

February 8, 2023 draft minutes

Statewide Rehabilitation Council (SRC)

State Plan and Interagency Relations Committee

Meeting Minutes

February 8, 2023, 11:00-12:30pm EST

Attendees:

Statewide Rehabilitation Council (SRC) Members: Christine Tosti, Steve LeMaster, Joe Bellil (Committee Chair), Sarah Wiles; Ex-Officio: Kevin Goodwin

Massachusetts Rehabilitation Commission (MRC) Staff: William Allen, Amy Karr

1. Welcome and Introductions

Joe stated the names of all attendees. New administrative assistant Amy Karr was introduced and welcomed.

2. Review related SRC DEI activities

Joe asked attendees to share something related to DEI and Black History Month. Joe, Steve and Christine shared actions they are doing in honor of Black History Month.

3. Approval of minutes.

Minutes of the October 12, 2022 committee meeting were accepted with no comments.

4. Any updates/issue regarding the SRC FY23 Recommendations

The recommendations had been sent to committee members in advance of today's meeting. Steve noted that the current recommendations still have some outstanding items. Steve will reach out to Inez for her notes from a prior meeting with Kate and Inez on this topic.

The schedule for the WIOA State Plan was reviewed:

- SRC Reviews, analyzes, and advises MRC on the VR section of the WIOA State Plan from June 2023 to October 2023.
- Draft WIOA State Plan to be sent to Governor's Office by October 30, 2023
- Final WIOA State Plan to be sent to RSA by April 1, 2024

Joe reminded the committee that since the WIOA State Plan is done every four years that this year there will be this additional work that is not done every year. Joe will talk to Bill Noone about the WIOA related dates.

The Draft Schedule and Tasks for Annual Report FY 2024 was reviewed:

SRC must come up with recommendations for the FY2024 Annual Report. Chairs of committees asked to come up with draft report of their activities for the year.

- The recommendations for FY2024 Annual Report are due to MRC by June 30, 2023.
- The MRC Responses to the SRC FY2024 Recommendations are due by July 31, 2023.
- SRC Chairs provide draft committee reports by October 11, 2023.
- FY2023 Final SRC Annual Report, including MRC Program Results, is due to RSA by November 1, 2023

Detailed SRC recommendation timeline was reviewed:

- Committees start the process of developing their FY24 recommendations February 2023 to April 2023. It was discussed that developing the recommendations can be difficult without input from the MRC; the committees don't know if they are missing background. Joe agreed they need more data and said he would check with Ronaldo to find out when the SRC will have access to the Customer Satisfaction/Needs Assessment data.
- Draft recommendations go to the Executive Committee by May 4, 2023 at the May Executive Committee meeting.
Joe will remind committee chairs to start thinking about their committees FY24 recommendations at the March Executive Committee meeting.
- The Executive Committee Reviews and approves the recommendations to be presented at the June SRC meeting on June 1, 2023.
- SRC members vote on the recommendations on June 22, 2023.
- SRC forwards the approved recommendations to MRC for MRC's response on June 23, 2023.
- MRC's response to the recommendations is due on July 31, 2023.
- The State Plan Committee reviews the MRC's responses and prepares to work on the recommendations on August 9, 2023.
Joe noted that MRC liaisons should give the SRC input about the recommendations.
- Joe will reach out to Ronaldo Fujii to seek if he knows when the SRC will have access to updated Customer Satisfaction/Needs Assessment data.

5. Discuss developing a Standard Operating Process for creating SRC Recommendations in the future.

Joe said that currently there is no SOP about creating recommendations. In the past the SRC asked the public to send recommendations online. Once recommendations were received, there is no set procedure about determining which recommendations are to work on, which committees will work on which recommendations, how many recommendations for each committee.

Methods to get input from MRC consumers and to inform the consumers about the SRC were discussed.

- Christine would like VR counselors to tell consumers about the SRC and encourage them to give input; she suggests that to be built into MRC intake procedures.
- Steve asked how MRC consumers learn about the SRC. Joe stated that in the past there were more consumer conferences, which usually included something like an SRC table. Consumer conferences used to be every two years, but Amanda Baczko said they would now be yearly.
- There used to be a consumer newsletter called the Consumer Voice that included information about the SRC. It was produced by the MRC with comments from SRC members.
- Steve noted that the BEO committee could work with Bill Noone or Graham to identify a simple data set to be collected on a regular basis.
- What would MRC consumers like to know? There could be data on the website such about number of consumers getting employed, etc. Relevant information can increase engagement, but too much can make it less likely the information will be read and used. How would the information be curated?
- Steve said that it makes sense for each committee to have access to data and consumer input. The committees' recommendations should reflect the needs of consumers and businesses.
- It was suggested that the MRC site should have a link to the SRC site.

6. Review related SRC DEI activities

Joe would like to talk about opening each meeting with a DEI focus at the committee level.

Use of modified Robert's rules.

Joe is including an agenda item for open discussion. He thinks the Executive Committee will be reviewing the report.

7. Other input from committee members

Christine shared pdfs about information she has found and encourages others to explore them.

Christine is going to apply for an appeal with MRC about paying for items for her dog. She would never have appealed if hadn't learned the applicable laws.

Joe thanked the attendees for their input and time.

The next State Plan meeting is April 5, 2023

At the next Executive Committee meeting committee chairs will be reminded about the timeline for recommendations.

8. Adjournment