

**State Rehabilitation Council (SRC)**  
**Bylaws Review Ad Hoc Meeting Minutes**

March 24, 2026

**Attendance**

**Members Present**

David Carey  
Janette Lopez  
Adam Robson  
Lisa Livesay

**Members Absent**

**Staff Present**

Lindsey Powers

**Guests Present**

**Minutes**

**Call to Order**

David Carey called the meeting to order at 12:05 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.

## **SRC Bylaws Review Discussion**

Adam Robson reviewed the SRC Bylaws from the New Member Manual, pages 7-9. Mr. Robson stated that he reviewed the membership information and noted the council did not have a member from the Workforce Board. Adam Robson suggested the bylaws include brief descriptions of the required council members such as the State Independent Living Council (SILC) and the Client Assistance Program (CAP). Lisa Livesay agreed that would be good for consistency. Adam Robson noted some items in the bylaws that could be clarified, such as E2 regarding the staggered appointment of new members. Janette Lopez shared the SRC Blue Book, which offered some guidance regarding the SRC appointment terms. Adam Robson stated that E.3 included information regarding the members that did not have term limits and inquired whether that could be its own line item. Adam Robson also suggested that H. Article IV be changed to "to this section". Adam Robson stated the bylaws also indicated that the Vice Chair would work with the Governor's Office regarding appointments and stated the Yellow Book might offer more guidance.

Lisa Livesay reviewed pages 9-11 of the SRC Bylaws. She noted that under the Duties and Responsibilities, the bylaws indicate the council should coordinate with other councils and she was unsure whether the council was equipped to do that currently. Ms. Livesay inquired whether the State Mental Health Planning would fall under Adam Robson's purview. Adam Robson stated there was a council with a slightly different name. Lisa Livesay stated the bylaws could reference the Rehab Act and also include the name under Arizona. Janette Lopez noted the Pennsylvania SRC updated their bylaws at the beginning of every year, which kept the council informed and up to date. Lisa Livesay stated that C. indicated that resources would be provided for the council to carry out their plans and inquired how the SRC's funds were allocated and released. Ms. Livesay stated the council could potentially have a Treasurer that would be responsible for tracking council funds. Janette Lopez stated that she also shared the SRC Yellow Book, which included information regarding SRC funds. Lisa Livesay stated that C.1 discussed any disagreements between the council and RSA and they could be elevated to the Governor's Office. She noted her understanding that it could indicate if the council did not accept a response from RSA. Adam Robson stated that if there was any mention of council expenditures that would be allowed and not allowed, they could be included. Lisa Livesay stated the Officers and Duties section could be expanded to include details on how members participated in committees as well as during the Full Council meetings.

Janette Lopez reviewed pages 11-12 of the Bylaws. Ms. Lopez stated that she proposed the inclusion of verbiage at the beginning of the Section. Janette Lopez stated

she also proposed adding verbiage to the voting procedures to align with Open Meeting Law. Ms. Lopez stated the meeting notice information could include "virtual meetings" also. Adam Robson noted the SRC New Member Manual had some verbiage which could be used in those sections.

David Carey reviewed pages 12-13 of the Bylaws. Mr. Carey stated the Committee section did not specify the authority of the committees. Adam Robson noted there might be more clarifying information in the Rehab Act. David Carey agreed and noted it would be useful for new members. David Carey suggested the section also include information regarding quorum requirements. Adam Robson suggested that it be included earlier in the document and stated that he could add it to his section. Lisa Livesay stated that she liked the Pennsylvania SRC bylaws, which referenced the standing committees. Janette Lopez stated that Pennsylvania developed their standing committees at the beginning of each year. David Carey stated the bylaws could also include information regarding electronic communication and that all communication should go through the Council Liaison.

Lisa Livesay agreed to summarize the recommendations potentially through Co-Pilot. Adam Robson stated that each ad hoc member could create their own recommendations and have them ready for the next committee meeting.

### **Agenda and Next Date of Meeting**

The next SRC Bylaws Review Ad Hoc Committee meeting is TBD.

### **Adjournment**

Adam Robson motioned to adjourn the meeting. Janette Lopez seconded the motion. The meeting was adjourned at 1:35 p.m.