



*State Rehabilitation Council*  
to the  
Bureau of Rehabilitation Services



**July 21, 2010**  
**Southeastern Mental Health Authority (SMHA)**  
**401 West Thames Street, Building 301, Norwich, CT**

**Meeting Notes**

**Attendance –**

**Present:** Sharon Denson, Michele Fontaine, Heidi Forest, Sarah Harvey, Roberta Hurley, Barbara Konow, James Quick, and Rev. Janette Williams

**Volunteers:** Jennifer Hannah

**Guests:** Angelica Haynes and J. Esaias Haynes

**BRS Staff:** Evelyn Oliver Knight

**Excused:** Laraine Bronski, Jan Hasenjager, Sandy Inzinga, Mary Pierson Keating, John Sims, and Victor Xavier

**Absent:** Laura Micklus, Simone Mason,

**Volunteers:** Gladys Brooks, James Patterson

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Sandy was unable to attend this meeting. Heidi chaired the meeting in her place and opened the meeting at 1:05 PM. Everyone introduced themselves.

- After the SRC May meeting minutes were reviewed, Sarah Harvey moved to accept the minutes; Barbara seconded the motion; the SRC voted to accept the minutes.

### **SRC Chairperson (Heidi)**

#### **-Prep Rallies**

- Six throughout state, mission to assist consumers prepare for job fairs; set up regionally across state; consumer feedback showed positive results and consumers found this activity very beneficial to assist with employment search; 320 consumers attended all
- Results of Prep Rally evaluations were distributed for SRC members to review
- BRS to hold Prep Rally annually; BRS looking to hold a Prep rally for youth, as well(still in planning stage)

#### **-Strategic Plan**

- After discussing the Strategic Plan, Barbara moved to adopt the Strategic Plan; Roberta seconded the motion; the SRC voted to adopt the Strategic Plan.

### **Treasurer – Heidi Forrest**

- Not many changes since we last met
- Currently, used 32% of budget (end FFY 9/30/10)
- Still waiting on interpreters services bill from January
- YLF to be held next week, \$5000 budget will be deducted shortly

### **BRS Update - Evelyn reported for Amy porter**

- BRS in flux; Kathy Blewett has been appointed as the new bureau chief.
- Training for new counselors (16)
- Training/development of recent Prep Rallies
- CRP rate has increased for ASL/Spanish interpreters services.

### **SRC Updates - Evelyn**

- NCSRC notes from teleconference (7/20/10); please see handout.
- CT submitted State Plan; approved by OPM at state level; waiting approval from RSA
- Please see results of IRI survey found in packet (review survey questions)

- Updated SRC Member Contact Information List in packet; Correction: Roberta's telephone numbers (860) 388-7338
- Members interested in working on state plan, please contact Evelyn.
- Summary CSNA (Comprehensive Statewide Needs Assessment) becomes supplement to State Plan; Once approved, CSNA/State Plan will be posted on line; Please review summary of CSNA
- SRC members need to attend at least one public meeting (fall 2010)
- SRC members should provide Evelyn feedback from public meetings
- Evelyn to attend staff meeting to review SRC, State Plan.
- SRC members invited to attend with Evelyn -9/7, 9/14, 10/12, 10/21; morning meetings
- UCONN Survey process for consumer satisfaction survey; SRC to consider revision to survey process
- Roberta suggested to survey consumers at close of case

#### ADA 20<sup>TH</sup> Anniversary

- Celebration at LOB 7/26/10, 2:30pm

#### Other

- Janette Williams – issue re: handicapped parking sign that limits time of parking in Hartford, CT. Evelyn will share info with Janette.

### **Committee Reports**

#### **Business Partnership:**

- Roberta attending Connect-Ability workgroup; suggestions from Roberta
  1. Connect-Ability Employment Summit, SRC could reach out to other /new employers to attend Summit
  2. decline for CRP staff training, SRC could further investigate need via survey Roberta to draft survey for next SRC meeting
- Heidi mentioned the subcommittee could speak w/CTBLN to address issues at disability mentor day, as well, to plan for Summit.
- Disability Mentor day (Oct.20<sup>th</sup>)

#### **Consumer Satisfaction:**

- Heidi discussed conversation she had w/staff in Norwich Office; consumer feedback focuses on staff sensitivity and physical access to building.
- Heidi suggested SRC members may visit BRS offices independently and report back to SRC.

- Jim suggested subcommittee establish checklist as to what criteria members would evaluate the office.
- Michelle suggested survey re: BRS sensitivity re: consumers' particular diagnosis.
- Sharon brought up concern re: handicap van accessible parking for Hartford BRS Office;
- How will SRC move forward w/survey process (UCONN vs internal survey process); Barbara suggested revising content of survey, distributing at close of case.
- Evelyn will share plan of SRC office visits with district directors for their feedback
- Barbara to draft checklist for SRC member visit upon arrival; SRC annual report card.

#### Proposed Prongs for Consumers Feedback

1. SRC checklist re: access
2. Post-case consumer survey re: services
  - Public meetings: SRC members need to attend
  - Committee Reports

#### **Internal Council/Nominations:**

- No report
- SRC losing some member this year
- Evelyn would like nomination recommendations at September meeting; currently missing business leaders, need additional consumer members suggested nominees can invite to September 15<sup>th</sup> meeting.

#### **Legislation, Policy and Planning:**

- Ideas regarding workshop and/or keynote speaker Sponsored by SRC for BRS Youth Prep rally; in planning stages; group suggested addressing topic of "Disclosure" and Sharon suggested Stan Kosloski as keynote Speaker; Heidi and Sarah will speak via e—mail w/Sandy and Lorraine re: ideas

#### **Adjournment:**

- Barbara moved to end the meeting; Roberta seconded the motion; the SRC voted to adjourn meeting at 3:00 PM.

Respectfully Submitted,  
Sarah Harvey