



MASSACHUSETTS REHABILITATION COMMISSION

STATEWIDE REHABILITATION COUNCIL

Chairperson
Dawn Clark

Vice Chairperson

Secretary

Members at Large
Steve Aalto

Executive Committee Meeting

600 Washington Street, Boston MA 02111

October 4, 2018

1:00 P.M. to 3:00 P.M.

Meeting Minutes

Call to Order/Introductions

- Joe B (SRC), Barbara C. (SRC), Kate B (MRC), Jim Riley (SRC), Dawn Clark (SRC) Steve A (SRC), Paul (public), Barbara (public)

Approval of Meeting Minutes

- Steve Aalto made the motion to accept the minutes. Joe Bellil seconded the motion. Meeting minutes were passed

Old Business

Executive Committee operational needs (30 minutes)

- Survey re: SRC meeting times
 - Need to consider quarterly meetings first. Should we have meetings at different times at different parts of the state?
 - Concern about having meetings too late – but maybe we would also maybe get more involvement?
 - Could we alternate between daytime and evening meetings?
 - We need to ensure that meeting times work for appointed members.
 - Include question re: annual meeting – 3 hour meetings? Or at the January Executive Committee?
 - TASK: MRC will draft survey for distribution with survey monkey. Will distribute in the next few weeks.
- Using calendar invites for meetings
 - Discussed using calendar invites for meetings moving forward. We will need to clean up email distribution list – will email all members to ask if they continue to be interested in receiving invites. Will also remind people they can look online to see upcoming meetings.
 - TASK: Ask Theresa to set up calendar invites moving forward. Will also send one last email to folks saying we're going to be not using full list anymore, but can look online to see meetings, etc. Will still use template, but just send once as an invite, and then a reminder 48 hours in advance).

- Members who don't use email
 - We have a small handful of individuals who do not use email, but also have not attended meetings in a long time.
 - TASK: We will write a letter and say a) only mailing stuff if still interested; b) only mailing information for quarterly meetings; c) remind individuals that information re: meetings is available line
- Standardized format
 - Old, new business, etc
 - Name, Date of Committee, Pages total, when, where
 - TASK: Make sure we have standardized template for meeting agendas and minutes.

Committees and updates (60 minutes)

- OOS listening sessions/public hearings
 - Reviewed SRC and MRC Workforce meetings, which both happened in Sept and went well.
 - TASK: getting continued engagement of SRC, both for policy as well as other communications with consumers, family members, etc.
 - TASK: make sure Commissioner is communicating/presenting with other EHS Commissioners re: OOS. (Update – Kate B discussed with Commissioner and this has been happening).
- Standing/ad hoc committee – what do we want to prioritize
- Committee updates
 - Statewide Consumer Needs Assessment– *did not discuss*
 - Business and Employment Committee– *did not discuss*
 - State Plan and Interagency Relations Committee
 - Meeting coming up Oct 19th. Doing timetable for strategic plan and review status of current recommendations. SRC agreed to move forward 2018 recommendations for next year.
 - Annual Report
 - TASK: Kate will check with Joe B and Dawn re: timelines. (Update – timelines have been set – Annual Report will be submitted to RSA by 11/1).
 - Policy Committee
 - Figuring out what is coming down the pike, and what the committee should be working on.
 - Would like to engage with OOS policy development moving forward. Naomi will reach out to membership to see about if/how engaged with OOS policy moving forward.
 - Want to make sure policy describes unserved people.
 - Nominations/Membership – *did not discuss*
 - Next steps
 - Expectations of members
 - New member orientation
- How to address by-laws issues?
 - By-laws need review. Need to realign committees to what's going on at MRC.
 - TASK – recommendation to convene a task force to review by-laws. Would meet a few times. Would be combo of SRC and MRC folks. Recommendation of doing this in January, as part of an annual meeting.
 - TASK: find full day in January for big “working meeting.”

Data discussion (20 minutes) – *did not discuss*

- Standing data SRC would like?
- Ad Hoc data SRC would like?
- Proposal to full SRC

Draft December agenda items (10 minutes) – *did not discuss*

- Is this the annual meeting?
 - Could this be a time to set expectations for the coming year? Have a longer meeting – more like a retreat?
- Internship Program (from March 2018 SRC - Joan)
- Continued Supported Employment discussion (what info needed)
- Policy Committee update – disentangling policy and membership; soliciting membership
- Ex Com proposal how to continually address State Plan Recs
- Open Meeting Law
- OOS feedback from listening sessions and public meetings
- Present agenda for January working meeting

Next Meeting Date: TBD