



MASSACHUSETTS REHABILITATION COMMISSION

STATEWIDE REHABILITATION COUNCIL

Chairperson
Dawn Clark

Vice Chairperson

Secretary

Members at Large

Executive Committee

600 Washington Street

December 5, 2019

1:00 PM – 3:00 PM

Meeting Minutes

Call to Order/Introductions

Naomi Goldberg (SRC), Dawn Clark (SRC), Kate Bebel (MRC), Inez Canada (SRC), Eric Nordahl (MRC), Steve LaMaster, Olympia Stroud, Alex Scarlis, Theresa Casey (MRC)

Approval of Meeting Minutes

Ms. Goldberg motioned

Ms. Canada seconded

Old Business

Review of the website content

Mr. Nordahl and presented the draft of the revised SRC website content with the committee. Please see the following amendments made by the committee members.

About the SRC

- on the member names, delete titles; for example, Dr.
- replace rep with representative
- on higher education and unserved/underserved reps, delete the numbers

Scheduled Meetings

- eliminate need to click a link to see the meeting schedule
 - the same would apply for the content of the following webpages
 - SRC Committees
 - SRC Duties and Responsibilities

Join the SRC

- additional resources section should be deleted as having a second link for membership form is redundant
- membership form will be revamped

SRC Meeting Minutes

- develop a standard format for meeting minutes titles to make them easier to find
- for 2020 minutes, take "SRC" out of the titles, e.g., "SRC Quarterly Meetings" becomes "Quarterly Meetings"
- for 2019 minutes, the question was asked whether there is a way to distinguish quarterly minutes by putting the link to them in another color

SRC Materials

- split up state plan and annual reports as they are two different types of document
- add link for orientation materials
- add link for article summarizing VR process

SRC Bylaws

- un-hyphenate "by-laws" to be consistent with spelling in the document

SRC Links

- change Top Tasks from vocational rehabilitation to MRC
- add a link to the Client Assistance Program

Other General Comments:

- Ms. Goldberg will be in charge of revamping the membership form
- Mr. Nordahl will check with Ms. Scher about whether we can add pictures to the SRC website
 - Ms. Biebel will check with Mr. Boardman about taking pictures at SRC meeting for website
- make sure forms on the website are accessible

Finalize 2020 Meeting Calendar

The 2020 meeting calendar was brought to the committee to vote on a site for the June 18, 2020 Statewide Rehabilitation Council meeting. The final vote is to hold the meeting at the Lowell MRC office. The Policy Committee meetings have been added to the first Thursday of every month from 11:00 AM-12:30 PM at 600 Washington Street, Boston MA, 02111.

Ms. Casey will finalize arrangements with the Lowell MRC office to host the June 18, 2020 SRC meeting.

You can view the full meeting schedule on the website.

Review By-Laws

Ms. Canada will the SRC By-Laws to the Statewide Rehabilitation Council on December 19, 2019. She gave a brief update on changes that were made to the document. You can view the Bylaws on the website.

New Business

How to receive updates on the FY20 Recommendations

MRC has developed a Workplan to assist committees with the FY20 Recommendations. The Workplan includes a brief description of the recommendation, the MRC staff person who will assist the committee and a timeline of when the recommendation should be completed.

A brief description on what the recommendations are and how the committees will proceed working toward meeting their goals by following the Workplan would be helpful to new council members to review and determine what committee best fits their expertise.

- Each committee will be responsible for updating the Workplan
- Each committee gives updates at their own committee meetings.
- Updates on the progress of the FY20 recommendations will be presented at the SRC quarterly meetings by the Chair of each committee.
- A current distribution list will be sent to the Chair of the committees for accuracy.
- Ms. Biebel will send SRC chairs an email with an expectation deadline to update their distribution list of members to be available for the December 19, 2019 SRC meeting.
- Committee chairs will send updates to Ms. Biebel and Ms. Casey

Electronic Invitations to SRC meetings

Invitations for all SRC related meetings will be sent electronically in the beginning of the year 2020 using the current distribution list. An email will be sent beforehand to inform members that they will be receiving multiple emails regarding invitations to the SRC and committees for the year 2020.

Adjournment: 3:00 PM

Next meeting date: January 2, 2020