

## **DRAFT MEETING MINUTES**

November 13<sup>th</sup>, 2018, 11:00 a.m. – 3:30 p.m.

Michigan Rehabilitation Services (MRS) Training Office, Suite 6, Lansing, MI

### **Participation**

#### **Members Present**

Robin Bennett\*, Carol Bergquist, Sheryl Diamond, Carrie Dudek, Trina Edmondson, Brenda Henige, Michael Miller, Steve Perdue\*, Michael Poyma, Anne Riddering, Brian Sabourin, David Szydlowski

#### **Members Excused**

Tiffany Guthrie, Jackie Tahtinen, Jennipher Wiebold

#### **Ex-Officio Members Present**

Sue Howell MDHHS/MRS

#### **Ex-Officio Members Excused**

Bill Robinson LARA/BSBP

#### **MCRS Staff Present**

Marlene Malloy

#### **Guests Present**

Elham Jahsham MPAS, Lisa Kisiel LARA/BSBP, Mike Pemble LARA/BSBP, Tina Fullerton MDHHS/MRS, Joe Harcz\*, Eleanor Canter\*

*\*Participated via phone.*

### **Call to Order**

The Chair, Anne Riddering, called the meeting to order at 11:03 a.m.

#### **Introduction of Participants**

Members, ex-officios, and guests were introduced.

The MCRS Executive Director, Marlene Malloy, read the roll call. A quorum was present.

### Approval of Draft Agenda

Dave Szydowski moved, seconded by Carol Bergquist, that the MCRS approve the November 13<sup>th</sup>, 2018 Agenda. A roll call vote was taken on the motion with unanimous approval for the Draft Agenda.

### Approval of Draft Meeting Minutes

Brian Sabourin moved, seconded by Trina Edmondson, that the MCRS approve the Special Business Meeting Draft Minutes of August 10<sup>th</sup>, 2018. A roll call vote was taken on the motion. Motion carried unanimously.

### ET Report and Minutes

A. Riddering provided an update on the MRS Champion Awards Event, the BSBP Honor Roll Awards Event, the FY 2018 Annual Report, and the membership status as of December 31<sup>st</sup>, 2018.

Brian Sabourin moved seconded by Steve Perdue, that the MCRS approve the ET Minutes of June 26<sup>th</sup>, July 10<sup>th</sup>, July 24<sup>th</sup> and August 7<sup>th</sup> (inadvertently labeled as July 24<sup>th</sup>). B. Sabourin amended his motion which was supported by S. Perdue. A roll call vote was taken on the motion with unanimous approval for the ET Minutes.

### Financial Operations

On behalf of M. Poyma Treasurer A. Riddering provided an update on the MCRS financial operations.

### CE Work Team Report and Minutes

C. Bergquist provided an overview of the CE recent meetings and work activities. B. Henige provided a report of the initial findings of a Survey that was utilized with attendees at the re:con in early November. C. Bergquist shared information about the World Café method that could be utilized for MCRS Customer Input opportunities.

Trina Edmondson moved seconded by Brian Sabourin, to approve the CE Work Team Minutes. After discussion, it was determined that the Minutes included on the Agenda were dated incorrectly and needed to be changed to June 19<sup>th</sup>, July 26<sup>th</sup> and August 23<sup>rd</sup>. T. Edmondson amended her motion to include the above dates with B. Sabourin amending his second to support the change. A roll call vote was taken on the motion with unanimous approval for the CE Work Team Minutes.

### RG Work Team Report and Minutes

B. Sabourin updated the membership on the RG activities which included a thorough review of the MRS Corrective Action Plan Report authored by RSA. He indicated that the members had created a list of questions they would like to pose to MRS. Suzanne Howell requested that these questions be submitted to MRS in writing.

Robin Bennett moved seconded by Dave Szydlowski to approve the RG Work Team Minutes as included on the Agenda. After discussion, the July 18<sup>th</sup> Minutes was the only document that needed approval. R. Bennett amended her motion to update approval of one set of minutes, with D. Szydlowski supporting the amendment through his second. A roll call vote determined unanimous approval for the RG Work Team Minutes.

### NCSRC and CSAVR National Conferences Report

C. Bergquist provided a thorough report on her experiences while attending the two national conferences.

### Report on re:con

B. Henige reported on the experience she had last week while attending the re:con and representing the MCRS.

### Designated State Unit Updates – MRS

Sue Howell, State Director, reported on the work of the MRS.

### Public Comment

Brian Sabourin, Past Chair, read the public comment criteria and public comment was presented by two participants via the phone.

### Designated State Unit Updates – BSBP

Lisa Kisiel and Mike Pemble reported on the work of the BSBP.

### MCRS Staff Update

Marlene Malloy, MCRS Executive Director (ED), reported on the work of Council staff, including participation in planning of MRS and BSBP award ceremonies, attendance at local and national conferences, the re:con Exhibit, and the purging, packing, and donating of supplies and equipment as a result of the move of MCRS office to the SILC office. Also, the ED managed arrangements for a storage unit and P.O. Box.

### Training

MCRS Member Sheryl Diamond, Ph.D. provided a training on the DSU CSNA. She facilitated a discussion with members that resulted in next steps for the upcoming FY 2019 CSNA.

### Adjourn

The meeting was adjourned by Chair A. Riddering at 3:17 p.m.

*Next business meeting, Tuesday, February 12<sup>th</sup>, 2019 from 9:30 – 3:30 p.m. at the Disability Network Capitol Area.*

Acronyms used –

BSBP=Bureau of Services for Blind Persons

CSNA=Comprehensive Statewide Needs Assessment

CSAVR=Council of State Administrators of Vocational Rehabilitation

CE=Customer Experience

DHHS=Department of Health and Human Services

ET=Executive Team

LARA=Licensing and Regulatory Affairs

MCRS=Michigan Council for Rehabilitation Services

MPAS=Michigan Protection and Advocacy Service

MRS=Michigan Rehabilitation Services

NCSRC=National Coalition of State Rehabilitation Councils

RG=Regulatory Guidance