

# Minutes – September 4, 2014

## SRC Policy and Procedure Committee

<b>SRC Policy and Procedure Committee</b>		
Thursday, September 4, 2014	10:00 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Meeting Canceled.	
Members Present	Patti Shane (new member of P&P as of this morning)	
Members Absent	Kerry White, April Tuck (leave of absence), Michele Hubert and Leslie Mitchell (vacation)	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	n/a	
<b>1. Today's Agenda</b>		
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<b>Discussion</b>	Kerry White had a last minute family emergency and was unable to attend meeting. Michele Hubert had a student crisis and was unable to call in for the meeting as scheduled. Patti Shane appeared for the P&P meeting. Patti has decided to join the P&P Committee.	
<b>Conclusions</b>	Welcome, Patti! In order to facilitate the work on the revised VR Policy Chapters, the Committee members will be asked to review the available chapters and provide comments via email prior to the November 6, 2014 P&P meeting. James has also requested a 9:00a.m. start for the November 6 <sup>th</sup> P&P meeting to allow for additional time to complete the review of all of the revised chapters. There will be 10 chapters that need to be reviewed prior to March 2015.	
<b>2. Approval of Minutes – May 1, 2014 Committee Meeting</b>		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	Agenda item carried forward to November 6, 2014 P&P Committee meeting.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include on November 6, 2014 P&P agenda	Rebekah Stephens	10/24/2014
<b>3. Review/Discussion – Spending Guidelines Survey Results</b>		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	Agenda item carried forward to November 6, 2014 P&P Committee meeting.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include on November 6, 2014 P&P agenda	Rebekah Stephens	10/24/2014
<b>4. Begin Review of Rewritten Chapters</b>		
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<b>Discussion</b>	Chapters available for review today : Authorization and Approval of Expenditures, Chapter 104 – Division for the Blind and Visually Impaired, and Chapter 107 – Ticket To Work.	
<b>Conclusions</b>	Members will be asked to review the above listed chapters and provide comments prior to the November 6, 2014 P&P meeting. There is a lot of information in each chapter. To spread out the work each member(s) will be asked to review a particular chapter or part of a chapter, depending on length.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Email available chapters to committee members for review	Rebekah Stephens	9/9/2014
Members to email comments to Rebekah Stephens	Committee members	10/15/2014
Compile comments and forward to James Smith	Rebekah Stephens	10/16/2014

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<b>5. Other Business</b>		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>6. Adjournment</b>		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Submit draft minutes for approval by Committee	Rebekah Stephens	10/2/2014
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	10/2/2014
Draft minutes emailed to Committee Members	Rebekah Stephens	10/2/2014
Minutes approved by Committee	Committee Members	11/6/2014
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	11/14/2014