

State Rehabilitation Council (SRC)
Program Review Committee Meeting Minutes

February 23, 2026

Attendance

Members Present

Julie Oliver
Janette Lopez
Adam Robson
Paula Seanez
Lisa Livesay

Members Absent

Jenny Nordine

Staff Present

Lindsey Powers

Guests Present

Tendall Weigand

Minutes

Call to Order

Julie Oliver called the meeting to order at 2:05 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.

Approval of Meeting Minutes

Adam Robson motioned to approve the minutes from the January 26, 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). Janette Lopez stated the tracker was intended to keep track of all meetings and any activities of the committees. Ms. Lopez noted that it was organized with several tabs to assist with the tracking such as the SRC Open Tracker tab, which included the topic, the SRC's recommendation, who an action was assigned to, the status of the request and the response from VR. Janette Lopez stated that the "Status" heading included different categories and inquired whether the "open/monitoring" category should be compiled with the "pending" category. Adam Robson agreed and that the notes could offer more information regarding the request. Mr. Robson inquired whether the 2 categories and "NA" and "not accepted" should be merged. Julie Oliver stated that those could remain separate in the event that a request was outside the scope of the council. Janette Lopez inquired how the council tracked council activities in the past specifically related to the Annual Report. Lisa Livesay stated that it depended on the Chair, although most Chairs would keep track of the committee's activities. Paula Seanez agreed and noted that members could also track activities through council/committee minutes and from the Executive Committee.

Janette Lopez stated the tracker also included a tab for any Public Comments, as there was no other way to track public comment other than council minutes. Julie Oliver inquired where the tracker would be kept so that all council members could access it. Adam Robson noted that not all organizations used Google, so some members would not be able to access a Google Sheet. Janette Lopez stated that it could be a tool for the Council Liaison to use to track committee and council activities. Julie Oliver stated the tracker could be discussed at each Full Council meeting and everything would be documented. Ms. Oliver inquired whether it could be added to the Full Council agendas after the Committee Activity Discussions. Adam Robson suggested it be added before the Announcements. The committee agreed with that suggestion. Paula Seanez stated that she liked the inclusion of the WIOA information and that she had a Power Point that could be used to discuss how the SRC's roles fit under WIOA. Julie Oliver inquired whether it would be appropriate for the Liaison to update the tracker and share with the council/committee members prior to meetings. Lindsey Powers stated that would fit under the Liaison role of supporting the council's activities. Julie Oliver stated that a standalone agenda item could be added to the Full Council to review the AZ SRC

Action Log. Ms. Oliver inquired whether Paula Seanez could share the Power Point regarding WIOA. Paula Seanez stated that she would share the Power Point with the committee. Janette Lopez stated that she could present the tracker sheet to the Full Council at the next meeting. Adam Robson stated his understanding that the Power Point would also be about the tracker sheet. Julie Oliver stated that the Power Point could be used to describe the council's roles with screenshots of the tracker sheet. Janette Lopez stated that she had the WIOA information in a Word document also, that could be shared with council members for reference.

Agenda and Next Date of Meeting

The next SRC Executive Committee meeting was scheduled for March 16th from 2:00-3:00 pm.

Adjournment

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