Florida Rehabilitation Council

Andy Houghton, Chair
Executive Committee Meeting Minutes-July 18, 2023

Members:
Andy Houghton, Michael Adamus, Tammy Davis, Brent McNeal, Delaina Parrish

VR Staff:
Kim Thomas, Roy Cosgrove, Donna O’Steen, Derrinita Walker

Guests: Chris Sanchez, K. Kerrington, Patricia Parrish

The following represents a summary of deliberations, advice, comments and motions that comprise this FRC meeting/Teams call.

Call to order-Quorum established
The committee approved the agenda. The committee rolled minutes and action items over to the August 8th meeting.

The committee discussed the process for approving items. Andy said they should probably be more direct with the council on the urgency to approve items. Tammy said that items need to be addressed and finalized in a meeting; homework has not shown to be effective. She discussed being confused that topics for the newsletter were approved a year ago but nothing has been done. Andy explained the process of approval, from committee to council and sometimes, through VR and DOE. Delaina recommended that suggestions and ideas brought up at meetings, e.g., the quarterly newsletter, should be followed by an email after the meeting in order to clarify what’s needed from whom and by when. Roy discussed that minutes and action items are sent to members for review following each meeting. Andy suggested that maybe agenda items could be made clearer as to actions needed. Brent said the committee should look at the tool that’s being used and make sure there’s a clear owner, a start date and a deadline, and possibly a way to prioritize tasks. He will facilitate processes as he can.

Delaina asked for clarification in the process from idea to approval to implementation. Tammy would like to make decisions in the meetings themselves as opposed to doing work outside of the meeting. Michael agreed and asked if staff could highlight what’s urgent to approve at the next meeting. Perhaps, one quarter at a time could be addressed for the newsletters. The council had previously voted to use one draft Constant Contact article for the October mailout;
new articles will need to be created for 2024. Andy suggested putting “approval needed” or “council vote” on the agenda.

Delaina discussed the possibility of exploring committee structures of other states. Committee meetings could be structured like workshops and a report and recommendations could be brought back to the full council. She said it seems like the council puts things off and doesn’t come to conclusions. Andy said the council is currently limited with the number of members and they are trying to accomplish a lot. He suggested taking stock of everything they’re doing to stay engaged and moving forward. It’s the committees’ responsibilities to get the work done. Brent agreed and said Sunshine Law makes it difficult. He discussed the functions of the council in 34CFR 361.17 and said it’s helpful to get back to the basic responsibilities of the council. “State Rehabilitation council-VR Partnership Under WIOA” is also a good tool/reference guide; Roy will resend to members. Andy said L/PA has an aggressive agenda with the newsletter, membership flyers, theme for Annual Report, business outreach, state plan language. Resources are limited at this time and re-evaluating priorities may be appropriate until new members are appointed. Tammy said they get a lot done in the committee meeting but it doesn’t get approved in full council; she would like to complete items, e.g., the newsletter articles, in the meeting and move on. Delaina would like to invite Kate Travis from NCSRC to present SRCs 101 when new folks come on board; Brent agreed. The Clearinghouse is also a great resource. Brent will follow up with DOE Leadership on membership. He will be working with Kimberly Richey, new Senior Chancellor, who replaced Henry Mack.

Andy said he will work harder at moving items through the approval process and he appreciates it being brought to his attention. Brent said being more specific may help as opposed to open-ended assignments. Roy said they will work more closely with the Chairs to make sure an owner is identified on action items and that follow-up communication occurs regarding items that need additional feedback. Each committee should schedule more time in between quarterly meetings to conduct committee business and bring back a report and recommendations. Andy suggested including a deadline for when feedback or a vote is due. Listing “action required” on the agenda may be helpful.

Delaina recommended including things happening at the national level, e.g., keeping up CSAVR initiatives, in the Director’s Report. Brent said the CSAVR priorities align almost perfectly with FL VR’s priorities: reducing administrative burdens, recruitment and retention, and outreach initiatives. They are also taking advantage of the Technical Assistance Centers (TACs) who are assisting agencies. He will include in the report. Delaina discussed the Native American Disability Law Center and that they may be a good resource for connecting with the population. There is a need to reach out to serve the underserved, indigenous population in the state and to get a representative on the council. Brent said the Bureau of Field Services could take the lead on that and they can bring outreach efforts back to the council. Brent said he will look into it to see if a representative could attend a future meeting.

Kim discussed that Libby will be sending out a link to the Customer Statewide Needs Assessment (CSNA) for committee members to post or share with their business contacts.
Public Comment: None

Adjourned