

## Meeting Minutes

**Meeting Place:** Nine East

**Address:** 9 West St., Montpelier, VT 05602

**Date:** September 20, 2017

### Present:

Mary Barton, Joy Wilcox, Sherrie Brunelle, Nancy Richards, Tara Howe, Troy McAllister, Karen Joyce

### Agenda:

9:30 – 9:40 Roll Call, Assign Roles, Review/Revise Agenda as needed – Mary  
9:40 – 9:45 Open Meeting Sign-In Sheet/Public Comments  
9:45 – 10:45 Review of By-Laws Committee Work  
10:45 – 11:00 Break  
11:00 – 12:15 Discussion SEAC Membership  
12:15 – 1:15 Discussion of AnLar Recommendations/Next Steps  
1:15 – 1:30 October Agenda; Meeting Place

### Changes:

Order of business changed to accommodate attendee's schedules, AOE updates and discussion of membership moved to beginning of meeting.

### Updates:

Karen Joyce, AOE Liaison, updated on the status of the Rules. Online version of the Rules is correct. Karen Joyce clarified that the error in filing the incorrect version of the Rules occurred after State Board approval, when the Rules were submitted to the Secretary of State. Noted that AnLar is available for consultation and remote meeting attendance this year.

### Membership:

Review of a list of applicants given to AOE by the Governor's Office for open positions on the Council, added names of additional people understood to have applied or reapplied for appointments.

Reviewed and discussed membership requirements for the Council, identified potential candidates for open positions, assigned responsibility for contacting potential applicants to determine interest in serving on the Council. Mary Barton will follow up with interested parties to provide information on application procedure.

Discussion of Council members holding dual roles, some concern that dual roles create a level of confusion regarding the group being represented at any given time, particularly when the dual role is parent/professional, issue of what constitutes a quorum can be addressed in bylaws.

Preference for members to hold a single role. No official decision made. Suggestion that applicants be asked to provide possible roles they could fill in comments section of application. Question of whether roles can be assigned by the Council after appointment according to appropriateness and need in order to maximize membership and not lose interested parties. Other questions and discussion included: interest in how appointments are made “in consultation with the Secretary;” possibility of making changes to the application--after this round of appointments--to include (at least) a list of roles that could be checked by applicants according to interest and experience; question of whether DCF consultants can be appointed as voting members, since there is an understanding that DCF employees can attend but not take part in decision making; need to update membership list on the state website; unclear whether a new House representative appointment has to be made, and if so who initiates that process with the Speaker of the House. Karen Joyce will follow up on these issues, and will coordinate with Mary Barton as new applications for appointment are submitted, to facilitate appointment through AOE work with Governor’s Office.

Discussion of how to best identify and maintain members, and maximize meeting attendance.

### **By-Laws:**

Members continued to review the by-laws.

### **Proposed Agenda for November:**

The October Agenda and meeting place were discussed. Mary will follow up with contacting Susan Kimmerly to see if the Council can continue to use the Nine East conference room for the meetings.

### **Proposed Agenda for October:**

- Place for meeting and times: 9:30 – 1:30; Nine East Conference Room if available.
- Set a time for the AOE to present updates from 9:30 – 10:30.
- Discuss changes in regulations and discuss how they are consistent with the federal regulations.
- Work session to continue to finalize the by-laws and review progress on the membership.
- Next steps

**Next meeting date:** October 18, 2017 (9:30a.m. - 1:30p.m.)

**Adjourned:** 1:30 p.m.

**Agendas and meeting minutes can be accessed electronically at our [website](#).**