

## SRC Executive Committee Meeting Minutes

June 4, 2020

1-3pm

**Attendees:** Joe Belill (SRC), Kate Biebel (MRC), Dawn Clark (Chair), Naomi Goldberg (SRC), Bill Noone (MRC), Nathan Persampieri (public), Cheryl Scott (SRC)

This meeting was held remotely.

### **Minutes Approval – Ms. Clark**

- Ms. Goldberg approved the 5.7.20 Ex Com meeting minutes. This was seconded by Mr. Belill.

### **MRC Update – Commissioner Wolf**

- MRC hosting an agency-wide meeting today to address Black Lives Matter – focus is on hearing from our workforce. This is the beginning of a conversation and work to address this issue.
- MRC continues to work remotely from home. Probably have 15 people out of 776 are coming into the office on rotating schedules (focused on end of year work – mostly fiscal).
- Starting to plan how we could come back into the offices – lots of conversations about childcare, transportation. Commissioner Wolf is meeting with the ILCs tomorrow to get their perspective about how they are thinking about opening up.
- We also need to understand how many consumers want to come in to a physical office.
- Surveying our consumer base – phone calls of 337 individuals, also electronic survey – to get a sense of experience of receiving remote services, barriers, and how to support consumers for in person work with MRC.

### **Committee Updates – Mr. Belill, Ms. Goldberg, and Ms. Clark**

- State Plan (Mr. Belill)
  - Recommendations for FY21 have been drafted and reviewed. Plan would be to send to general SRC and vote on June 18<sup>th</sup> meeting. After that, MRC responds to recommendations by July 31<sup>st</sup>.
  - FY20 recommendations – 2 from FY20 carried over to FY21. The rest will be done when FY20 is over.
- Policy (Ms. Goldberg)
  - Has 2 recommendations for FY20. 1) Dedicated college liaisons in area offices. Met with Ms. Cimini and agreed that this strategy didn't make sense for workforce structure. Worked with Ms. Cimini around other strategies. 2) Procurement – making sure MRC has enough connections with various vendors to be able to do business. Worked with Mr. Noone and Ms. Cimini. Will be inviting Mr. Vasquez (CFO) to an upcoming meeting to focus on this.
  - Has also focused on some existing MRC policies and have some recommendations about this.
- Business and Employment (Mr. Belill)
  - Mr. Allen has attended recent meetings, which has been really helpful.
  - Feel that self-employment manual should be updated – this is part of the FY21 recommendations.
  - Reviewed info on wages and hiring events. Want to ensure that consumers have the right equipment to access these – digital disparities. Also want to ensure social media is updated, and ensure it is more business friendly.

- Commissioner Wolf reminded that MRC has an internal job placement capacity as well as CIES where we can procure this service – and offered that we could help get CIES representatives to inform this committee’s work, etc.
- Executive Committee (Ms. Clark)
  - Autism recommendation – did not put this forth for FY21.
- Consumer Satisfaction and Needs Assessment (Ms. Clark)
  - History – we combined these to help decrease meeting burden.
  - Need to ensure that work of this committee is present at the Executive Committee
  - Ms. Clark will be looking to appoint a new Chairperson for this committee.

**SRC Job Descriptions and Update – Ms. Clark**

- Ms. Clark and Ms. Canada have reviewed job descriptions from around the country and put together a sample of job descriptions that were sent out to the committee.
- Discussion of adding job descriptions to the guidebook.
- Mr. Belill moved to include job descriptions in the guidebook. Ms. Goldberg seconded the motion. All approved. Once this happens, can go on the website and sent out to SRC membership.

**FY20 Recommendations Update – Ms. Biebel and Mr. Noone**

- Transportation – have completed all items – new resources available on MRC website and MassMobility website.
- Asian Community Focus Group – this recommendation is on hold due to Covid-19.

**Ex Officio Update – Ms. Clark**

- Have a 1 year renewable terms
- Discussion of are there specific recommendations of individuals to serve as ex officios – will revisit July.

**Plan for June SRC Meeting – Ms. Clark**

- FY21 recommendations - will send out current version from Mr. Belill, Mr. Belill will present
- Update on WIOA Combined Plan – Mr. Noone can present (15-20 minutes)
- Update from Commissioner on Covid-19 and Black Lives Matter – Commissioner Wolf
- FY20 recommendations – will send out updated spreadsheet - SRC Chairs
- SRC Officer Nominations – Ms. Clark
- Open Mike

**Open Meeting**

- Met Nathan Persampieri, a youth intern at Easter Seals. He said that he enjoyed listening to it, but it was difficult to understand many of the topics discussed. He may plan to attend future committee meetings.

**Other**

- Thoughts for Sept SRC meeting – revisit presentation that was supposed to happen in March 2020 with Ms. Scott, Mr. Allen, and Ms. Phillips
- Ms. Biebel will add language to June SRC invite about people can reach out to Ms. Biebel if they have technology issues/concerns specific to participating in upcoming meetings.

- Online SRC applications – will discuss how to handle online applications to the SRC. There are 2 current applications – Ms. Biebel will forward to Ms. Goldberg and Ms. Clark, who will each contact one of the interested parties. Discussed importance of timely response, and a personal touch (e.g., phone call).
- SRC Officer positions – Ms. Clark will draft a letter to SRC membership to inquire as to whether anyone would like to nominate themselves to an SRC officer position. She will forward a draft of the letter to the Executive Committee for review and approval and send it in advance of the quarterly meeting. This item will be added to the agenda of the quarterly meeting. Once there are nominations the executive committee will approve them.

**Next Meeting**

July 2<sup>nd</sup>, 2020  
Virtual Meeting  
1-3pm