May 2, 2025, SRC Leadership Meeting

- Attendees: Kelsey Thompson, Megan Mutti, LaDonna Henson, Tereta Love-Rutherford, Aimee Julian, Antonio Gomez
- Action Items:
    - **Love-Rutherford:** Verify appointment letters for:
        - Sujatha Branch
        - Erin Thompson
        - Shelley Richardson
    - **ICSPS:** Update roster according to feedback
    - **ICSPS:** Upload Orientation and Policy Manual to Google Docs for Exec review
    - **ICSPS:** Send Mutti an invite to the next BSPC meeting
    - **ExComm:** Review Onboarding and Policy Manual Google Doc, and make edits as comments
    - **Love-Rutherford:** Investigate a potential candidate to fill the "Vocational Rehabilitation Counselor" vacancy (Mutti indicated that she might have a lead)
    - **Thompson:** Follow up individually to potentially fill Fiscal Officer position
- Meeting Minutes:
    - As Kelsey Thompson was unable to attend the first part of the meeting, LaDonna Henson began the discussion regarding the Orientation and Policy Manual. Aimee Julian suggested that ICSPS upload the current version to Google Docs so that Exec members can leave their edits as comments. Only the pertinent pages will be

uploaded, as the Bylaws were brought to a vote in 2022. ICSPS will upload the document the week of May 12th.

- Thompson joined the meeting and indicated that her edits were not so significant that they merited discussion at the ExComm (Executive Committee).
- Regarding a replacement as chair upon Thompson's departure, Thompson relayed that she sent a note to the full board to inform them of the changes in leadership. Alici McNeal responded, indicating an interest in chairing the SRC. Thompson expressed great enthusiasm at that prospect. She listed a few matters to consider:
    - As a State of Illinois employee, is she allowed to chair?
        - Thompson investigated and that restriction only applies to Dept. of Human Services (DHS) employees.
    - Does she fit the requirements for the position: 1) 2 years of service on the council, 2) Attendance to all meetings, 3) Active member of one or more committees?
        - Thompson indicated that she qualifies under the third criteria.
        - As far as the second criteria, the only reason that she was absent from two meetings the previous year was to investigate a potential conflict of interest, as she was changing employers.
        - As far as the third criteria, she was always on the SRC, as she was never removed during that interim.
- Megan Mutti and Henson expressed approval of McNeal as a potential new chair. She will be presented as the only candidate at the following meeting.
- Thompson will follow up on an individual basis to find a candidate for the Fiscal Officer (FO) position on the ExComm.

- Mutti asked if there were any other pressing vacancies. The ExComm reviewed the vacancies and determined that there are two vacancies in Business, Industry, and Labor, and one in Disability Advocacy. There is additionally a vacancy for the Blind Service Planning Council (BSPC), which Sharon Howerton has graciously filled for over three years. That position is difficult to fill as the BSPC functions on a volunteer basis. Mutti asked if she could sit in on a BSPC meeting. Julian indicated that she would send her an invite.
- Antonio Gomez reviewed the roster and made notes for changes according to ExComm feedback.
- Henson pointed out that Thompson's role, "Vocational Rehabilitation Counselor," will be vacant. Tereta Love-Rutherford will ask Dir. Patrick if she has a suitable replacement in mind, as that position has frequently been filled by a DRS representative. She asked if that would add too many state employees to the board. Thompson replied that the bylaws simply state that the composition cannot be comprised of a majority of state employees. Henson added that it would be beneficial to have someone from southern Illinois. Even better if it were a transition counselor. Mutti added that she might have someone in mind, but that she would have to look up the person's name.
- Henson asked what the status was for Erik Edquist. Thompson replied that he had attended a quarterly meeting in November and was interested in joining. She will follow up with him.
- Love-Rutherford said she would track down where Lewis kept appointment letters for the following individuals:
    - Sujatha Branch
    - Shelley Richardson
    - Erin Compton
- Gomez asked if the ExComm wanted to review quarterly data requirements in Becker's absence. Henson shared two examples of

previous data sets as an example of what kinds of data are needed in the future. Mutti asked if it would be possible to have a primer on the data at the subsequent quarterly. She also asked if it was possible to have more qualitative data (e.g., why customers are exiting the system). After discussion, the ExComm determined that they would want to see exit data gathered for the previous 7 years. Love-Rutherford was unsure if that data is available, but she will investigate. The ExComm emphasized the need to receive the data one week prior to the meeting. Henson suggested that it might be a good idea to have field services come in to talk more qualitatively about that exit data. Thompson indicated that the most important part of the data piece for the SRC is consistency.

- The meeting was adjourned.