**California State Rehabilitation Council (SRC)**

**Executive Planning Committee (EPC) Meeting**

**Thursday, November 9, 2023, 10:00 a.m. – 12:00 p.m.**

**Meeting Minutes**

*Approved on February 15, 2024*

Meeting location: Virtual by Zoom, and in-person at the Department of Rehabilitation, 721 Capitol Mall, Room 252, Sacramento, CA 95814.

Attendance:

* SRC EPC members in attendance (via Zoom): Ivan Guillen, Chanel Brisbane, La Trena Robinson
* SRC EPC members absent: Susan Henderson
* DOR staff in attendance (in-person): Kate Bjerke

# Item 1: Welcome and Introductions

Ivan Guillen, SRC Chair, called the meeting to order and welcomed attendees. The SRC EPC members introduced themselves.

# Item 2: Public Comment

There were no public comments.

# Item 3: Approval of the August 14, 2023 SRC EPC Meeting Minutes

It was moved/seconded (Brisbane/Robison) to approve the August 14, 2023 SRC EPC minutes as presented (Yes – Guillen, Brisbane, Robinson), (No – 0), (Absent – Henderson), (Abstain – 0).

# Item 4: Quarterly Meeting Planning

The SRC EPC members reviewed, discussed, and prioritized the list of possible agenda items for the November 29 – 30, 2023 SRC quarterly meeting. Kate Bjerke, SRC Executive Officer, reviewed the proposed hybrid meeting structure and proposed agenda items, which included the Youth Leadership Forum for Students with Disabilities, legislative update, oath of office, Directorate’s report, update on DOR’s behavioral health framework, approval of the 2023 annual report, State Internship Program, review and approval of the 2024 – 2027 State Plan priorities and goals, overview of the Bagley-Keene Open Meeting Act, SRC bylaw review, feedback on the Consumer Satisfaction Survey, and a debrief/recommendations working session. The SRC EPC members supported the proposed agenda items. Questions and feedback regarding the State Internship Program agenda item was provided. In addition, the following new agenda items for a future SRC quarterly meetings were identified:

* DOR Consumer Application Process – an overview of DOR’s consumer application process, highlighting each step an individual needs to take to apply for services either in-person or online. SRC EPC member questions and comments on this topic:
  + Sometimes, consumers do not hear back after they apply online. Is there a way to send an auto-generated response that states when the consumer should expect to hear a response, along with contact information for the local office?
  + How is expedited enrollment impacted by staffing vacancies and high caseloads? On the ground level, not seeing benefits of expedited enrollment play out sometimes because consumers will be notified that they are accepted for services but there is a two-month delay/wait time due to staffing and volume issues.
* DOR Re-Entry Services – Serving the re-entry population was identified in the 2024-27 State Plan goals and priorities and the SRC would like additional information. Request for an overview presentation on how DOR serves individuals with disabilities in a correctional setting as they prepare for release and transition back into the community. SRC EPC member questions and comments on this topic:
  + Sometimes it can be challenging to access facilities. Disability Rights California (DRC) has access authority to some facilities. Is there an opportunity for collaboration with DRC, DOR, and other stakeholders?
  + Requested resource: handout with information on the Rise-Up program.

# Item 5: Bylaws

Kate Bjerke, SRC Executive Officer, presented an updated, proposed revision to the SRC bylaws to add the position of Immediate Past Chair (if available) to the Executive Planning Committee. The SRC EPC members supported the proposal and concept. Next step – Bjerke will introduce the proposed bylaw revision to the full SRC during the November 29 – 30, 2023 SRC quarterly meeting.

# Item 6: SRC Business

The SRC EPC members and Bjerke discussed the following SRC business items:

* Need to identify an SRC member to serve on the Cross-Advisory Body Workgroup on Benefits Planning
* Update on the November 13, 2023 SRC Unified State Plan Committee meeting to review the draft 2024 – 2027 DOR State Plan goals and objectives. It was noted that providing on-the-spot feedback can be challenging; having a week or two in advance to review the materials and consult with network partners is helpful.
* Action items from the September 6 – 7, 2023 SRC Quarterly Meeting:
  + Bjerke will move forward with preparing and submitting a memorandum to the DOR Planning Unit that summarizes the SRC’s feedback and requested changes to the Consumer Satisfaction Survey.
  + SRC recommendation 2023.1 – Order of Selection was submitted to the DOR Directorate via a memorandum on September 7, 2023 and a response was received on October 30, 2023.
  + Bjerke emailed a reminder to DOR VR Employment Division leadership on October 24, 2023 regarding SRC recommendation 2019.1 to display Client Assistance Program (CAP) materials in all DOR local offices.
  + Bjerke and Guillen met with SRC member, Theresa Comstock, on November 7, 2023 to discuss her Board and Care self-employment concept.

# Item 6: SRC Officer Report Outs

* Ivan Guillen, SRC Chair, spoke about a recent case in which an in-person mediation was requested; however, DOR clients do not have a right to in-person proceedings. Nonetheless, the mediation was successful and the Administrative Law Judge was understanding. Guillen attended the National Coalition of State Rehabilitation Councils (NCSRC) conference in Savannah, Georgia on October 28 – 29, 2023.
* Chanel Brisbane, SRC Vice-Chair, highlighted a recent DOR Community Resource Division Specialist meeting she attended.
* La Trena Robinson, SRC Treasurer, spoke about efforts to raise the minimum wage for health care workers.

# Item 7: Adjourn

It was moved/seconded (Guillen/Brisbane) to adjourn the November 9, 2023 SRC EPC meeting.