account Manager
- Regional Managers
- Administrative Support Staff
- Summer Support Staff
- Classroom Instructors

Other:

- SCEP provides developmentally appropriate first jobs with varying levels of support.
- Much importance is placed on making good matches between the youth and the employer.
- SCEP focuses on opportunities that tie into potential careers that interests the youth.
- SCEP funds the summer employment.
- Job development outreach is done by the YESs and BAMs.
- Each year new employers participate who are connected through word-of-mouth. There are also many returning employers.
- The dual customer model helps employers learn to reach out to the BAM when there are challenges, versus firing someone.
- BAMs can share expectations for teenage employees (brain development).
- Most participants are youth with at least 1 more year of high school. Most are 16 and 17 years old (rising Juniors and Seniors).

Conclusions:

Action Items, Person Responsible, Deadline:

7) Other Business (Nick Caputo)

a. Agenda Setting for Dec 5, 2024 and Feb 2025

Discussion:

- Dec: Unmet MH data follow up
- Dec: VCAP (Emilie Shields)
- Dec/Feb: Customer survey results
- Feb: Employer satisfaction survey results

Conclusions:

Action Items, Person Responsible, Deadline:

Upload draft agenda to the SRC website, **Janice Leonard, 10/30/2024**

b. Other

Discussion:

Conclusions:

Action Items, Person Responsible, Deadline:

8) Adjournment (Nick Caputo)

Laura moved to adjourn, and it was seconded by Gina. The meeting was adjourned at 10:44 a.m.

Meeting Action Items, Person Responsible and Deadlines:

- Finalize agenda and upload to SRC Website, **Janice Leonard, 10/30/24.**
- Draft minutes for this meeting, send to Committee Chair for review and upload to SRC website, **Janice Leonard, 10/30/24**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 10/30/24.**