

**Draft Minutes**  
**Vermont State Rehabilitation Council**  
**SRC STEERING COMMITTEE**

Thursday, January 11, 2024  
11:30 PM – 1:00 PM  
Virtual Meeting

**Meeting called by:**

Cari Kelley called the meeting to order at 11:36 AM

**Members Present:**

- Courtney Blasius, AOE Chair
- Sherrie Brunelle, P & P Committee Chair
- Nick Caputo, PR Committee Chair
- Cari Kelly, SRC Chair

**Members Absent:**

- Diane Dalmasse, HA Director, excused

**SRC Liaison:**

- James Smith
- Amanda Arnold

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

None

**Guests:**

**Interpreters:**

None

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**1) Introductions** (Cari Kelley)

**Discussion:**

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 was late so Sherrie started facilitating. Sherrie asked for any proposed additions or changes to the agenda. Fix the date at the top moved to approve the agenda with a date change. No further discussion. 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, 1/30/24**

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

**Discussion:**

No members of the public were present.

**Conclusions:**

n/a

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

None

**4) Approval of Meeting Minutes for November 9, 2023** (Cari Kelley)

**Discussion:**

Sherrie asked for any proposed changes or amendments to the previous meeting minutes.

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

**Conclusions:**

November 9, 2023, minutes were approved

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

Upload approved minutes to SRC website, **Janice Leonard, 1/30/2023**

**7) By Laws Review** (Sherrie Brunelle)

**Discussion:**

Sherrie will make recommendations for changes and Amanda will review the information. We will find another person from full SRC to add another person.

**Conclusions:**

Add to agenda for next full SRC Meeting.

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

**8) Steering Committee Goals** (Cari Kelley arrived and continued the facilitation)

**Discussion:**

This group has been primarily for operational work and committees for goals. This group does recruitment, smooth running of meetings, agenda for full SRC, etc.

**Conclusions:**

Thanks to everyone!

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

None

**8) Coordinator Report** (Janice Leonard)

Janice presented the Coordinator Report to the Group – see Report

**9) Agenda Setting for Next Full SRC, Feb 1, 2024** (Group)

**Discussion:**

- **Guest from Rebuilding Together**, This is a group from the homebuilders association who volunteer for elderly & Disabilities who need work done for their homes.
- **Election of Chair and Vice Chair**
  - Any committee chair shouldn't nominate someone to ensure that there isn't a perception that the person is already selected/ preferred.
  - Janice can present the names of anyone who has contacted her
- Director's Report
- HR Regional Manager Update
- By-Laws interest
- Year of the Certification

See the Agenda for Full SRC 2/1/24 for the completed draft agenda

**Conclusions:**

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

Upload draft agenda to the SRC website, **Janice Leonard, 1/30/2023**

**10) Agenda Setting for Next Steering Committee, March 14, 2024**

(Group)

**Discussion:**

- ByLaws Recommendations
- Inconsistencies with use of Division Name (HA vs VR Formally known as)
- Things that come up from other Committees
- Recruitment

**Conclusions:**

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

Upload draft agenda to the SRC website, **Janice Leonard, 1/30/2023**

**10) Other Business (Cari Kelley)**

**Conclusions:**

See above

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

**11) Adjournment (Cari Kelley)**

Sherrie moved to adjourn, it was seconded by Nick, approved. Cari called the meeting adjourned at 12:30pm.

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

- Finalize agenda and upload to SRC Website, **Janice Leonard, 1/30/24**
- Draft minutes for this meeting, send to Committee Chair for comment then upload to SRC website, **Janice Leonard, 1/30/24.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 9/30/24.**