

Draft
Governor's State Rehabilitation Council (SRC)
Executive Committee Meeting Minutes
April 17, 2018

Members Present

Dan Martinez*, Chair
Carol Carr*
Danita Applewhite*
Ana Nunez*

Members Absent

Jill Pleasant

Staff Present

Lindsey Powers, Council Liaison
Teleconferenced *

Guests Present

Call to Order and Introductions

Dan Martinez, Chair, called the meeting to order at 9:06 am pm in the RSA Conference Room, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of December 21, 2017 Meeting Minutes

Carol Carr moved to approve the minutes of the December 21, 2017 SRC Executive Committee meeting. Danita Applewhite seconded the motion. The minutes were approved by majority voice vote.

SRC Membership Retention and Recruitment Discussion

Dan Martinez stated that he and Danita Applewhite had developed some outreach materials that could be used to recruit members to the SRC. Dan Martinez noted that Jill Pleasant had provided strong aversion to the document with the ransom lettering format and he agreed to not use that document. Danita Applewhite stated that she preferred the brochure that started with "Share your passion, time, capabilities and ideas with us". Dr. Applewhite noted that brochure would be appropriate for her outreach efforts to homeless shelters, college campuses, community-based and faith-based organizations. Carol Carr thanked Dan Martinez and Danita Applewhite for their efforts in developing the outreach materials. Ms. Carr stated that she liked the two tri-fold brochures and liked that the SRC Mission and Vision were included. Carol Carr suggested that the information regarding the Workforce Innovation and Opportunity Act (WIOA) be expanded to one page. Carol Carr agreed that the "Share your passion"

brochure could potentially connect to more audiences. Carol Carr stated her agreement that the ransom lettering format might not be the best way to reach individuals. Dan Martinez agreed that the SRC might want to challenge individuals, although the council did not want to alienate others.

Carol Carr inquired whether the SRC Bylaws included a rule that would allow the council to remove members that did not attend meetings. Danita Applewhite suggested the council develop a letter encouraging council member participation at meetings. Dan Martinez stated he would develop a draft letter that could be distributed to council members which he would follow up with a phone call. Mr. Martinez stated if the council members continued to miss meetings, the council could recommend those members be removed from the council. Carol Carr stated her understanding that all council members had other responsibilities outside of the council, although they could be reminded to attend upcoming SRC Full Council meetings. Danita Applewhite stated that council members should be reminded to contact Lindsey Powers or Dan Martinez if they were unable to attend a meeting as a common courtesy. Dan Martinez stated he would request participation from the members and inquire regarding the individual's level of commitment to the SRC. Dan Martinez noted that the SRC Full Council meetings were quarterly, and council members should be encouraged to participate on committees, which would meet more frequently. Danita Applewhite suggested that the SRC Committee Chairs be required to provide reports at the SRC Full Council meetings. Dan Martinez stated that the meeting agenda did include SRC Committee Reports. Danita Applewhite inquired whether the SRC Committee Chairs informed Dan Martinez when they scheduled a meeting. Dan Martinez stated he was aware of most SRC Committee meetings and tried to attend meetings as a guest when his schedule allowed. Carol Carr stated that Dan Martinez had attended some of the Employment and Community Partnerships Committee meetings, although the committee was not able to meet for the prior two-three meetings due to a lack of quorum. Carol Carr stated the Employment and Community Partnerships Committee had reviewed the Rehabilitation Services Administration (RSA) Self-Employment Policy and had provided feedback to Brandi Coffland, Policy Manager, regarding that policy. Carol Carr stated she could evaluate the current members of that committee to get more council member participation. Dan Martinez stated he would review the SRC Committee members and potentially remove individuals from the committees as needed.

Danita Applewhite noted the SRC still needed to perform outreach efforts to recruit potential SRC members. Dan Martinez stated that individuals would often join a council when asked to do so and would remain if they saw value in the council and felt recognition for participating. Danita Applewhite stated when she tried to recruit new members, she also accepted referrals to other

individuals that would potentially be interested in joining. Carol Carr suggested that council members be encouraged to refer individuals to take their place on the council when their membership terms were close to ending. Carol Carr also suggested the council implement stronger onboarding processes, which could include an Executive Committee member reaching out to the new members to welcome them to the council. Ms. Carr stated the SRC Full Council meetings could include new member welcomes or SRC member development. Dan Martinez agreed that the SRC Full Council meetings could include SRC member development as an agenda item at all meetings. Dr. Applewhite suggested the first letter to council members ask which committee the individual would like to serve on. Carol Carr stated the SRC Bylaws could required that all council members participate on a committee. Dan Martinez stated the SRC could modify the SRC Bylaws if the bylaws did not conflict with Federal laws. Danita Applewhite stated the SRC Bylaws indicated that "if council member misses three consecutive council/committee meetings, the council could recommend to the Governor that the council member be removed". Dan Martinez stated the SRC Bylaws could be modified as necessary.

Dan Martinez inquired whether the SRC Executive committee members had additional recommendations regarding the outreach materials. Carol Carr suggested the WIOA information be expanded, due to the importance of WIOA, which was the driving force behind the way services were offered. Danita Applewhite suggested that some information from the other documents be integrated into the brochure. Dan Martinez stated he could modify the brochure and include some "feel good" information. He added that any SRC Executive Committee members could send their feedback to Lindsey Powers, to be distributed to the committee members. Carol Carr suggested the brochure language encourage individuals to be "change makers" or to be "part of the solution". Danita Applewhite suggested the brochures include language that would appeal to diverse populations in different communities. Carol Carr stated she would review information that she had regarding WIOA and send her suggestions to Lindsey Powers. Dan Martinez stated he agreed that WIOA was important in understanding how the core partners were working to implement WIOA although he cautioned against including too much technical information. Carol Carr noted that WIOA included a strong emphasis on education and ensuring that students were able to obtain employment. Carol Carr stated the SRC would provide feedback regarding the implementation of WIOA based on the reports received at the SRC Full Council meetings. Ana Nunez stated she would review the SRC outreach materials and be better able to provide feedback.

Agenda and Date for Next Meeting

The next meeting date of the SRC Executive Committee will be determined.

Announcements

There were no announcements.

Call to the Public

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

Adjournment of Meeting

The meeting was adjourned at 10:00 am.