

Statewide Rehabilitation Council (SRC) Executive Committee Meeting Minutes
May 6th
1-3pm EST

Attendees:

- Statewide Rehabilitation Council (SRC) Members: Joe Bellil, Inez Canada, Naomi Goldberg, Steve LaMaster, Olympia Stroud, Dawn Clark
- Massachusetts Rehabilitation Commission (MRC) Staff: Amanda Costa, Kate Biebel
- Public: Sarah Wiles (CAP), Cheryl Scott (WIB), Mona Dorsinville (application pending)

Please Note: This meeting was held remotely.

Introductions:

- MRC staff in attendance and the Executive Committee members confirmed they knew each other, and introductions were not needed.

Minutes Approval – Mr. Bellil

- Mr. Bellil. motioned to approve minutes from the previous Executive Committee meeting. Mr. LaMaster seconded the motion. The April 1, 2021 meeting minutes were approved with no amendments.

Old Business:

- **Diversity, Equity and Inclusion:**
 - **Amendment Agenda Item:** Ms. Canada motioned to amend the current agenda to add an item regarding Diversity, Equity and Inclusion. Mr. LaMaster seconded the motion and the committee unanimously agreed.
 - There is a vigil for a young woman of color and LGBTQI, Mikayla Miller, whose death is suspicious and is under investigation. A vigil will be held in Hopkinton later today in memory this young woman. Ms. Canada led a voluntary moment of silence for this young woman and her family.
 - Committee members expressed their appreciation for the added agenda item, and appreciation for the group focusing on diversity, equity and inclusion given what is going on in the world right now regarding racial inequality.
 - The George Floyd verdict was also discussed and ways that members can support work in racial justice were discussed.
 - **Proposal- Updates & Next Steps:** Ms. Costa provided an update on the Diversity, Equity and Inclusion and Strategic Capacity Building Request for Response (RFR). The awarded vendor was identified, and MRC is in the process of finalizing the contract with the vendor. A summary of the proposed activities will be circulated to the executive team once the contract is signed.
- **SRC Membership:**

- A review of current vacancies and inactive positions were covered by Ms. Canada. Ms. Canada has sent emails to inactive members to identify their continued interest in the Council; she has received no responses to date.
- The group is officially in the process of recruiting three members. One is looking forward to supporting employment initiatives and has an extensive background in data and looks forward to bringing that skill to the group to explore data trends.
- Ms. Dorsinville approval is still pending - going on a few months now.
- Ms. Canada is working on a letter to Robert Jones (EOHHS Support) to consider using State Employees existing background information in the system as a fast-track option for their application. Ms. Biebel suggested email as an initial contact re: this item would be better.
- The “join the MRC” link is active and current SRC members can recruit others using this platform. Interested candidates can reach out to Ms. Canada or any member of the Council with which they feel comfortable speaking for more information.
- A consideration to partner with Ms. Biebel to create written documentation of the internal membership process once an application comes through to MRC was discussed. Ms. Clark has put together this procedure in the past and will work with Ms. Canada and Ms. Biebel to finalize. Ms. Canada noted that this would help the SRC track which stage of the process an applicant is in.
- **Subcommittee Updates:**
 - **Policy Committee: Ms. Goldberg**
 - The group is working on a procurement recommendation. The current recommendation focuses on learning about procurement but may need to shift based on the upcoming diversity, equity and inclusion work.
 - **Consumer Satisfaction & Needs Assessment Committee: Ms. Stroud & Ms. Costa**
 - The group hasn’t met since March. Ms. Stroud is currently sitting on a working group with the Synergy Consulting and MRC leads, Ms. Costa and Ms. Biebel, to revamp the consumer satisfaction survey process at MRC.
 - The group has especially highlighted the need to capture the experience of the underserved populations.
 - Ms. Costa provided an update on the survey development process in partnership with Synergy, including bringing together the MRC Black Managers Committee, Statewide Bilingual Group, Statewide Deaf Services committee to provide input on engaging underserved populations.
 - The next CSNA Committee meeting will take place on May 24th with the Synergy.
 - **The Business & Employment Opportunity (BEO) Committee: Mr. LaMaster**
 - The group is currently focused on increasing the number of state employees with disabilities. The group met in April and had a robust discussion about that.

- Bill Allen (MRC Job Placement Director) and Mr. LaMaster had a follow-up meeting where it was suggested to Mr. LaMaster have a follow-up discussion with Juanita Allen, the state's diversity and recruitment manager to discuss possible opportunities for collaboration.
 - Mr. LaMaster asked whether his initial meeting should be opened to BEO members. I was agreed that he should have a discussion w/ Ms. Allen and determine whether to invite her to an BEO meeting and when.
- **State Planning Committee: Mr. Bellil**
 - Mr. Bellil walked through the proposed MRC recommendations for Fiscal Year 2021.
 - Discussions around the policy committee recommendation centered around expanding the recommendation to include how to advise MRC based on information gleaned surrounding the procurement process.
 - Suggestions were given to expand all current recommendations to (1) focus on clarifying the ask for MRC as the ask relates to the SRC's recommendation that MRC change a practice or service delivery method and (2) where appropriate, include diversity, equity and inclusion language.
 - Suggestions were given to document and clarify the recommendation process. Mr. Bellil will start to document the process, and how it aligns with the state plan and current consumer needs in vocational rehabilitation.
 - Ms. Canada noted that the Committee chairs had not completed the revision of their recommendations as Mr. Bellil assigned. She asked that Committee chairs provide the revisions in a timely fashion. Ms. Canada asked Mr. Bellil to set a date for Committee Chairs to have revisions to him before June Exec Comm meeting.
 - Revisions due to Mr. Bellil before May 27, 2021.

New Business:

- **June Quarterly Agenda Prep:**
 - The June quarterly agenda was refined and finalized.
- **SRC Chair Training Discussion**
 - Attendees who were not SRC Committee Chairs where free to log off.
 - In lieu of current training, a discussion covered areas for needed training were reviewed:
 - Creating standard operating procedures and training on the recommendations
 - Ms. Stroud, Ms. Goldberg and Mr. LaMaster emphasized interest in Committee chair trainings.
 - Mr. LaMaster and Ms. Stroud proposed developing a one-page cheat sheet for committee meeting facilitation including content such as; who takes notes, how soon they must be finalized, who to

send content to, etc.

- Mr. LaMaster and Ms. Stroud also expressed the need for basic guidance on setting a meeting, developing an agenda, etc. Chairs noted the need to have annual refreshers on Robert's Rules of Order, The Open Meeting Law, and the Recommendation process

Open Meeting: No timed remained for open discussion.

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