

Statewide Rehabilitation Council (SRC) Executive Committee Meeting Minutes
April 1, 2021
1pm-3pm

Attendees:

- Statewide Rehabilitation Council (SRC) Members: Joe Bellil, Inez Canada, Naomi Goldberg, Steve LaMaster, Olympia Stroud,
- Massachusetts Rehabilitation Commission (MRC) Staff: Amanda Costa, Bill Noone, Graham Porell
- Public: Sarah Wiles, Ronaldo Fujii, Manu Chopra, Mona Dorsinville

Please Note: This meeting was held remotely.

Introductions:

- MRC staff in attendance and the Executive Committee members present, went around and introduced themselves.

Minutes Approval – Mr. Bellil

- Mr. Bellil. motioned to approve minutes from the previous Executive Committee meeting. Ms. Goldberg seconded the motion. Ms. Goldberg's motion was noted. The March 4, 2021 meeting minutes were approved with no amendments.

Agenda Amendment: Ms. Canada

- Ms. Canada proposed an amendment to the agenda to include Subcommittee Updates. The group unanimously accepted the amendment.

Old Business:

- **Diversity, Equity and Inclusion Proposal- Updates & Next Steps:**
 - **Summary of tentative awardee:** Ms. Costa provided an update on the Diversity, Equity and Inclusion and Strategic Capacity Building Request for Response (RFR). The RFR received four applicants, and the review committee, consisting of Ms. Goldberg, Ms. Canada, Ms. Biebel and Ms. Costa reviewed applications on Friday March 26th. Once a vendor is chosen, an email will go out to SRC Executive Committee Members.
 - **SRC Letter of Support-** The MRC Letter of Support for the upcoming Rehabilitation Services Administration (RSA) grant submission was completed and signed. The letter was circulated to SRC Committee Chairs and will be shared with full SRC membership through email by Ms. Canada.
- **Subcommittee Updates:**
 - **State Planning Committee: Mr. Bellil**
 - The State Planning Committee has a meeting scheduled for April 8th, 2021. The Committee is considering changing the time of future meetings, to be discussed during the April meeting.

- The April meeting will review the workplan for the 2021 SRC recommendations, discuss 2022 SRC recommendations and implementation plan. The team will also review the data for upcoming reports and recommendations.
 - Meeting notes from the March meeting were posted on the SRC website.
- **Policy Committee: Ms. Goldberg**
 - The current focus of this Committee is the procurement recommendation from the 2021 State plan. The group is working to better understand procurement details. Upcoming meetings will discuss next steps and future recommendations from the Committee.
 - The Committee is also working on reviewing fair hearings, identifying fair hearing officers, and getting copies of fair hearing decisions.
- **The Business & Employment Opportunity (BEO) Committee: Mr. LaMaster**
 - The committee received some baseline data on MRC's regarding current employment status for job seekers with disabilities.
 - Mr. LaMaster spoke with MRC Director of Communications (Colleen Casey) who is going to join the April 8th committee meeting to discuss how her role and goals relate to State Plan Priority #2-communications, marketing and branding committee.
 - Mr. LaMaster met with the Executive Director from Massachusetts Office on Disability, she will attend the April 8th committee meeting to speak to about convening a workgroup looking across departments and Secretariats regarding how to better serve Mass Careers candidates with disabilities.
- **Needs Assessment Committee: Ms. Stroud**
 - The committee reviewed responses of Consumer Satisfaction survey; 2,700 survey responses were captured in total.
 - The committee is looking to work further on diversity, equity and inclusion efforts surrounding future survey efforts.
 - The next meeting will take place in May 2021.
- **Discussion of SRC Membership: Ms. Canada**
 - Ms. Canada discussed general SRC membership, and goal to have a more robust membership of 21 as regulated. The SRC has a list of statutory members, ex Officio members (members who have termed out and still serve as non-voting members). Membership also includes the general public, but they do not have voting rights. The SRC is looking to increase the number of voting members appointed by the Governor. This process includes a submission of resume, and background checks through EOHHS liaison.
 - Vacancies that currently exist on the SRC include 1 disability representative, 1 underserved in vocational rehabilitation representative, 1 workforce board representative (Cheryl Scott waiting appointment) and a Department of Elementary and Secondary Education representative. We have a new representative from the MA Statewide Independent Living Council (SILC) that is

- awaiting appointment.
- For non-active SRC participants, Ms. Canada proposed reviewing attendees who are not attending 3 of 4 general SRC meetings and at least 1 committee meeting per year. SRC Committee Chairs have been asked to start taking attendance to track adherence to attendance bylaws.
- A plan to identify interested public members who can eventually serve as future governor appointed positions was discussed. Ms. Goldberg proposed prioritizing young adult representatives, and those who are recent vocational rehabilitation graduates.
- Recruitment materials could be shared with consumers who might be a good fit through MRC Counselors.
- Ms. Stroud referenced identifying diverse candidates during recruitment.
- Ms. Canada will host one-on-one conversations with members who have missed meetings to gauge interest in participating moving forward.
- Ms. Canada discussed writing a letter to request that statutory seats be fast-tracked would include Workforce investment board seat
- Ms. Canada noted that Ms. Dorsinville is still awaiting appointment.
- Chairs across state disability agencies are hoping to get together to brainstorm how to strengthen appointment process and efficiency.
- Mr. Fujii discussed interest in diverse recruitment and marketing through Triangle Institute and other institutions that serve those with disabilities.
- Ms. Goldberg suggested utilizing general recruitment of public representatives for Committees so they can support a topic of interest without the full commitment of a governor appointed role.
- Mr. LaMaster encouraged utilizing informal recruitment though public members who can come in and get a sense of involvement, commitment, and build understanding of SRC expectations before fully committing to a governor appointed position.
- Mr. Bellil discussed coming together and identifying/drafting the benefits of SRC membership to recruit candidates.

New Business:

- **Training for SRC Chairs: Ms. Canada**

- Ms. Canada discussed training for Committee Chairs who are newer to the SRC and looking for foundational training. The first hour of future Executive Committee meetings would include public attendance, the second hour will include only Committee Chairs to get peer support and education/training on how to formally Chair a Committee.
- Ms. Stroud, Ms. Goldberg, Mr. Bellil and Mr. LaMaster emphasized interest in Committee chair trainings. Mr. Bellil referenced the benefit of partnering with field experts like Janet LaBreck and getting together to standardize expectations of each Committee.
- Mr. LaMaster proposed developing a one-page procedural sheet for committee

meeting facilitation including content such as; who takes notes, how soon they must be finalized, who to send content to, etc.

- A suggestion was made to utilize tools like Microsoft Teams to keep procedures and content in one shared space.
- The MRC website is undergoing some editing, and the SRC will request that their page is organized differently with some new content. Ms. Canada provided a visual overview of the SRC Website during the call.
- Ms. Scott proposed using a shorter URL for SRC website and making the request with MRC Director of Communications for this.
- Structure of Full SRC Meetings:
 - The group discussed future SRC Qtrly Meetings to include the following standing items:
 - Commissioners Report
 - Introductions and Membership Updates
 - Committee Reports & Vote of Acceptance
 - Urgent content that will expire before next SRC Meeting
 - Open Meeting
 - Voting on SRC Recommendations (*June agenda only*)
 - The question came up as to whether the group would vote on the Commissioners report. In Robert's Rules, there's no requirement to vote to accept the report. The group agreed that only action items should be voted on. Moving forward, we will no longer vote to on the Commissioner's report.
 - A suggestion was made to review the content and purpose of future meetings to ensure content covered is relevant and achieves the aim of the group. If MRC has content to present on, for example, the SRC Executive Committee would consider requesting an executive summary ahead of time to tailor the presentation or suggest bringing the content to specific Committee meetings if more relevant than the broader SRC Qtrly meeting.
 - The group discussed getting a better sense of membership and public members interest in a preferred meeting time and calibrating the meeting time to lead to more opportunities for participation:
 - Past suggestions included early in the morning before a workday (8-10) or including some overlap with after-work hours (4-6).
 - For the SRC Qtrly meeting, a suggestion was made to offer a variety of times to determine the best fit for the group. A Doodle poll for meeting times providing options to ensure we find a time that works for the majority was the proposed next step, and to get some information on preferences. For Committee meetings, the membership is smaller, so Committees can decide the optimal time that works for the group.
 - When transitioning back to in-person meetings, the group will consider keeping a virtual option and include different geographic locations.

- COVID has created a larger challenge to encourage participation, but a virtual meeting option has maximized flexibility.
- Transportation continues to be a huge issue for in-person meetings as well as COVID-19 imposed capacity limits and space accessibility. The return to work and hybrid model will require the SRC to think these aspects through soon.

Open Meeting:

- A discussion came up surrounding George Floyd trial and supporting Black Indigenous People of Color (BIPOC). The group discussed the importance of reaching out to BIPOC colleagues and friends during this time.

Meeting Adjourned: Ms. Goldberg made a motion to adjourn.