

Minutes – March 7, 2013

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee			
Thursday, March 7, 2013	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403	
Meeting called by	Sam Liss at 9:35 a.m.		
Members Present	Kerry White, John Alexander, Allen Evans, Karen Hussey and Laban Hill		
Members Absent	William Pendlebury		
SRC Liaison	James Smith, DVR Budget and Policy Manager		
SRC Coordinator	Rebekah M. Stephens		
Interpreters	n/a		
Speakers/Presenters	Amber Fulcher, Program Director, VT Assistive Technology Program		
Facilitator	n/a		
1. Today's Agenda			
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Discussion	No discussion. John Alexander moved to approve. Allen Evans 2nded.		
Conclusions	Unanimously approved.		
2. Approval of Minutes – January 3, 2013 Committee Meeting			
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Discussion	No discussion. John Alexander moved to approve. Allen Evans 2nded.		
Conclusions	Approved unanimously.		
Action Items		Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org		Rebekah Stephens	3/22/2013
3. Discussion on Election of Chair for P&P Committee			
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Discussion	Committee members discussed chair responsibilities and time commitment.		
Allen Evans is concerned that he might be over-committed at this time. James Smith explained that P&P is a review committee and that VR holds the majority of responsibility for getting the work done. Kerry White feels that she is too new to the CAP position at this time to chair P&P effectively. Sam Liss suggested that Allen chairs the committee with Kerry as a back -up chair. Allen and Kerry agreed to this arrangement.			
Conclusions	The members voted unanimously. Allen is the new P&P chair with Kerry as his back-up when needed.		
Action Items		Person Responsible	Deadline
None		n/a	n/a
4. Continued Review of Chapter 304, "Occupational Tools, Licenses, Equipment, Stock and Supplies"			
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Discussion	It was suggested that review of this chapter be done after review of Chapter 306, "Rehabilitation Technology Services." Amber Fulcher is joining the P&P committee today to review Chapter 306. Committee members agreed with suggestion.		
Conclusions	Review of Chapter 304 was not able to be done today. Moved to May 2013 agenda. Continued review in May will begin with Round Table discussion of members. Sam Liss has already concluded his input on this chapter.		
Action Items		Person Responsible	Deadline
Put Continued Review of Chapter 304 on May P&P agenda		Rebekah Stephens	4/17/2013
5. Review of Chapter 305, "Personal Services"			
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Discussion	It was suggested that review of this chapter be done after review of Chapter 306,		

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“Rehabilitation Technology Services.” Amber Fulcher is joining the P&P committee today to review Chapter 306. Committee members agreed with suggestion.		
Conclusions	Review of Chapter 305 was not able to be done today. Moved to May 2013 agenda.	
Action Items	Person Responsible	Deadline
Put review of Chapter 305 on May P&P agenda	Rebekah Stephens	4/17/2013
6. Review of Chapter 306, “Rehabilitation Technology Services”		
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Discussion	Committee members reviewed this chapter and several changes were recommended.	
Home modifications and how they must be linked to an employment goal was discussed in depth. Is it a VR or IL (Independent Living) issue? Committee members were surprised with how much of the Chapter 306 is focused on home modifications. Committee believes that the wording around home modifications needs to be tightened up to ensure that home modifications are linked to an employment goal. There needs to be a clear and direct connection between the home modification and the vocational rehabilitation goal.		
Committee also recommends that DVR clarify the line of division between DVR and school purchases of AT equipment for students (Section III. Spending and Related Guidelines, Guidance – page 3) . Who is responsible for the purchases needs to be clear under guidance section. Several other changes to this chapter were recommended. All recommended changes are listed below under Action Items.		
Conclusions	Amber Fulcher will revise this chapter incorporating all recommended changes. A draft of revised chapter will be forwarded to Rebekah Stephens by April 17, 2013. Once received, Rebekah will forward out to all committee members for review. Discussion of revised chapter will be put on May P&P agenda. Amber Fulcher will attend May P&P meeting.	
Action Items	Person Responsible	Deadline
Chapter 306 to be renamed “Assistive Technology Services”	Amber Fulcher	4/17/2013
A section will be added to Chapter 306 on Assistive Technology	Amber Fulcher	4/17/2013
All references in Chapter 306 to “Rehabilitation Engineering” will be changed to “Assistive Technology Services”	Amber Fulcher	4/17/2013
All references in Chapter 306 to “Rehabilitation Technology” will be changed to “Assistive Technology”	Amber Fulcher	4/17/2013
Section I. Definitions, C. (page 2) will be updated to current definition of Assistive Technology	Amber Fulcher	4/17/2013
Section II. General Policy, A. (page 3) sentence part “as a service in an IPE to reach a vocational goal” will remain in this section as well as being added to Section IV. Home Modifications.	Amber Fulcher	4/17/2013
Section III. Spending and Related Guidelines, A. – First sentence to be changed to read “Rehabilitation technology services are exempt from the determination of the availability of comparable services and benefits.” Check regulations to make sure that this statement is correct.	Amber Fulcher	4/17/2013
Section III. Spending and Related Guidelines, A. – Second sentence to be changed to read “However, such comparable services and benefits are encouraged to be used if such determination will not interfere with the person’s progress toward employment and if the person agrees.”	Amber Fulcher	4/17/2013
Section III. Spending and Related Guidelines, Guidance (page 3) – reference to Chapter 306 needs to be changed to Chapter 307	Amber Fulcher	4/17/2013
Section III. Spending and Related Guidelines, Guidance (page 3) – wording needs to clearly define the purchasing responsibilities between DVR and schools in regards to AT equipment	Amber Fulcher	4/17/2013

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Section III. Spending and Related Guidelines, Guidance (page 3)- add web links to VCIL and any other related IL link	Amber Fulcher	4/17/2013
Section III. Spending and Related Guidelines, Guidance (page 4) – Remove all mention of \$ amounts in this section, except under AT evaluations/assessments/design. A guideline \$ amount will be mentioned for AT evaluations/assessments/design only. This guideline amount will be based on an hourly rate	Amber Fulcher	4/17/2013
Section III. Spending and Related Guidelines, Guidance (page 4) - add wording that will provide guidance to VR counselors in lieu of mentioning \$ amounts. Suggested wording – “For AT purchases, a VR counselor must consult with an AT Specialist about the most cost effective option to meet the consumer’s need(s). Counselor must make a case note in file that an AT Specialist has been consulted.”	Amber Fulcher	4/17/2013
Section V. Procedures, F. (page 6) – This section to be updated to reflect current insurance procedures/requirements	Amber Fulcher	4/17/2013
Section V. Procedures, F. (page 6) – Last sentence to be changed to read “Proof of insurance must be provided by the contractor being awarded a job by the State of Vermont for inspection by the State of Vermont.”	Amber Fulcher	4/17/2013
Section V. Procedures, I. (page 6) – Last sentence the word “singed” should read “signed”	Amber Fulcher	4/17/2013
Home Modification, Waiver of Liability (page 8) – Last paragraph, should be changed to read “However, I feel the modification(s) will safely meet my needs, I agree to move forward with the modifications and although the Vermont Vocational Rehabilitation Division is involved financially, I will hold the Division harmless of liability should the modification fail due to deviation from the ADA guidelines.”	Amber Fulcher	4/17/2013
7. Other Business		
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Discussion	Members discussed who from SRC will be sitting on AT Council. AT members will not be considered SRC members. AT Council members are not governor appointed. Sam Liss, Allen Evans and Kerry White will sit on AT Council.	
Conclusions	Amber Fulcher is responsible for recruiting remainder of AT Council members.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
8. Adjournment		
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Discussion	Karen Hussey made motion to adjourn. Allen 2nded. Unanimous vote.	
Conclusions	Meeting adjourned at 11:30 a.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	4/5/2013
Draft minutes emailed to Committee members	Rebekah Stephens	4/5/2013
Minutes approved by Committee	Committee Members	5/2/2013
Approved minutes uploaded to website www.VTSRC.org	Rebekah Stephens	5/10/2013