



Minutes

March 2020 Service Delivery Committee Meeting

📅 Tue March 3rd, 2020

🕒 3:00pm - 4:00pm EST

📍 Teleconference

👥 In Attendance

Hannah Brock, Whitney Harris, Matt Holloway, Katy Howell, Janean Perry Breen, Jennifer Perry-Breen, Paul Tobin

I. Opening

The March 2020 Service Delivery Committee Meeting was opened by Mr. Paul Tobin.

a. **Verbal Authorization to Begin Recording**

No member presented an issue with the meeting being recorded.

b. **Call to Order**

Mr. Tobin called the meeting to order at 3:05 PM.

c. **Roll Call**

Members in Attendance: Ms. Katy Howell, Ms. Jennifer Perry Breen, and Mr. Paul Tobin

Staff in Attendance: Ms. Whitney Harris, Ms. Hannah Brock, and Mr. Matt Holloway

Members of the Public: None

d. **Establishment of Quorum**

A quorum was present.

II. Approval of Agenda

Mr. Tobin presented the agenda for the March 2020 Service Delivery Committee Meeting.

a. **Category: Standing Item**

b. **Attachments:**

1. **Agenda**

c. **Public Comment on any Agenda Item**

No public comments were made on the agenda.

d. **Modifications to Agenda**

1. **The Committee will hear any modifications to the agenda under Agenda Item X.**

No modifications were made to the agenda.

e. **ACTION NEEDED**

Decision: Mr. Jennifer Perry Breen motioned to approve the March 2020 Service Delivery Committee Agenda as presented.

Decision: Ms. Katy Howell seconded the motion.

Decision: The motion passed without dissent.

III. **Approval of Minutes**

Mr. Tobin presented the minutes from the March 2020 Service Delivery Committee Meeting.

a. **Category: Standing Item**

b. **Attachments:**

1. **February 2020 Service Delivery Committee Minutes**

c. **ACTION NEEDED**

Decision: Ms. Howell motioned to approve the March 2020 Service Delivery Committee Agenda as presented.

Decision: Mr. Tobin seconded the motion.

Decision: The motion passed without dissent.

IV. **Review of February 2020 Board and ATAC Meetings**

Mr. Tobin reviewed the Board and ATAC meetings for members in regards to the service delivery model.

a. **Category: Consent Agenda**

b. **Attachments**

c. **Purpose/Statement**

1. **This agenda item is to review what was discussed at the February 2020 Board and ATAC meetings in regards to the service delivery model and a new contract with VR.**

d. **No Action Needed**

V. **Review of Contract Meeting with VR**

Ms. Whitney Harris updated the committee with the progress that was made at the contract meeting with VR.

a. **Category: New Business**

b. **Attachments**

c. **Purpose/Statement**

1. **Staff met with the Contract Manager at Vocational Rehabilitation on February 19, 2020. This agenda item is to update the committee on the meeting, in regard to creating a new contract.**

d. **No Action Needed**

VI. **Next Steps for the Service Delivery Committee**

a. **Category: New Business**

b. **Attachments**

1. **None**

c. **Purpose/Statement**

1. **This agenda item will focus on determining what role the service delivery committee will have in creating the strategic plan and service delivery model.**

d. **No Action Needed**

Task: Update the committee on meeting with AT3 Technical Assistance Director, Marty Exline. In regards to ATAP expectations and recommendations for our program.

 Eric Reed 04/07/2020

VII. **Task Report**

Mr. Tobin opened the discussion of the Task Report.

a. **Category: Standing Item**

b. **Attachments**

1. **Task Report**

c. **Purpose/Statement**

1. **This agenda item is to inform the Committee of actions taken to complete items on the Task Report.**

d. **No Action Needed**

All items were completed prior to the meeting.

VIII. **Agenda Modifications**

a. **From Agenda V a.**

No modifications were made to the agenda.

IX. **Closing**

Mr. Tobin closed the March 2020 Service Delivery Committee Meeting.

a. **Last Call for Public Comment**

No public comments were made.

b. **Next Meeting**

1. **Date and Time**

April 7, 2020 3:00 PM

2. **GoToMeeting Information**

<https://www.gotomeet.me/faastmeetings/april-2020-service-delivery-committee-meeting>

3. **Toll-free number and Access Code**

(Toll Free): 1 866 899 4679

Access Code: 367-438-397

c. **Adjourn**

The March 2020 Service Delivery Committee Meeting was adjourned by Mr. Tabin at 3:20 PM.