**State Rehabilitation Council (SRC)**

**Executive Planning Committee (EPC) Meeting**

**October 29, 2024, 1:00 – 2:00 p.m.**

Meeting location: Virtual by Zoom, and in-person at the Department of Rehabilitation, 721 Capitol Mall, Room 407, Sacramento, CA 95814. Meeting held in accordance with California Government Code section 11123.5.

*Meeting Minutes Approved on February 11, 2025*

In Attendance

* SRC EPC members (by Zoom): Ivan Guillen, Chanel Brisbane
* SRC EPC members absent: La Trena Robinson
* DOR staff in attendance (in-person): Kate Bjerke
* Members of the public in attendance (by Zoom): Tim Samuel (California Department of Justice) and Julie Parrish (Supportive Steps Services)

# Item 1: Welcome and Introductions

Ivan Guillen, SRC Chair, called the meeting to order and welcomed attendees. Kate Bjerke, SRC Executive Officer, reviewed the Bagley-Keene Open Meeting Act requirements. The SRC EPC members introduced themselves.

# Item 2: Public Comment

None.

# Item 3: Approval of the August 23, 2024 SRC EPC Meeting Minutes

It was moved/seconded (Brisbane/Guillen) to approve the draft August 23, 2024 SRC EPC meeting minutes as presented (Yes – Brisbane, Guillen), (No – 0), (Absent – Robinson), (Abstain – 0). The approved meeting minutes will be posted to the SRC’s webpage.

# Item 4: Quarterly Meeting Planning

Bjerke reviewed the proposed agenda items for the December 4 – 5, 2024 SRC quarterly meeting which included:

* Approval of the September 11 – 12, 2024 SRC quarterly meeting minutes
* Update on the phase-out of subminimum wage
* Update on DOR Student Services
* Youth Leadership Forum presentation
* Directorate report
* Adopt-a-District report outs
* Policy Committee report out
* Debrief and recommendations discussion
* SRC Officer and Member report outs
* Approval of the 2023/24 SRC Annual Report

Guillen and Brisbane supported the proposed agenda items and expressed interest in the following additional agenda items:

* Continue the discussion on self-employment
* Learn about how DOR supports individuals with disabilities experiencing homelessness
* Utilization of public vs private schools
* DOR vendors
  + Lack of vendors
  + DOR process for becoming vendorized
  + Payments to vendors
  + Service delays due to lack of vendors, especially in rural areas
  + How to find and establish new vendors
* 2025 Consumer Satisfaction Survey
* Updates on State Plan Goals and Priorities
* Future agenda items:
  + Update from the California Department of Education
  + Transportation updates, specifically information on the options available to consumers who need to use private transportation.
  + Mobility Evaluation Program overview
  + LEAP and federal Schedule A hiring

Public comment: Julie Parrish made a comment regarding accreditation by the Bureau of Postsecondary Education.

# Item 5: SRC Committees

# Bjerke reviewed the scope and responsibilities of the SRC committees:

Monitoring and Evaluation Committee

*No members at this time.*

* Evaluate the Consumer Satisfaction Survey and its results.
* Review and analyze trends in Appeal Hearing Decisions.
* Review the progress of performance measures.
* Review data as requested by the SRC.
* May refer issues to other Committees to further evaluate and make recommendations for improvement of services.
* Prepare recommendations for the full Council’s consideration.

Unified State Plan Committee

*Chair: Ivan Guillen, no additional current members.*

* Collaborate with DOR in developing various aspects of the Vocational Rehabilitation Services Portion of the Combined or Unified State Plan.
* Conduct and evaluate the Comprehensive Statewide Assessment.
* Monitor the State of California’s Unified State Plan.
* Review drafts of the Vocational Rehabilitation Services Portion of the Unified State Plan.
* May refer issues to other Committees to further evaluate and make recommendations for improvement of services.
* Prepare recommendations for the full Council’s consideration.

Policy Committee

*Members: Ivan Guillen, Chanel Brisbane, Theresa Comstock, La Trena Robinson, Brittany Comegna*

* Develop the SRC Annual Report
* Evaluate proposed regulations, policies and services.
* Prepare recommendations for the SRC.
* Receive issues from the Monitoring and Evaluation Committee and the Unified State Plan Committee to further evaluate and assist the SRC in developing recommendations to DOR.

Bjerke explained that the Monitoring and Evaluation Committee and the Unified State Plan Committees have been meeting during the regularly scheduled SRC quarterly meetings. The DOR Stakeholder Initiatives Office (SIO) is going through a staff transition and reorganization, so at this time, SIO does not have capacity to meet on the Consumer Satisfaction Survey or Comprehensive Statewide Needs Assessment outside of the quarterly SRC meetings. The DOR Policy Performance Section is open to meeting more frequently with the SRC Unified State Plan if needed. Bjerke to email SRC members and see if anyone is interested in serving on the Unified State Plan Committee.

# Item 6: Adjourn

It was moved/seconded (Guillen/Brisbane) to adjourn the October 29, 2024 SRC EPC meeting.