

# **State Rehabilitation Council (SRC) Executive Committee Meeting Minutes**

November 1, 2023

## **Attendance**

### **Members Present**

Lisa Livesay  
David Carey  
Adam Robson

### **Members Absent**

Ceci Hartke

### **Staff Present**

Lindsey Powers

### **Guests Present**

## **Minutes**

### **Call to Order and Introduction**

Lisa Livesay called the meeting to order at 10:07 am. Introductions were made, and a quorum was present.

### **Approval of September 25, 2023 Meeting Minutes**

David Carey motioned to approve the minutes from the September 25, 2023 SRC Executive Committee meeting. Adam Robson seconded the motion. The motion was approved by unanimous voice vote.

## **Committee Member Updates**

Lisa Livesay stated the Executive Committee had previously discussed the high threshold client case services that were being interpreted as caps and could pose that as a question to the council members. David Carey agreed that would be a good topic to bring up at the upcoming Full Council meeting.

Lisa Livesay stated she added her Chair Report to the draft SRC Annual Report and tried to be honest about the council's struggle to have new members appointed. She noted that she also added that the committee's had to pause their activities due to low council membership. Lisa Livesay stated that she could update the formatting to the RSA office addresses as well to be more easily read. Ms. Livesay stated the SRC Annual Report could be sent out to council members for review, and members could bring any feedback or suggested changes to the meeting.

## **PowerPoint Update**

Adam Robson stated he combined several of RSA's previous Vocational Rehabilitation (VR) Power Points into one to provide a more comprehensive outline of VR. He suggested that new SRC members receive the finalized VR PowerPoint, the SRC Guidebook for Chairs, the SRC Member Manual, the SRC Bylaws, and an overview of Rosenberg's Rules of Order. Lisa Livesay agreed that it would be beneficial for new members to have access to the information all in one place. Adam Robson stated that once the VR Power Point was approved and finalized, all materials could be shared with new members with an introductory welcome statement. He noted that new members could have time to review the materials and if they had any questions, they could contact one of the Executive Committee members through email. David Carey agreed that it would be convenient for new members to contact an Executive Committee member through email or by phone. Lisa Livesay noted that would be better than trying to discuss onboarding at each SRC Full Council meeting. She stated that she could begin drafting a welcome statement that Kristen Mackey could add to for new SRC members.

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

The next SRC Executive Committees were scheduled for December 15th from 1:00-2:00 and January 17th from 11:00-12:00.

- Committee Member Updates
- PowerPoint Update

**Announcements**

There were no announcements.

**Public Comment**

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

**Adjournment**

The meeting was adjourned at 11:00 am.