

State Rehabilitation Council (SRC)
Program Review Committee Meeting Minutes

March 16, 2026

Attendance

Members Present

Julie Oliver
Janette Lopez
Adam Robson
Paula Seanez
Lisa Livesay
George Garcia

Members Absent

Jenny Nordine

Staff Present

Lindsey Powers

Guests Present

Minutes

Call to Order

Julie Oliver called the meeting to order at 2:03 pm. Introductions were made, and a quorum was present.

Roll Call

Members introduced themselves, and a quorum was established.

Call to the Public

A call to the public was made with no response forthcoming.

Approval of Meeting Minutes

Adam Robson motioned to approve the minutes from the February 23, 2026, SRC Program Review Committee meeting. Lisa Livesay seconded the motion. The motion was approved by a unanimous vote.

Committee Activities Discussion

Julie Oliver stated that Janette Lopez had developed a tracker sheet for the council and committees to keep track of their activities and any requests from Rehabilitation Services Administration (RSA) and reviewed the pending items. Ms. Oliver inquired regarding the process for the council to follow up on any pending items. Janette Lopez stated the tracker was a step in the right direction for the council to be able to track any pending questions or input to Vocational Rehabilitation (VR)/Rehabilitation Services Administration (RSA). Ms. Lopez inquired regarding an appropriate wait time for receiving a response. Adam Robson suggested the tracker sheet indicate the council was "researching" items rather than "escalating" items. Mr. Robson inquired whether other states that used a tracker sheet had a time frame for receiving responses. Janette Lopez stated that she could inquire how other states used their tracker sheets and about their timelines.

Julie Oliver inquired regarding the Power Point presentation for the Full Council on the implementation of the Action Log tracker. Janette Lopez stated that she would be developing the Power Point presentation and could include any items the committee would like to add. Adam Robson inquired whether Ms. Lopez needed anything from the committee regarding the Power Point presentation. Janette Lopez inquired whether there were any items the committee would like to include or highlight to the Full Council. She noted that the tracker included a timeline of how items/questions were raised and the process for receiving responses. Ms. Lopez noted that some of the council's questions had been addressed during meetings verbally, but the council would like to request items be addressed in a written response. Adam Robson inquired how the council would review the responses. Janette Lopez stated the tracker included the categories for the council to keep track of responses and whether the council was satisfied with the response. Lisa Livesay suggested the Executive Committee periodically review the tracker sheet and to be aware of any updates. Adam Robson inquired how the full council would be aware of the responses from VR. Janette Lopez stated the council would not likely receive all responses at the same time, although it was good to think about the process. She noted that she did like the idea of the Executive Committee reviewing the tracker sheet and being aware of any updates. Janette Lopez stated the committee was on the right track and she would continue to work on the Power Point presentation for the next committee meeting.

Agenda and Next Date of Meeting

The next SRC Executive Committee meeting was scheduled for April 20th from 11:00-12:00 pm.

Adjournment

Lisa Livesay motioned to adjourn the meeting. Paula Seanez seconded the motion. The meeting was adjourned at 3:00 p.m.