

State Rehabilitation Council (SRC)

Executive Committee Meeting Minutes

August 7, 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 1:08 pm. Introductions were made, and a quorum was present.

Approval of May 24, 2023 Meeting Minutes

David Carey motioned to approve the minutes from the May 24, 2023 SRC Executive Committee meeting. Adam Robson seconded the motion. The motion was approved by unanimous voice vote.

Committee Member Updates

Lisa Livesay stated that Ceci Hartke had previously discussed creating a shared Google folder for SRC members with information such as onboarding materials. Ms. Livesay stated her understanding that Ms. Hartke was no longer responding to her work email or was no longer with the organization and she was unsure whether that folder had been created. Lisa Livesay inquired whether it would be beneficial for the Google folder to come from internal staff. Adam Robson noted that when he used shared Google folders, that individuals outside of the State had difficulty accessing them. Lisa Livesay inquired whether Microsoft SharePoint would be easier for individuals to access. Adam Robson stated that in his experience, SharePoint had

more restrictions than Google products. Mr. Robson inquired whether materials could be added to the SRC webpage. Lindsey Powers stated that she could request the Department of Economic Security (DES) webpage staff to add onboarding materials to the SRC webpage. Adam Robson stated that he had some new member orientation materials that could be combined and added to the SRC webpage. Lindsey Powers stated that she had a SRC Member Manual that could be added to the webpage also. Adam Robson stated that he could review the manual and make suggestions for any additions if needed.

Lisa Livesay stated the last update from the Office of Boards and Commissions was that they would be interviewing individuals that had applied for the council. Adam Robson suggested the council request assistance from Rehabilitation Services Administration (RSA) on working to appoint new members. Lisa Livesay agreed and noted that she had requested that Kristen Mackey appoint a delegate to attend any council meetings if she was unable to attend. She noted that Ms. Mackey would have to leave during the meeting but would appoint someone to attend in her place.

Lisa Livesay stated that Ceci Hartke had also mentioned that she would contact the State RSA Liaison although she was unsure whether she had. Adam Robson stated the State Liaisons were listed on the NCSRC website and he would share that information with the committee. Lisa Livesay stated that she would contact the Liaison and inquire about any assistance in appointing new members.

Full Council Agenda Discussion

Lisa Livesay stated the Full Council agenda could include the same report out topics and request any additional data topics to RSA prior to the meeting.

Agenda and Next Date of Meeting

- Committee Member Updates
- Membership Committee Discussion

Adam Robson stated that at previous Full Council meetings, members would discuss individuals they had referred to apply, and the council could vouch for or vet them as members. Lisa Livesay stated the council could bring the names of individuals they had referred, and they could vouch for them at the meeting. Lisa Livesay stated the council had also discussed Federal grant funds and would appreciate an update regarding any funds that were returned. Ms. Livesay stated that would assist the Executive Committee in understanding how to support RSA to fully expend the Federal grant funds. David Carey stated that RSA recently enacted a policy that only allowed one home modification per client, which was difficult if an individual moved or needed additional support. Lisa Livesay agreed and stated that would be a great discussion during the Full Council meeting.

Announcements

There were no announcements.

Public Comment

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

Adjournment

The meeting was adjourned at 2:00 pm.