

Minutes – January 7, 2016

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, January 7, 2016	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Sam Liss, Chair at 9:40 a.m.	
Members Present	Leslie Walker Mitchell and Michele Hubert (via phone)	
Members Absent	Spencer Lemons, Lisa Young, Ben Wimett and Nancy Breiden	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	Jessalyn Gustin	
1. Today's Agenda		
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Discussion	No discussion.	
Conclusions	Today's agenda accepted.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2. Approval of Minutes – September 3, 2015 and November 5, 2015 Committee Meetings		
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Discussion	Leslie Walker Mitchell moved to approve minutes. Michele Hubert 2 nd . No discussion.	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	1/15/2016
3. Discussion – “Consumer, Customer, Client, Eligible Individual, Applicant – Language in DVR Policy & Procedures Manual”		
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Discussion	DVR's position right now is that the term eligible individual is too cold. Client has been discussed and rejected as offensive to areas of the disability community. Consumer is the term most used in the DVR P&P Manual and by the DVR staff at this time. A clear consensus is not apparent at this time to warrant a change of language at this time.	
Conclusions	Committee agrees to continue to use consumer in the manual and maintain a level of consistency within the DVR Policy & Procedures Manual.	
Action Items	Person Responsible	Deadline
DVR will continue to update manual to reflect use of “consumer”	James Smith	on-going
4. Review of SRC Bylaws		
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Discussion	Sam Liss gave a brief overview of the history of the current SRC bylaws. Members discussed Article VIII, Section 2. James shared that the Division would like the ability to have the DVR Director have the authority to call an SRC meeting if necessary. Michele Hubert and Sam Liss agree that the language in this section be changed to give the DVR Director or the DVR Director's Designee the authority to call a full SRC meeting if necessary due to a special circumstance. Leslie Walker Mitchell agrees with Sam and Michele. Members also discussed Article VII and agreed to add a Section 4 to the language to clarify chain of command. No other changes recommended to bylaws. A vote by the SRC is required to change the SRC bylaws.	
Conclusions	Language for Article VIII Section 2 will be changed and language for Article VII will	

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be amended to add a Section 4. Specific language is shown below under “Action Items”. A discussion and vote for changes to the bylaws will be included on the February 4, 2016 full SRC meeting agenda.

Action Items	Person Responsible	Deadline
Article VIII, Section 2 – Language “Special consideration should be given by the Chair to any request made by the Division Director.” will be removed and replaced with “DVR Director or DVR Director’s Designee may call a special meeting when necessary to transact business that cannot wait for a regularly scheduled meeting.”	SRC Members	2/4/2016
Article VII will now include a Section 4 which will read “In event the Chair and Vice-Chair are unavailable for a decision to be made the first available Committee Chair will be approached to make decision.”	SRC Members	2/4/2016
Include discussion and vote on SRC Bylaws and proposed changes on full SRC February 4, 2016 meeting agenda	Rebekah Stephens	1/21/2016
All SRC members to be notified in writing and by email of proposed changes to bylaw at least 15 days prior to February 4, 2016 full SRC meeting	Rebekah Stephens	1/21/2016

5. Review – Chapter 101: Confidentiality

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Discussion	Discussed this chapter in depth. Members discussed Section V. “Person’s Access to Records” extensively. James Smith mentioned that a counselor should not be writing anything in a case file that shouldn’t be seen by a consumer. Some additional training around case review may be necessary. Committee members made recommendations for language changes. Leslie Walker Mitchell inquired about Page 3, Section III. Use of Case Record – last paragraph “DVR may not disclose any information about the customer’s criminal record to any employer without specific written permission from the customer.” Is this DVR’s current practice? James believes so, but will find out for sure.
Conclusions	Language changes are shown below under “Action Items”. James followed up with Karen Blake-Orne on “written permission question.” She confirmed “our staff get written permission via a signed release.” Rebekah Stephens emailed response to all P&P Committee members.

Action Items	Person Responsible	Deadline
All references to “client or customer” will be changed to “consumer” throughout Chapter 101: Confidentiality	James Smith	TBD
Page 4, Section IV. Release Without Written Consent – the following language to be added to final paragraph – “DVR staff shall be familiar with local emergency protocols if you are not familiar with them please consult with immediate supervisor.”	James Smith	TBD
Page 5, Section V. Person’s Access to Records, D. – “may” will be replaced with “shall” and will read “Information considered to be potentially harmful <u>shall</u> ...”	James Smith	TBD

6. Review – Chapter 102: Informed Choice

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Discussion	No discussion.
Conclusions	This agenda item carried forward to March 3, 2016 P&P meeting agenda.

Action Items	Person Responsible	Deadline
Include on P&P Committee March 3, 2016 meeting agenda	Rebekah Stephens	2/19/2016

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7. Review – Chapter 103: Comparable Services and Benefits		
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Discussion	No discussion.	
Conclusions	This agenda item carried forward to March 3, 2016 P&P meeting agenda.	
Action Items	Person Responsible	Deadline
Include on P&P Committee March 3, 2016 meeting agenda	Rebekah Stephens	2/19/2016
8. Review – Chapter 104: Division for the Blind and Visually Impaired		
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Discussion	No discussion.	
Conclusions	This agenda item carried forward to March 3, 2016 P&P meeting agenda.	
Action Items	Person Responsible	Deadline
Include on P&P Committee March 3, 2016 meeting agenda	Rebekah Stephens	2/19/2016
9. Review – Chapter 105: Appeals Process		
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Discussion	No discussion.	
Conclusions	This agenda item carried forward to March 3, 2016 P&P meeting agenda.	
Action Items	Person Responsible	Deadline
Include on P&P Committee March 3, 2016 meeting agenda	Rebekah Stephens	2/19/2016
10. Other Business		
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Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
11. Adjournment		
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Discussion	Leslie Walker Mitchell moved to adjourn. Michele Hubert 2 nd .	
Conclusions	Adjourned at 11:29 a.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	2/5/2016
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	2/5/2016
Draft minutes emailed to Committee Members	Rebekah Stephens	2/5/2016
Minutes approved by Committee	Committee Members	3/3/2016
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	3/11/2016