

Governor's State Rehabilitation Council (SRC)
Executive Committee Meeting Minutes
December 21, 2017

Members Present

Dan Martinez*, Chair
Jill Pleasant*
Danita Applewhite*

Members Absent

Carol Carr

Staff Present

Lindsey Powers, Admin. Assistant
Teleconferenced *

Guests Present

Call to Order and Introductions

Dan Martinez, Chair, called the meeting to order at 1:01 pm in the Council Staff Office, Phoenix, AZ. Introductions were made and a quorum was present.

Approval of October 3, 2016 Meeting Minutes

Danita Applewhite moved to approve the minutes of the October 3, 2016 SRC Executive Committee meeting. Jill Pleasant seconded the motion. The minutes were approved by majority voice vote.

SRC Annual Report Discussion and Approval

Dan Martinez stated the purpose of the SRC Executive Committee meeting was to review and approve the SRC Annual Report to be submitted, although the report could potentially be ratified later by the SRC Full Council. Dan Martinez reviewed the SRC Annual Report Table on Contents and inquired whether the report should include additional information or whether information should be removed from the report. Danita Applewhite inquired whether the Client Satisfaction Survey Data was from 2017. Dan Martinez stated that the Client Satisfaction Survey Data was compiled from Federal Fiscal Year 2017 data. Jill Pleasant stated that 510 clients responded to the survey, and inquired how many individuals received the survey. Dr. Applewhite stated she would be interested to know the number of individuals that were surveyed. Dan Martinez stated that every client receiving Vocational Rehabilitation (VR) services at the time would have received the Client Satisfaction Survey. Dan Martinez noted that RSA took suggestions from the SRC to distribute the survey to individuals in the offices as well.

Jill Pleasant inquired regarding how the data results were used or analyzed. Dan Martinez stated the SRC could make recommendations or provide feedback to Rehabilitation Services Administration (RSA), although RSA reviewed that data for continuous improvement as well. Dan Martinez stated RSA distributed the Client Satisfaction Survey, although RSA requested feedback from the SRC regarding modifications to the survey questions.

Dan Martinez motioned that the SRC Annual Report be approved and moved forward and ratified by the SRC Full Council later. Jill Pleasant seconded the motion. The motion was approved by unanimous voice vote.

Agenda and Date for Next Meeting

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

Dan Martinez stated at the next SRC Executive Committee meeting he would like the committee to discuss strategies for filling SRC member positions and ensure the council had full representation. Dan Martinez stated that Dr. Applewhite or the Executive Committee needed to develop a committee that could develop some outreach strategies or outreach materials. Jill Pleasant stated the SRC did need more members, although all current members needed to be encouraged to attend meetings. Danita Applewhite inquired whether all the paperwork for the potential SRC members had been submitted. Lindsey Powers stated that all potential SRC member applications and applications for renewal had been submitted to the Governor's Office of Boards and Commissions. Dan Martinez stated that all applications were sent to the Governor's Office of Boards and Commissions, and those applications would be vetted by the Governor's Office. He added that once the applications were approved, the individual would receive an Oath that needed to be signed, notarized, and sent back to Boards and Commissions. Dr. Applewhite inquired whether Boards and Commissions conducted background checks as well. Dan Martinez stated that backgrounds checks were conducted on all potential SRC members. Danita Applewhite inquired regarding the due date for filling SRC member positions. Dan Martinez stated the SRC required 15 members to hold a meeting, and noted that there were about five new member applications that were currently pending appointment. Danita Applewhite suggested that someone in the SRC call all members and encourage members to attend meetings. Dan Martinez stated he would contact all SRC members and personally invite them to attend meetings. Mr. Martinez noted the importance in inviting individuals to participate on committees and to keep those individuals engaged. Danita Applewhite stated she would be willing to contact members as well as a welcome to the council.

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 1:40 pm.