Draft Minutes
Vermont State Rehabilitation Council
SRC STEERING COMMITTEE
Thursday, March 14, 2024
11:30 PM – 1:00 PM
Virtual Meeting

Meeting called by:
Cari Kelley called the meeting to order at 11:31 AM

Members Present:
- Andrea Bacchi, Vice Chair
- Sherrie Brunelle, P & P Committee Chair
- Nick Caputo, PR Committee Chair
- Diane Dalmasse, HA Director
- Cari Kelly, SRC Chair

Members Absent:
- Courtney Blasius, AOE Chair

SRC Liaison:
- Amanda Arnold
- James Smith

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 asked for any proposed additions or changes to the agenda.
Nick moved to approve the agenda as presented Sherrie seconded. No further discussion.   Approved via vote of 5-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

Finalize agenda and upload to SRC Website, **Janice Leonard, 3/30/24**

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 January 11, 2024 (Cari Kelley)

Discussion:

Cari asked for any proposed changes or amendments to the minutes from the last meeting.
Sherrie moved to approve the minutes and it was seconded by Nick. No discussion. Approved via vote of 5-0-0

Conclusions:

January 11, 2024, minutes were approved

Action Items, Person Responsible, Deadline:

Upload approved minutes to SRC website, **Janice Leonard, 3/30/2024**

7) Rebranding Consistency (Cari Kelley)

Discussion:

There appears to be confusion in the community and elsewhere as to what the name of HireAbility is. There is Voc Rehab, HireAbility formerly known as Voc Rehab, etc. We recommend a consistent identifier for the use of HireAbility.
- RSA is fine with the use of HireAbility

- The Statute uses Voc Rehab
- Inconsistencies include: The Department of Human Resources, Job Descriptions on VT Website, etc.
- HA consciously decided not to change our name in statute when changed name to HA. Changing the statute name would have delayed the name change for about two years. SO legal/ contracting would stay Voc Rehab, but public name would be HA. We would have to go through the legislative process to get the name changed. SRC could initiate this legislative change is really a concern.
- Suggestions are for:
  - Email outreach
  - More Marketing
  - Andrea can work with Dinae in regard to this issue.
  - HR's use of VR is something we should look into. Bill Meirs works in recruitment and would be a good person to speak to.

Conclusions:
Andrea will work with Dinae. Amanda will set up a meeting with the two. Andrea will also be in touch with Bill Meirs.

Action Items, Person Responsible, Deadline:
None

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

   Janice Reviewed her monthly report – see attached.

   Janice is to show the names in the list with Disability Group Representative from now on. Send James an updated list

   ### Conclusions:
   - Janice is to show the names in the list with Disability Group Representative from now on. Send James an updated list.
   - Send the Allard email to James.

9) **How Committee Chairs/ HA Staff can support the SRC Coordinator.**
   Discussion:
   - Have the Chairs Step up and review notes before posting.
   - Transcription: Otter AI – Look into Janice. Andrea Bacchi knows how to set up Web Zoom Settings/ Account Management/ Meeting.
   - Have Liaisons review minutes before posting
   - Level of detail: So, anyone reading can understand topic and discussion.

- Step 1: Try Zoom tool and see if that helps. AI Companion. Enable and activate for each meeting. Is it available for gov accounts?
- Janice will try to set up the Zoom version.

AI use for disability in the state is a concern for some. ADS would be a starting point to address this.

Conclusions:

Action Items, Person Responsible, Deadline:
- Step 1: Try Zoom tool and see if that helps. AI Companion. Enable and activate for each meeting. Is it available for gov accounts?
- Janice tries to set up the Zoom version. Amanda will investigate the State version.

10) **Agenda Setting for Next Full SRC, May 9, 2024** (Group)
Discussion:

Conclusions:

Action Items, Person Responsible, Deadline:
Upload draft agenda to the SRC website, **Janice Leonard, 3/30/2024**

11) **Agenda Setting for Next Steering Committee, May 9, 2024** (Group)
Discussion:
Nothing specific yet. Wait from the other committees to see if they want to send a topic. Amanda may want to give an update on the National Governors Association Learning Collaborative.

Conclusions:

Action Items, Person Responsible, Deadline:
Upload draft agenda to the SRC website, **Janice Leonard, 3/30/2024**

12)   **Other Business** (Cari Kelley)

Conclusions:
See above

Action Items, Person Responsible, Deadline:

13) Adjournment (Cari Kelley)
Cari called the meeting adjourned at 12:58pm.

Meeting Action Items, Person Responsible and Deadlines:

- Finalize agenda and upload to SRC Website, **Janice Leonard, 3/30/24**
- Draft minutes for this meeting, send to Committee Chair for comment then upload to SRC website, **Janice Leonard, 3/30/24**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 3/30/24**