

Draft Minutes
SRC STEERING COMMITTEE
Thursday, May 6, 2021
2:00 PM – 3:30 PM
via Zoom

Meeting called by:

Sarah Launderville called the meeting to order at 2:03pm.

Members Present:

- Sarah Launderville, SRC Chair
- Asher Edelson, Chair, AOE Committee
- Sherrie Brunelle, Chair, P & P Committee
- Diane Dalmasse, Director, Division of Vocational Rehabilitation

Members Absent:

- Nick Caputo, Chair, PR Committee

SRC Liaison:

- James Smith
- Amanda Arnold

SRC Coordinator:

- Kate Larose

Interpreters:

None

Speakers or Presenters:

None

Guests:

None

1) Introductions (Sarah Launderville)

Discussion:

Those in attendance went around the table and introduced themselves.

Conclusions:

Thanks to everyone!

Action Items, Person Responsible, Deadline:

None

2) Approval of Agenda (Sarah Launderville)

Discussion:

Sarah asked for any proposed additions or changes to the agenda. Sherrie moved to approve the agenda as presented. No further discussion. Approved via vote of 3-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

3) Open for Public Comment (Sarah Launderville)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of [Minutes from March 4, 2021](#) (Sarah Launderville)

Discussion:

Sarah asked for any proposed changes or amendments to the [Minutes from March 4, 2021](#). There were none. Sherrie moved to approve the minutes and it was seconded. No discussion. Approved via vote of 3-0-0

Conclusions:

March 4, 2021 minutes were approved

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 5/11/2021

5) Membership/Succession Planning (Kate Larose)

Discussion:

James shared that SRC member Brian Smith has an ongoing conflict with SRC meeting times and said he would no longer be able to be a member. So we are looking for another representative from the Department for Mental Health. Diane shared that Laura would be a good candidate. Sarah will reach out to her.

Kate walked through the [membership report](#).

James asked about having Tom Longstreth fill the role of Workforce Development Board member.

Diane asked Kate to check with the governor's office about switching someone's appointment role designation.

Sherrie mentioned that she and Kate have had conversations about transition when Sherrie retires as a new CAP representative will need to come on board.

- Asher asked that subsequent reports further break down age categories to include 25-34, 35-44, 45-54, and 55-64.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Update membership snapshot to include breakdown of ages, **Kate Larose**, 8/20/2021
- Check with governor's office about role designation switch, **Kate Larose**, 5/15/2021
- Reach out to Tom Longstreth about SRC membership, **James Smith**, 5/30/2021
- Reach out to Laura from DMH about SRC membership, **Sarah Lauderville**, 5/30/2021

6) Not So Secret Shopper

James shared the "not so secret shopper" outreach that SRC members had been encouraged to do in the past. This consisted of reaching out to their regional VR office and going through a modified intake process so they have a better understanding of the consumer experience, services and supports offered, as well as relationship building with their local VR staff members. It was decided that this should be added to the next Steering Committee agenda.

Diane said that given the commitment to summer youth employment, we don't want to launch any new initiatives this summer. Amanda said that once the hybrid model is set it could be a good time to revisit this. Sherrie suggested that it be added to the annual retreat agenda.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Place "Not So Secret Shopper" on the next Steering Committee agenda, **Kate Larose**, 7/15/2021

7) Agenda Discussion for June 3, 2021 Full SRC Meeting (Group)

- 1) Introductions
- 2) Approval of Agenda
- 3) Open for Public Comment
- 4) Approval of Minutes – April 1, 2021 Full SRC
- 5) Consent Agenda – Approved Committee Minutes & Coordinator’s Report
- 6) Committee Chair Updates (5 minutes each with no written reports)
- 7) Director’s Report
- 8) VR Regional Managers’ Updates (Bill Sugarman and Cindy Seguin)
- 9) Break
- 10) Update: Succession Planning
- 11) Presentation: Kevin Stapleton, VDOL
- 12) Round Table
- 13) Adjournment

Discussion:

James suggested that the director’s report should include the summer employment program. Diane added that we should also invite Liz Harrington, co-chair of DAIL DEI workgroup, to speak about our diversity, equity, and inclusion initiative for 15 minutes.

Sherrie asked about including rebranding on the agenda. James suggested possibly convening a summer presentation on the rebranding if folks are interested.

Sarah said she likes the idea of including a few minutes on the agenda for succession planning to get people thinking ahead about possibilities.

It was decided that we would do the regional manager updates differently this time and have each manager focus on one question.

The questions below will be sent to June presenters.

Liz Harrington, co-chair of DAIL DEI

15 minutes

- Provide a brief overview of DAIL’s DEI efforts

Regional Manager Updates

20 minutes total (10 minutes each)

- Cindy: Provide an overview of the Pathways Partnership and one thing you're excited about in terms of the impact of this work on consumers.
- Bill: What is caseload driven outreach, and how is it positively impacting youth in the summer program?

Kevin Stapleton, VDOL

45 minutes

Where Have We Been?

- What does the data say in terms of the following for people with disabilities?
 - Layoffs
 - PT and FT employment rates

Where Are We Going?

- Where do you see the labor market going post COVID?
- If you had a crystal ball, what do you think it would say about the labor market sectors most likely to rebound quickly and where the most job openings will be?
- How might VR better frame/poise our services to take advantage of future labor market trends for people with disabilities?

It was decided that an additional Steering Committee meeting should be added to the calendar in early August to prepare for annual retreat planning.

Diane asked that we look at possible in-person options for the October retreat. Kate will survey members to gauge interest and ability to attend an in-person retreat and reach out to Trapps, Seyon Lodge, and Capitol Plaza about pricing and availability.

It was shared that Asher's work schedule makes afternoon Steering Committee meetings difficult to manage. Kate will investigate the possibility of swapping Steering Committee and Policy & Procedure meetings, or moving Steering Committee meeting to the second Thursdays of the month.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Schedule additional Steering Committee meeting for early August, **Kate Larose**, 5/15/2021
- Draft survey to gauge in-person retreat interest, **Kate Larose**, 5/15/2021

- Check availability and pricing at retreat venues, **Kate Larose**, 5/15/2021
- Confirm speakers for June meeting, **Kate Larose**, 5/15/2021

8) Adjournment (Sarah Launderville)

Sherrie moved to adjourn and it was unanimously approved. Sarah called the meeting adjourned at 3:14 p.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 5/11/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 5/11/2021
- Minutes approved, **Committee**, 9/2/2021
- Approved minutes uploaded to website, **Kate Larose**, 9/7/2021