



Idaho Division of  
Vocational Rehabilitation

## Minutes for the State Rehabilitation Council Quarterly Meeting

Springhill Suites, 424 E. Parkcenter Blvd., Boise

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**October 25, 2018**

**Present:** Ron Oberleitner, Darin Lindig, Sarah Tueller, Matt Markve, Teresa Pitt, Nanna Hanchett, Jane Donnellan, Darrell Quist, Molly Sherpa, Kenna Buckner, Kean Miller, Mike Heuser, Rob Atkins, Janice Carson, Luke Rose, Ramona Medicine Horse, Dina Flores Brewer, Mel Leviton and Jacque Truax.

**Absent:** Suzette Whiting, Dwight Johnson, and Kendrick Lester

Molly welcomed everyone to the meeting. Jane stated that today we would be discussing ways for the council members to better understand the VR program and to work more collaboratively with VR for the purpose of the program. She introduced and welcomed Paul Dziedzic from the Center of Continuing Education for Rehabilitation from the University of Washington as the facilitator for the meeting.

\*\*All handouts from this meeting are attached to the minutes.

### **Purpose:**

Paul stated that the purpose of the meeting was to build the SRC-VR partnership and plan ways the two groups can work together over the coming year. He will discuss information and thoughts about what the partnership between VR and the SRC is "in law" and the responsibility of the SRC and how those fit.

He provided an overview of the day stating we would be discussing the four major processes that guide and drive the VR program decision making and direction. The VR leadership will provide timelines and processes used and discuss how much of that is driven by someone else. We will talk about how we can be partners: face-to-face and then shoulder-to-shoulder and how we can advocate together for the program to help advance the interest of the program, and finally we will discuss the implications for how we operate. He stated we would end the day by thinking about what we discussed and the implications it will have over our work for the coming year. The VR leadership and the Executive Committee will then meet later to discuss the output from the day and make operational decisions.

One of the last items of the day will be to ask council members which of the four areas each of you have interest in being active in.

## **Introductions and Group Photo:**

Members and attendees gave personal introductions and the council took a break to take a group photo for their annual report.

Once we had reconvened Paul recommended an on-line book: The 2011 36<sup>th</sup> Institute on Rehabilitation Issue 2011, titled The State Rehabilitation Council – Vocational Rehabilitation Partnership. *Link is:*

<http://www.rehabworks.org/rehab/IRI2011-Partnership.pdf>

He began with a power point presentation, stating that the intent of the presentation was to provide his thoughts on what congress intended the VR program to be.

### Slide 1

#### **Understand How the VR Act / WIOA Creates:**

- ❖ The partnership between the VR program and the SRC
- ❖ The responsibilities of the SRC in that partnership.

### Slide 2

#### **There is an identifiable, Accountable Vocational Rehabilitation Program**

- ❖ Designated state unit that is “primarily concerned with vocational rehabilitation or vocational and other rehabilitation of individuals with disabilities that is responsible for administration of the vocational rehabilitation program of the state agency” 34 CFR 361.5(b) 14
- ❖ State director who administers the program, directs staff, etc.
- ❖ State plan that describes how the VR program will operate and assures compliance with federal law.

### Slide 3

#### **The VR Program: From medical model to empowerment, civil rights, consumer voice, and partnership**

- ❖ Wounded soldiers come back from war after WWI
- ❖ 1973 to 1998: The consumer voice speaks and Congress listens

Slide 4

**State Rehabilitation Council: A punctuation mark in the 25 year congressional affirmation of consumer voice, civil rights, empowerment, and partnership**

“[This Bill] creates partnerships between providers and consumers to ensure a more consumer driven system.”

-Rep. Major Owens D-NY, 1992

Slide 5

**State Rehabilitation Council: A punctuation mark in the 25 year congressional affirmation of consumer voice, civil rights, empowerment, and partnership**

“A revision of the Act that ensures the concepts of empowerment for individuals with disabilities will be followed including respect for individual dignity, self-determination, inclusion, integration, and full participation of individuals with disabilities...the establishment of the State Rehabilitation Advisory council for the basic grant program, a majority of whose members shall be persons with disabilities.”

-Senator David Durenberger R-MN, 1992

Slide 6

**The SRC as a partner with VR leadership: the consumer voice**

“The committee recognized the need for the disability community in a state to play a significant role in ensuring that the vocational rehabilitation program operates effectively.

The committee...significantly strengthens the role of the State Rehabilitation Council (formerly State Rehabilitation Advisory Council) in developing policies, planning activities, evaluating program effectiveness, and carrying out other functions related to the vocational rehabilitation program.”

(Senate Committee on Labor and Human Resources, 1998)

### Slide 7

#### **The SRC – VR Partnership**

- **Face to Face**
- **Shoulder to Shoulder**

Paul's comments:

*Face to Face* is an open honest, frank, and hopefully positive partnership between the SRC and VR. They discuss the program, how it's working, what can make it better and what the priorities are.

*Shoulder to Shoulder* – This is where the SRC and VR partnership works to advance the program's interests. Examples of this is that VR sits on many councils and they advocate with the Governor or legislature on policy and budget or things of interest to the program. The agency Administrator cannot go to the Governor or the Legislature and ask for something that the State Board of Education (SBOE) didn't endorse. The SRC is not limited, they can speak to the needs of the program in a broader.

### Slide 8

#### **The Responsibilities of the SRC in the VR-SRC partnership**

Review, analyze, and advise the designated state unit regarding the performance of the responsibilities under this title, particularly:

- Eligibility (including order of selection)
- Extent, scope, and effectiveness of services
- Functions that affect the employment outcomes

### Slide 9

#### **The Responsibilities of the SRC in the VR-SRC partnership**

- Planning
- Evaluating program effectiveness
- Policy Development
- Submit public reports to the Governor and RSA Commissioner
- Coordinate with other councils within the state
- Participate in RSA monitoring
- Other

### Slide 10

#### **The Responsibilities of the SRC in the VR-SRC partnership**

##### **Planning**

- Jointly conducting a Comprehensive Statewide Needs Assessment (CSNA) every three years
- Developing, agreeing to, and reviewing the annual VR state plan and updates
- Comprehensive System of Personnel Development (CSPD) is part of the state plan development

Slide 11

**The Responsibilities of the SRC in the VR-SRC partnership**

**Evaluating Program Effectiveness**

- Evaluate the effectiveness of the VR program and performance on state plan goals and priorities
- Conduct a review and analysis of consumer satisfaction with the functions, services, and outcomes of the state agency

Slide 12

**The Responsibilities of the SRC in the VR-SRC partnership**

**Policy Development**

“VR agency regularly consults with the SRC on development, implementation, and revision of VR policies and procedures.”  
(Title 1, section 101)

Slide 13

**The Responsibilities of the SRC in the VR-SRC partnership**

**Submit public report to the Governor & RSA commissioner**

“...prepare and submit an annual report to the Governor and the Commissioner on the status of the vocational rehabilitation programs operated within the state and make the report available to the public.”

Slide 14

**The Responsibilities of the SRC in the VR-SRC partnership**

**Coordinate with Other Councils within the State**

Slide 15

**The Responsibilities of the SRC in the VR-SRC partnership**

**Participate in RSA Monitoring**

Slide 16

**The Responsibilities of the SRC in the VR-SRC partnership**

**Other**

- Develop resource plan
- Jointly identify impartial hearing officers with VR
- Other function consistent with purposes of this act

Slide 17

“The partnership between SRCs and VR...is a call to action to advocate for, and hear the voices of, the people served by VR.

The partnership must be a commitment and priority for the partners in order to make the VR system a change agent whose goal is to assist people with disabilities to become employed in integrated, competitive employment.”

-36th Institute on Rehabilitation issues  
The State Rehabilitation Council  
Vocational Rehabilitation Partnership

Slide 18

**Our purpose was to understand how the VR Act / WIOA creates:**

- The partnership between the VR program and the SRC
- The responsibilities of the SRC in that partnership

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Do you feel you have a better understanding of the role of the Council (and your role as a council member) in the SRC-VR partnership?

Thoughts? Questions?

*End of Presentation*

**Discussion:**

There was discussion about a paid director for the SRC and why Idaho does not have a paid director. Paul’s perspective is that agencies that are larger and have bigger budgets are more likely to have a paid director. This is something the Executive Committee could look and consider with the agency and the resource plan. **Action Item:** Executive Committee

Paul stated it is important for the council to be aware of the rhythms of the agency and to structure themselves well. Members need to be involved with the council in the face to face work to set up the shoulder to shoulder advocacy.

Molly suggested possibly adding an advocacy council to the SRC and having more people with disabilities in those positions. We also discussed opportunities for advocacy/lobbying for the agency with legislators. This could be an opportunity for shoulder to shoulder work for the council members.

Paul asked for examples of what members have experienced or learned from when the VR/SRC partnership has worked well that we might want to replicate or expand in the future. He noted responses on a flip chart.

What have we learned about what it takes to do this well:

- Survey (Customer Satisfaction): Active discussion about what we're doing and how we are doing it and having a subcommittee that could focus.
- A focused effort – a subcommittee
- Active involvement with VR Staff
- Asking great questions
- Willingness to try something new
- Weighed in on a suggestion from VR
- Try something, learn and move forward

We reviewed the bullet points above and Paul asked the council how they might replicate this sort of engagement or to provide comment on other examples of times when the VR / SRC partnership worked well.

Areas mentioned were:

- State Plan Meeting
  - Presenting information in ways the SRC members can digest it
- Transition of Leadership Roles
  - Helping SRC members get their feet on the ground; Be able, not just willing to play our part
- Sharing our focused work in subcommittees with each other
- Bringing information to our people/groups and bringing their information into our conversations.

**Working Lunch**

Nanna stated the Agency has been looking at what business engagement is going to look like for our agency in the future. We decided we wanted to try showing it more from the individual/employer perspective and include VR involvement in that process.

A video presentation of a VR customer success story was shown. Nanna commented that in the future VR will be working with a local production company to elevate the stories in terms of professional presentation.

Discussion/comments about the video:

- to include a variety of occupations/successes
- liked the dual customer participation

Action Item: Jacque was asked to send the link for the video to the SRC members.

Paul began the afternoon session by stating that we would be taking the idea of the partnership into the practice of how direction is given and key decisions are made by VR leadership and laying that out so we can talk about how the SRC and VR leadership engage on those processes, together at the right time, for face to face and shoulder to shoulder opportunities

We will go through the four steps / processes and consider how this relates to the SRC Committees and think about things you may wish to change in relation to how the SRC currently operates.

The four areas we will cover are:

- The performance process and how we do the goals and objectives
- The policy process
- The budget process
- The State Plan re-write

For each of the four areas we will look at these four steps:

1. What is the timeline/rhythm?
2. What would successful face to face look like?
3. What would successful shoulder to shoulder look like?
4. What are the key things we want to do to make this work?

### **Review of work/progress on existing state plan goals and priorities**

Teresa explained the top line shows January 19 through October 2019. The purple line below represents the state year and the program year. VR reports performance on a program year, July 1 through June 30<sup>th</sup> and our grant on a federal year, October 1 through September 30, and they report their performance in the State Plan on a program year.

### **Timeline for IDVR State Plan Goals and Priorities**

- The first date on the timeline in January is the Strategic Plan / Goal Setting for Program Year (PY) 2019 or state year 2020.

- January or February - Leadership team meeting to review progress we have made to that point and talking about the future year.
- May 2019 is when the Strategic Plan is due to the SBOE for SY2020
- July 2019 - The Strategic Plan is due to the DFM
- August 2019 -The Performance Report (for the prior year) is due to the SBOE
- September 2019 -The Performance Report is then due to DFM

VR hopes to convene their management team in July and discuss the progress we have made through prior year. This allows us to make changes and prioritize what our future goals are going to be.

Paul explained how goals and priorities fit with the State Plan and they overlap of the Strategic Plan. VR has an existing State Plan with the federal government which was submitted three years ago and updated to be effective in July. A couple years ago VR wrote their first combined State Plan. This process describes the planning process that spans several years, and it gets updated. There is a Strategic Plan for the entire VR which encompasses the other programs and things not specific to VR. The commitments of the goals and priorities are embedded in that Strategic Plan. In reviewing the progress on them we are also reviewing the progress on the State Plan Goals and Priorities as well, as they are interrelated. A revision on the State Plan then drives a revision in the Strategic Plan. The two plans overlap and there are different timelines involved with each.

Teresa stated that VR annually updates the Strategic Plan and reports to the Division of Financial Management (DFM). We do a combined State Plan every two years. We have a work plan that is not in either the State Plan or the Strategic Plan, but about 95% of what is in the work plan is in the State Plan. She explained, we are currently in transition. We wrote a new Strategic Plan this year because of our common performance measures. This caused confusion at DFM due to the transition we are experiencing. The Strategic Plan is posted on the DFM website:

[https://dfm.idaho.gov/publications/bb/strategicplans/education/stratplan\\_vocrehab.pdf](https://dfm.idaho.gov/publications/bb/strategicplans/education/stratplan_vocrehab.pdf)

Paul asked the council if they could see the opportunity for the face to face relationship in this plan cycle.

- Representation from the council at the VR January / February face to face meeting with the regional managers

Discussion took place about a subcommittee representing the council at the face-to-face meeting with the agency. The SRC needs to determine the makeup of that subcommittee. **Action Item:** SRC Council

Paul asked what opportunities the SRC might have for shoulder to shoulder work. Some suggestions were:

- When if helpful, the SRC helps with communication to the SBOE
- Initiatives that involve partnership or public engagement

There was discussion about prior involvement the SRC has had with the agency. A suggestion was made to document activities that SRC members have been involved in and when, as a communication for SRC members. It was noted that activities of the SRC are included in the minutes from all prior meetings.

There was discussion about the monitoring of performance that takes place at quarterly meetings. Currently there is an SRC Quarterly Report provided by VR which includes common performance measures and information on the CSNA quarterly report. VR would like to know much information the SRC would like to see and what that information might consist of. Paul suggested that the planning committee might identify what information the council wants to see and how often.

### **Rulemaking Timelines for April 2020 Approval**

Paul suggested a quick overview of the Rulemaking timeline. He suggested that face to face and shoulder to shoulder opportunities within this timeline will be limited. He asked council members to help identify policies they want to focus on for the coming year.

#### Timeline 3: Department of Administration (bottom of the page)

Teresa explained that the VR Policy Manual is incorporated by reference into the Idaho Administrative Procedures Act (IDAPA) Rule.

- Intent to promulgate a rule is due to the Department of Administration in early May 2019

- Proposed Rulemaking is due to the Department of Administration October 2019
- Adoption of a Pending Rule is due Jan 2020
  - In January, when the Legislative Session begins, there is an announcement of the pending rule in the Legislative Bulletin.
- Approval of a Pending Rule is due April 2020
  - Once the Senate and House and sometimes the subcommittees, either approve or deny our pending rule and then it becomes a formal rule as of the end of the legislative session.

Timeline 2: State Board of Education (middle of the page)

Before we do this process with the Department of Administration, we must submit all our documentation to the State Board of Education (SBOE) for approval by them first. This timeline is a month or two months prior to when the process is done at the Department of Administration.

- Notice of Intent to Promulgate Rule is due April 2019
- IDVR Public Comment Process: May to June 2019
  - This must be done prior to taking the proposed rules to the SBOE so any changes based on public comment can be incorporated.
- SBOE Approval of pending rule: July 2019
  - This must happen before we can send it to the Division of Administration.

Timeline1: SRC Policy Development (top of page)

Teresa stated that any time in the year prior to us wanting to change a policy, we need SRC involvement first. Usually in January we engage with the SRC in policy changes for the upcoming year. We should likely engage earlier than we have in prior years to allow for feedback/input before we start our rulemaking process.

- Identify Policy for Rulemaking – October 2018.
  - This is usually presented to the council at their October 2018 meeting
- Review Policy Draft: January – March 2019.
  - The SRC is given a chance to review the draft policies at their January meeting.
- Public Comment Responses: May – June 2019
  - This is a shoulder to shoulder opportunity for SRC engagement.

A couple suggestion were made:

- It would be helpful to the SRC members to have an earlier timeframe for policy review to allow them the benefit of talking in person and to have time to digest and reflect and then give a thoughtful response.
- The SRC may want to have a subcommittee under a subcommittee to review the policies in a timely manner. Waiting until a future SRC meeting may not be an option and it also depends on the type of policy that needs reviewing. Teresa could help the SRC know where to focus their energies.

Paul suggested the we look at policies areas that are going to be drafted as policy review specifically and determine how those decisions will be made, either by the full council or a subcommittee. There was discussion and policies were identified. It was agreed that there would not be a subcommittee to review the policies, but rather the whole committee would review them. He suggested that in preparation for the January to May cycle we should focus on things necessary for WIOA. Category A will be WIOA and Category B are things we have choices on when they can be completed. Paul added notes to the timeline chart.

#### Possible Policy Areas for Coming Year

##### Category A:

1. Closure policy
2. Trial Work
3. Change dollar amount for VRCs
4. Other technical changes

##### Category B:

- Customized Employment
- Strengthen Statute and take out Policy in Rule

Teresa clarified that draft policies need to be created prior to the next meeting so they can be discussed at that meeting.

#### **Budget Development Timeline**

##### 15-Month Development Budget Development Timeline

Kean stated we would focus on the blue dots on the timeline first. She stated due dates are very prescribed by the SBOE, and then by the state budgeting process the remainder of the time.

- Mid-April: The SBOE / OSBE will provide us their guidelines on the line items. This is a request to increase personnel or funding.
- Mid May: The line item requests go to the SBOE and they will see what we are asking for.
- Mid-June: The SBOE determines if it is alright to proceed or not to proceed with the requests. They may make suggestions as to what kinds of adjustments we might want to make and submit. At this time, we will know if we can move forward with our request.
- August: The SBOE gets the full budget including the line item requests and all other budget items.
- September: Once the SBOE approves the in August we can present it to the Division of Financial Management (DFM) and the Legislative Services Office (LSO). It is due to both on the first working day in September.

We then switch over to the State Guidelines on the first business day of September for the state budget process.

Teresa provided a second handout: Revenues & Appropriations – State of Idaho Budget Process. This is from the fiscal facts book provided by the LSO which walks through the whole budget process from the state point of view.

- January: The next thing that happens for VR is after the budget has been submitted to DFM they work with the Governor to produce the Governor’s Budget. He reports on that in his State of the State address the first part of January.
- January to February: The Joint Finance and Appropriations Committee will meet in January and February. They will hear from us about our budget requests and about our previous year accomplishments.
- March: We go before JFAC again only to listen. The LSO Analyst will read our budget to them and request them to set our budget. That is when one of the members of JFAC will tell what the appropriation bill is and they either pass it or deny it. If it passes JFAC it goes to the House and Senate; the House and Senate approve it and then it goes to the Governor.

She noted where items are listed in green letters on the timeline indicates areas where VR can gather information from the SRC. She suggested that when we start looking at our goals and priorities, the State Plan and Strategic Plan, and are having discussions there may be times where we can identify areas that we can affect fiscally. If we can do this in January, then we can

develop any additional line item requests before the April date when we have to present it. This is likely where the face to face opportunity lies for the SRC.

She suggested the shoulder to shoulder opportunity for the council is from October through March, when the budget is set. This could also be a time for council members to connect with their Legislators and educate/explain what VR does and why it is important to fund them. This is not something that VR staff can discuss with the Governor or Legislators.

Jane invited SRC members to attend the JFAC presentation in January to show support for VR. This is a shoulder to shoulder opportunity. She suggested that the annual report can be a great tool for SRC members to assist in advocating with legislators.

### **Annual Report Discussion**

Jane reported that we will be using a new format for the Annual Report this year. She will be contacting the Executive Committee asking for input and suggestions.

Paul asked if anyone other than the Executive Committee wants to be involved in the annual report process. No one came forward to participate. He stated this would be a face to face opportunity for the VR leadership team and the executive committee to work on the SRC 2019 annual report.

- July timeline for Executive Committee to engage with VR leadership in the development of the annual report.

Paul identified the shoulder to shoulder items on the timeline at the beginning of the year:

- January: Strategic Planning Discussion between VR leadership and SRC Planning Committee (to include identifying line item budget requests):
- Planning Committee carries forward information from the Strategic Planning discussion to the SRC for discussion at January or April meeting
- SRC group discussion, January or April SRC meeting, to finalize for presentation to the SBOE in May

These items would fall in line with the May to June budget requests to go to the SBOE. Paul stated this provides VR leadership a face to face opportunity. They are informing and answering questions to the SBOE, Governor, and

Legislature. They are advocating internally, but at each step the range they can advocate for narrows. The SRC has the opportunity to go before the legislature to inform them of what VR does and potentially discuss budget line items that may or may not end up in the Governor's budget. The opportunity to be present at the JFAC presentation is a show of support for VR even if no opportunity exists to talk to a legislator personally.

Face to face opportunities presented:

- SRC meet with legislators to inform of what VR does and potentially new requests
- SRC members attend JFAC presentation
- SRC members attend Day at the Capital

#### **4 Year State Plan (VR Portion) Development Timeline**

Teresa explained the timeline has two lines due to the fact it has 4 years on it.

- We just finished the mid-cycle update in April this year.
- Next full State Plan revision around March 2020.

The State Plan is done on 4-year cycle, with mid-cycle update every two years. The CSNA is still done on a three-year cycle.

- Last CSNA was started in Nov. 2016 and completed it in Nov. 2017.
- We need to start working on at the next 3-year CSNA again in October of 2019.
  - We will not have it done in time to inform our 2020 State Plan revision unless we as a committee / agency want to start it today. It will be off one cycle. We will work on developing the next update without that information. This means the CSNA will be done again after the State Plan in 2022. We can do it every two years if we want to.

Paul clarified that if we were going to do a "supplemental" CSNA for the State Plan 2020 we would need to begin in Jan. 2019

Paul noted these on the timeline:

- Between January and April 2019: Consider if we do a supplemental to the current CSNA for 2020 State Plan Submittal.
- Drafting State Plan by October/December 2020
- Submission for the State Plan is March 2020

- Start the Triennial CSNA in November of 2019 with a draft no later than a year later; reviewing the draft with the SRC no later than August 2020 and publishing no later than November 2020.
- Use the CSNA with the Strategic Planning process beginning January 2021 to incorporate any goals and priorities into that process. Then, use those results in the mid-cycle update in March of 2022.

Teresa then referred members to the handout SRC Responsibilities for VR Services Portion of the State Plan. She explained the graph focuses on areas of the State Plan that VR needs the involvement of the SRC.

- Input for the State Plan is over a two-year cycle.
- Comprehensive System of Personnel Development; Data System on Personnel and Personnel Development
- Statewide Assessment; annual assessments, annual State Goals and priorities, strategies, and progress reports
- State Goals and Priorities
- Evaluation and Reports of Progress, VR & Supported Employment Goals; VR Performance

Shoulder to Shoulder Activity (Paul marked on the timeline):

- Submittal of the 2020 State Plan” by January - March of 2020.
  - Decision point to be made early next year is: Do we want to do any supplemental activities, courtesy of San Diego, that can help inform the drafting of the 2020 State Plan? The agency and the SRC will be working on a draft State Plan. It will be informed by the work in January of the strategic review work which will drive state plan goals and priorities. That will culminate in the submittal of the State Plan. There is an opportunity for shoulder to shoulder work in terms of public comment on the draft plan, a public meeting or two and outreach to groups you know. While that is happening, you will be starting the next process of making decisions of the triennial CSNA which will help inform the Strategic Planning process and potentially maybe even the State Plan update. The ultimate purpose is to help inform your 2022 mid-cycle.

Discussion took place about how the council members see things working now and how this might affect their work for the coming year. They provided suggestions/ideas about adjustments that could be made and/or areas where they might want to focus.

- Molly: Planning and advocacy
- Janice: Planning and State Plan
- Luke: Advocacy – telling the story
- Darin: Advocacy and planning the advocacy
- Rob: Budget, Survey and Resource Plan with Executive Committee
- Ron: Survey, Needs Assessment which inform our planning, policy on Customized Employment, Advocacy
- Dina: Planning & Policy
- Mike: A piece of the State Plan and Advocacy
- Sarah: Survey, Advocacy and Membership Committee
- Kenna: Advocacy (planning advocacy), planning
- Ramona: How the interests of the native people fit in with planning

Paul provided a recap of our discussion on a flip chart:

- Strategic Planning Meeting in January/February is a critical meeting to help with all 4 areas
- Check in with other existing Planning Committee members regarding January planning meeting
- List out/identify ways SRC members can do advocacy (shoulder to shoulder)
  - Attend JFAC Meeting
  - Appointments for local relationship building
    - SRC may attend with Jane or separately
- Four topics – Which/when are we going to talk about at full council meetings and which at committee meetings
- Executive Committee (and Ron) to consider Resource Plan options
- Put all the moving pieces in a timeline
- Look at how we recruit members from Eastern Idaho
- How are we going to bring other members up to speed? Jane will reach out to these members and forward meeting materials. She will do an orientation with Dwight.
  - Dwight Johnson
  - Suzette Whiting
  - Kendrick Lester

Paul said he plans to record the power point presentation from today and post it on their website in a few months.

### **Minutes Approval**

Molly allowed council members time to read through the minutes from our July meeting. After review by the council members, Luke made a motion to approve the minutes from the July meeting and Mike seconded the motion. A verbal vote was taken; all in favor, none opposed.

Jane thanked Paul for his contribution in facilitating the meeting today as well as the SRC members and staff for their participation.

Meeting Adjourned.