California State Rehabilitation Council (SRC)  
Executive Planning Committee (EPC) Meeting

August 23, 2024, 10:00 – 11:30 a.m.

*Meeting Minutes*

*Approved on October 29, 2024*

Meeting location: Virtual by Zoom, and in-person at the Department of Rehabilitation, 721 Capitol Mall, Room 307, Sacramento, CA 95814. Meeting held in accordance with California Government Code section 11123.5.

Attendance:

* SRC EPC members in attendance (by Zoom): Ivan Guillen, Chanel Brisbane, La Trena Robinson.
* DOR staff in attendance (in-person): Kate Bjerke
* Members of the public in attendance (by Zoom): none

# 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

Kate Bjerke, SRC Executive Officer, read a public comment emailed by Keith Kimber that was submitted to the SRC inbox on August 20, 2024. In the public comment the acronym “DFS-OFAM” was used. Chanel Brisbane, SRC Vice-Chair, asked what this acronym stood for [*addendum - DFS-OFAM stands for Department of General Services, Office of Fleet and Asset Management*]. Bjerke noted that she shared the written comment with the appropriate DOR staff. SRC EPC members asked that this public comment be referred to the SRC Policy Committee.

# Item 3: Approval of the June 7, 2024 SRC EPC Meeting Minutes

It was moved/seconded (Brisbane/Robinson) to approve the draft June 7, 2024 SRC EPC meeting minutes as presented (Yes – Guillen, Brisbane, Robinson), (No – 0), (Absent – 0), (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 September 11 – 12, 2024 SRC quarterly meeting which included:

* Self-employment for DOR consumers
* DOR student and consumer information handbook
* Presentation of the 2023/24 Consumer Satisfaction Survey results
* Oath of Office for new SRC members
* Directorate report
* Maintenance support for DOR consumers
* DOR Voice Options program
* California Committee on Employment of People with Disabilities (CCEPD) cross-advisory group Benefits Planning Report.
* Update on the VR Services Portion of the Unified State Plan
* Update from the State Independent Living Council
* SRC business: Election of the 2024-25 SRC officers, adopt-a-region report outs, Policy Committee report out, debrief and recommendations discussion, SRC officer and member report outs, selection of 2024/25 meeting dates, and future agenda items.

All SRC EPC members expressed support for the proposed agenda items. Bjerke will finalize the meeting agenda accordingly. La Trena Robinson, SRC Treasurer, asked about receiving a report from an organization that works with service animals, and options for resources when a service animal passes away. Guillen suggested calling the Disability Rights California (DRC) intake hotline. Bjerke suggested reaching out to the local Independent Living Center and will provide Robinson with this information.

# Item 5: Planning for the 2024/25 Term

# SRC EPC members planned for the next term (federal fiscal year October 1, 2024 – September 30, 2025). The SRC EPC members agreed to continue utilizing the quarterly, hybrid meeting format for the full SRC meetings, with an emphasis on having presentations on the first day, and having time for SRC business and debriefing on the second day. It was noted that having the SRC Policy Committee meet monthly provides a structure and momentum for continuing conversations and exploring topics and issues.

Guillen agreed to have SRC member, Brittany Comegna, serve on the SRC Policy Committee, to fill behind Candice Welch. At a future meeting, Bjerke will review the role and responsibilities of the SRC Monitoring and Evaluation committee and the SRC State Plan committee, and options for having these committees meet outside of the SRC’s quarterly meetings. The proposed 2024/25 SRC quarterly and committee meeting dates and times were reviewed. The SRC EPC members agreed to have the SRC Policy Committee meet monthly except in the months in which the quarterly meetings are held. Additional Policy Committee meetings can be added if needed. The SRC EPC members agreed to change the time of the EPC meetings from the morning to the afternoon, from 1 – 2 pm.

# Item 6: Adjourn

It was moved/seconded (Brisbane/Robinson) to adjourn the August 23, 2024 SRC EPC meeting.