



## State Rehabilitation Council for the Blind

### **SRC-B WORKPLAN 2024**

#### **To be included in ALL council meetings**

- Standing committees report to the full Council; reports include progress on relevant goals and priorities.

#### **Standing Committees:**

- Customer Satisfaction & Goals and Priorities Committee
- Vendor Outcomes and Measures Committee
- Minority Outreach Committee
- DeafBlind Committee
- Transition Committee
- Communication Center Committee
- Employment Committee

#### **December 2023**

- In every four-year cycle, the Combined State Plan is included in the council mailing packet for discussion at the December Council meeting. 2024 is the first year of the cycle, and every two years (2026) the plan is modified.
- The Customer Satisfaction & Goals and Priorities Committee and SSB present goals and priorities for next fiscal year for joint approval. The state fiscal year begins July 1.

#### **January 2024**

#### **February 2024**

- Standing committees report to the full Council; reports include progress on relevant goals and priorities.
- The Combined State Plan is presented every two years for discussion and approval at the February Council meeting. Year one extends from July 1, 2023 to June 30, 2024 and year two extends July 1, 2024 to June 30, 2025.

- The Customer Satisfaction & Goals and Priorities Committee and SSB present goals and priorities every two years for joint approval to coincide with the Combined State Plan. Goals and Priorities are good for two years, with the one-year mark as a check-in and adjustment period. Year one extends from July 1, 2023 to June 30, 2024 and year two extends July 1, 2024 to June 30, 2025. The state fiscal year begins July 1.
- The Council elects Chair and Vice Chair. The Chair will review attendance of SRC-B members to ensure compliance with the bylaws regarding unexcused absences and take appropriate action if necessary.
- The Chair, with Council approval, appoints a Budget Task Force to get updates on the current status of expenditures and to propose any necessary refinements in the Resource Plan for the current fiscal year at the April SRC-B meeting.
- The Client Assistance Project provides an annual report.
- The Chair, with Council approval, makes conference attendee recommendations for Spring CSAVR/NCSAB conference.
- The Chair will appoint a Guest Speaker or Professional Development Task Force that will meet periodically and report to the council a minimum of twice a year in April, August.

### **March 2024**

#### **April 2024**

- The Budget Task Force makes recommendations for any necessary changes to the budget for the current fiscal year.
- The Chair, with Council approval, appoints a Task Force on Council Committee Structure to review committee structure and report recommendations on changes necessary at the June SRC-B meeting.
- In even numbered years, the Council, in partnership with SSB, agrees on a pool of impartial hearing officers.

#### **May 2024**

- The Task Force on Council Committee Structure meets to review the committee structure and propose changes to the Council.
- The Chair will work with SSB to identify a Guest Speaker or Professional Development Task Force for the June meeting.

#### **June 2024**

- The Council reviews and acts on report of the Task Force on Council Committee Structure.

- The Chair notifies members and the public at large, in writing, of the July 15 deadline to submit applications for committees.
- The Budget Task Force meets in order to make recommendations at the August meeting for the budget for next fiscal year. A written report is due to SSB by July 15 for inclusion in the Council mailing packet.
- The Needs Assessment Task Force submits a written or oral report on their progress; Year two of the 2-year need's assessment cycle is July 1, 2021-June 30, 2022.
- The Chair, with Council approval, appoints a Needs Assessment Task Force; to provide continuity for the two-year needs assessment cycle, these appointments are staggered and are for two-year terms. 2024 is year 1.
- The Employment Committee reports at the June meeting on the status of successful VR closures for final quarter estimate.
- The Chair reminds current committee chairs that their sections of the Council Annual Report are due by October 15. Time to begin working on them.
- The Chair, with Council approval, makes conference attendee recommendations for Fall CSAVR/NCSAB conference.

### **July 2024**

- Applications for committee appointments must be submitted to the Council Chair or SSB designee by July 15.
- The Budget Task Force submits the budget to SSB by July 15 for inclusion in the Council mailing packet.
- Chair begins reviewing applications for committee appointments to determine committee makeup.

### **August 2024**

- The Budget Task Force makes recommendations for the budget for next fiscal year. The Council acts on the recommended budget.
- The Chair, with Council approval, appoints Council committee members and chairs and sends notice of appointment to each committee member.
- The Chair reminds current committee chairs that their sections of the Council Annual Report are due by October 15.
- The Chair, with Council approval, finalize conference attendee recommendations for Fall NCSRC, CSAVR and NCSAB conferences.
- Outgoing committee chairs submit their drafts of their sections of the Council Annual Report, to be submitted to SSB by October 15.

- The Chair reminds committees to review goals and priorities during their next meeting to provide recommendations regarding PY 2024 goals and priorities. Committees provide any recommendations to the Customer Satisfaction & Goals and Priorities Committee no later than November 30.

### **September 2024**

- New committee terms begin September 1.

### **October 2024**

- The Chair reports on Council member terms and current and upcoming vacancies.
- The Vendor Outcomes Committee reports on the latest survey of adjustment to blindness vendor evaluations.
- The Chair, with Council approval, appoints a task force to review the Council's annual work plan.
- In even numbered years, the Chair, with Council approval, appoints a task force to review the SRC-B New Member Orientation Webpage and make updates if needed for approval from the Council in December. The Council Chair or designee reviews the links in the SRC-B bylaws document, to ensure they still link to appropriate statutes, and regulations that govern this Council and reports any needed changes to the SRC-B at the December meeting.
- A group photograph of the Council is taken for inclusion in the Council Annual Report.
- The Customer Satisfaction & Goals and Priorities Committee looks at preliminary VR effectiveness data for PY 2024
- All committees assess progress on goals and priorities relevant to their committee and submit recommendations to the Customer Satisfaction & Goals and Priorities Committee as soon as possible, but no later than October 31.
- The Customer Satisfaction & Goals and Priorities Committee and SSB begin drafting goals and priorities for the next two state fiscal years to coincide with the Combined State Plan with the one-year mark as a check-in and adjustment period. Year one extends from July 1, 2023 to June 30, 2024 and year two extends July 1, 2024 to June 30, 2025.

### **November 2024**

- The draft Annual Report, including the Report on the Effectiveness of the Vocational Rehabilitation Program, is delivered to SSB by November 4.

- SSB sends draft of Annual Report, including the Report on the Effectiveness of the Vocational Rehabilitation Program, to Council members, in November, as part of the Council packet to ensure action at December meeting.

#### **December 2024**

- The Council approves the Report on the Effectiveness of the Vocational Rehabilitation Program and the Annual Report.
- The Annual Report, including the Report on the Effectiveness of the Vocational Rehabilitation Program, is produced for distribution by December 29.
- The Vendor Outcomes Committee reports on the latest survey of adjustment to blindness vendor evaluations.
- The task force is responsible to review the New Member Orientation Materials and recommends changes to the Council for approval.
- The Work Plan Task Force presents its report for Council Approval.
- The Chair, with Council approval, sets meeting dates for the next calendar year. The Council may consider adjusting the meeting schedule with the changing of members during new administration years.