

Minutes – May 7, 2015

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, May 7, 2015	9:30 am – 11:30 am	Rutland VR, 190 Asa Bloomer Building, Room 146 Rutland, VT 05701
Meeting called by	Kerry White, Chair at 9:33 am	
Members Present	Sam Liss, Ben Wimett, Patti Shane (via phone), Michele Hubert (via phone) and Leslie Walker Mitchell	
Members Absent	April Tuck and P. Neal Meier	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	n/a	
1. Today's Agenda		
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Discussion	No discussion.	
Conclusions	Agenda accepted.	
2. Approval of Minutes – November 6, 2014, January 8, 2015 & March 5, 2015 Committee Meetings		
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Discussion	No discussion. Sam Liss moved to approve. Michele Hubert 2 nd .	
Conclusions	Minutes approved.	
Action Items		Person Responsible
Upload approved minutes to www.VTSRC.org		Rebekah Stephens
		5/15/2015
3. Review and Discussion – Workforce Innovation and Opportunity Act: Effect on VR Policy & Procedures Manual		
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Discussion	Currently the regulations are in comment status. The P&P Committee has the option to make recommendations to the full SRC which in turn would submit the comments for public hearing. The deadline for submitting comments is June 15, 2015. The P&P Committee members would like to make recommendations for the public comments hearing. James will be writing VR's recommendations. The Committee discussed the "Summary of Major Changes". These changes are already written into the law so comments on these changes wouldn't result in any change. The regulations are currently considered "proposed" so comments on the "proposed regulations" are appropriate. Title 1 Vocational Rehabilitation Regulation 361.17(h)(3) "clarifies that the SRC is only required to assist with the VR section of the state plan. Under the new regulations VR will be filing a "Unified/Combined" plan with the Department of Labor (DOL) and the Workforce Investment Board (WIB).	
Conclusions	James will forward a copy of his public comments draft to the P&P Committee for review. Committee members will review VR's public comments draft and then submit their recommendations to Rebekah Stephens. Rebekah will forward all Committee written recommendations to Kerry White (Chair) for consolidation into a written summary of recommendations for review by the full SRC. The full SRC will vote on the recommendations for approval for submission at the June 4, 2015 full SRC meeting.	
Action Items		Person Responsible
Forward copy of VR public comments draft to Rebekah Stephens for distribution to P&P Committee for review		James Smith
Submit Committee recommendations to Rebekah Stephens		Committee members
Forward all Committee recommendations to Kerry White		Rebekah Stephens
Email summary of Committee recommendations to Rebekah Stephens for distribution to full SRC		Kerry White
		5/22/2015
		5/26/2015
		5/26/2015
		5/29/2015

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Include vote of approval on recommendations on full SRC meeting agenda for June 4, 2015	Rebekah Stephens	5/22/2015
Distribute summary of Committee recommendations to full SRC for review	Rebekah Stephens	5/29/2015
4. Discussion – “Consumer, Customer, Client” language in VR Policy & Procedures Manual		
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Discussion	James Smith requested a full SRC email vote to see which term is preferable. The Committee discussed the various options: “consumer, customer and client”. James explained that the terms consumer and customer are currently used throughout the manual and that the term “client” was removed from the manual in respect of “mental health clients”. The Workforce Innovation and Opportunity Act uses the term “eligible individual with a disability”. The Committee likes the term “eligible individual”. Non-eligible individuals would be referred to as “applicant”.	
Conclusions	The Committee agrees that the terms “eligible individual” and “applicant” are preferable over consumer, customer or client. An email vote will be conducted for approval of the terms by the full SRC.	
Action Items	Person Responsible	Deadline
Send out email vote request on recommended terms to full SRC	Rebekah Stephens	5/22/2015
5. Review and Discussion – Spending Guidelines Survey Results		
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Discussion	Committee did not have sufficient time today to begin discussion on this agenda item.	
Conclusions	This agenda item carried forward to September 4, 2015 P&P Committee agenda.	
Action Items	Person Responsible	Deadline
Include on September 4, 2015 P&P Committee meeting agenda	Rebekah Stephens	8/21/2015
6. Review of SRC Bylaws		
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Discussion	Committee did not have sufficient time today to begin discussion on this agenda item.	
Conclusions	This agenda item carried forward to September 4, 2015 P&P Committee agenda.	
Action Items	Person Responsible	Deadline
Include on September 4, 2015 P&P Committee meeting agenda	Rebekah Stephens	8/21/2015
7. Other Business		
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Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
8. Adjournment		
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Discussion	Leslie Walker Mitchell moved to adjourn. Ben Wimett 2 nd .	
Conclusions	Meeting adjourned at 11:30 a.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	6/5/2015
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	6/5/2015
Draft minutes emailed to Committee Members	Rebekah Stephens	6/5/2015
Minutes approved by Committee	Committee Members	9/3/2015
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	9/11/2015