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Draft Minutes
PERFORMANCE REVIEW COMMITTEE
June 2, 2022
10:00 AM – 11:30 AM
Zoom

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Meeting called by:
Nick Caputo, Committee Chair, called the meeting to order at 10:03 a.m.

Members Present:
- Laura Flint
- Kevin Stapleton
- Marlena Hughes
- Nick Caputo
- Sherrie Brunelle
- Sophie Zeman-Hale
- Robin Ingenthron

Members Absent:
- Rose Lucenti
- Gina D'Ambrosio
- Bill Meirs

SRC Liaison:
- James Smith
- Amanda Arnold

SRC Coordinator:
- Janice Leonard

Interpreters:
None

Speakers or Presenters:
- n/a

Guests:
None

1) Introductions (Nick Caputo)
    Discussion:
    Those in attendance introduced themselves.

Conclusions:
Thanks to everyone!

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. No further discussion. All approved. Vote unanimous 6-0-0

    Conclusions:
    Motion passes: today's agenda accepted   Approved

    Action Items, Person Responsible, Deadline:
    Upload approved agenda to the SRC website, **Janice Leonard, 6/12/2022**

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 Minutes for [April 7, 2022](#) (Nick Caputo)
    Discussion:
    Nick asked for any proposed changes or amendments to the minutes from April. Sherrie moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 6-0-0

    Conclusions:
    April 7, 2022, minutes were approved

    Action Items, Person Responsible, Deadline:
    Upload approved minutes to the SRC website, **Janice Leonard, 6/12/2022**

5) Presentation: Data on Current HireAbility Participants (Amanda Arnold)

    Discussion: Amanda presented data that was requested from the last meeting.

Age Ranges. Group was wondering if the mid age range is being underserved. Amanda reviewed the Age Distribution among open cases, Mid age range percentage matches the 14-22 age range (36%). Group would like to look at 30-55 age range.

Primary Disabilities. The top groups are
- PsychoSocial Impairments- (38.7%)
- Cognitive Impairments- (28.71%)
- Other Mental Impairments- (7.27)

Group discussed definitions of the categories and how they relate to categories in other systems.

Postsecondary Plan. 29% of caseload currently have a postsecondary plan. Would like to "dig down deeper". There are very different plans from budget planning to post-secondary education. Work on increasing this data point is being implemented. This should be on the rise as the group move forward. Group discussed barriers to this benefit.

Reason for Closure 2022.
- Rehabilitated- 25% (have competitive employment
- No longer interested in receiving services- 24%
- Unable to locate or contact- 36.4%

The data is consistent with 2021. Over the last couple of years, the group sees the impact of COVID on the data. Group discussed the categories and what they mean.

Conclusions:
The mid age range is not being underserved.

Action Items, Person Responsible, Deadline:
Follow-up Data report with more detail, **Amanda, 10/13/22**

6) Priorities for Fall 2022

Discussion:

Group reviewed the goals discussed at the October Retreat and what the priorities will be for this year. Retreat goals were:

- How well we are serving the population of people with social emotional disorders, including data about how many exit employed compared to other demographics, and feedback directly from these consumers
- Continue work on the consumer satisfaction survey as well as other surveys (including employer satisfaction and partner satisfaction)
- How well are we serving the Deaf and Hard-of-Hearing populations?

- How are we connecting/sharing info with others beyond core partners (other stakeholders and advocacy groups), and do we know who all these stakeholders are?
- Continue to review progress towards goals on WIOA performance measures
- Look at services provided to different age groups (not to compare them but to make sure we are offering adequate amount of services across the age spectrum)
- How do we engage with people who aren't coming to us?
- How are connecting with specific populations such as those with TBI or memory problems?
- Data on how well we serve our business partners
- How to translate our message to a busy business community- what do they need to hear and make it digestible for the business community?

Before the group selects its priorities, the group needs to get more information on the data (Sept meeting) and see the results of the October Retreat.

Conclusions:
Gather data in September meeting and SRC priorities from the October Retreat then the group will establish its priorities.

Action Items, Person Responsible, Deadline:
Part of section 5 Action Items.

7) Other Business (Nick Caputo)
A. Agenda Setting for September 2, 2022

Conclusions:

Action Items, Person Responsible, Deadline:
Upload draft agenda to the SRC website, **Janice Leonard, 6/12/2022**

8) Adjournment (Nick Caputo)
Sherri moved to adjourn, and it was seconded. The meeting adjourned at 11:29 a.m.

Summary of Action Items, Person Responsible, Deadline: