



MASSACHUSETTS REHABILITATION COMMISSION

STATEWIDE REHABILITATION COUNCIL

Chairperson
Dawn Clark

Vice Chairperson

Secretary

Members at Large

Executive Committee

600 Washington Street, Boston MA

October 3, 2019

1:00 PM – 3:00PM

Meeting Minutes

Call to Order/Introductions

- Dawn Clark (SRC), Inez Canada (SRC), Alex Scarlis (CAP), Chris Dreher (SRC), Kate Biebel (MRC), Bill Noone (MRC), Josh Boardman (MRC), Bill Noone (MRC)
- Remotely: Joe Bellil (SRC), Olympia Stroud (DESE)

Approval of Meeting Minutes

- September Ex Com minutes have been tabled until the November 7, 2019 meeting.

Membership

Olympia was introduced as someone who is interested in the SRC. She attended the meeting via conference call to get an idea on what it is that the SRC does to support the MRC. She is a Program Coordinator with the Department of Elementary and Secondary Education (DESE). She works with High School Equivalency looking over assessment testing, and GEDs, and also works with issues of diversity, equity and inclusion. She works more with the diversity side of the program as diversity is a big issue part of the work that she does.

Jessica Cimini was announced as the new Vocational Rehabilitation (VR) Operations Director. Her new position will begin on October 5, 2019.

Review Draft of Annual Report

Joshua Boardman attended the meeting to review the draft of the 2019 State Rehabilitation Council (SRC) Annual Report. Suggestions to the Annual Report included:

- Moving Community Living Department (CL) and the Disability Determination Services (DDS) information to an appendix.
- Number the recommendations

- List the acronyms meanings
- Add the One Pager to the section where the information of joining the council or committees is located
- Chairs of the committees will provide a brief description of the committees priorities are, what the committee has achieved and what the committee is currently working on
- Include information re: Pre-Employment Services (Pre-ETS), Adult Community Clinical Services (ACCS), Department of Mental Health (DMH), and Order of Selection (OOS)/Priority of Services (POS)

Action Items:

- Inez will provide Josh with the acronyms list
- Dawn will emails chairs or the committees for information what their priorities achieved, and what the committee is currently working on
- Kate will email additional edits to the committee by the to the Executive Committee members by October 23, 2019
- The committee will review edits at the November 7, 2019 Executive Committee meeting

WorkPlan for FY20 Recommendations Update

A group met regarding the Workplan draft and how we can get more integration between the SRC committees and MRC workforce. MRC went through the recommendations to match them with the appropriate MRC staff that will be responsible to assist committee to achieve their assigned 2020 recommendations. This is an opportunity for chairs to make sure that the MRC and committee are connecting to achieve these goals and develop partnerships.

Immediate suggestions included:

- Provide full Names of members of all committees
- Provide full names of the MRC staff person who is to oversee the recommendations
- Including the recommendations as written to the Workplan
- Exportations and dates

Recommendations for future SRC Recommendations include:

- Make sure they are recommendations, rather than or questions.
- Structure it so that they are recommendations to things that are actionable recommendations.

Action Items:

- Joan Phillips, Kate Biebel, Jessica Cimini and Bill Noone are the MRC staff who will be assisting the committees with their recommendations
- Committees will provide follow up regarding the work that the committees are working on

2020 Meeting Calendar

The 2020 meeting calendar was presented to the committee to ask that the chairs secure the dates, locations and times of when their committee's will be meeting throughout the year 2020. Goal is to finalize calendar at November 7th Ex Com meeting, to present at December 19th full SRC meeting.

Action Items:

- Ms. Biebel will look at Commissioner Wolf's calendar in order to set dates for the Full SRC meetings
- Committee Chairs should email their dates, times and locations to Kate by October 18.

Review SRC One Pager

Ms. Canada developed a one page document that describes what the SRC is and what they do. The idea is to have a written document available to the public so that if they have interest in attending an SRC meeting they will have some knowledge of what the SRC is, how it is structured, and what it does to assist MRC. The committee discussed some potential edits to the document, and Ms. Canada offered to do a second draft to present at the November 7th Ex Com meeting.

SRC Information on the MRC website

Goal is to have some more accessible and informational material available on the MRC website re: the SRC. Mr. Nordahl will work with Committee Chairs on web page content, and will meet with our web designer, Ms. Alison Scher, on how to design the website. There will be links to follow that will allow the public to view the membership of the board of the SRC and Chairs of the SRC committees.

Action Items:

- Erik will propose a draft of the web content to Dawn, Kate and Inez on October 17, 2020
- The draft will be presented at the next Executive Committee on November 7, 2020
- Invite Alison Scher to the November 7, 2020 meeting