

Minutes – May 3, 2012

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, May 3, 2012	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Don Parrish (Chair) at 9:35 am.	
Members Present	Sam Liss, Jennifer Whitmore, and William Pendlebury (via phone)	
Members Absent	John Alexander and Karen Hussey	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	-----	
Speakers/Presenters	-----	
Facilitator	-----	
1. Today's Agenda		
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Discussion	None.	
Conclusions	No changes made to agenda.	
2. Approval of Minutes – January 5, 2012 and March 1, 2012 Committee Meetings		
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Discussion	January 5, 2012 minutes - Sam Liss moved to approve. Jennifer Whitmore 2nded. Don Parrish pointed out 3 typos. March 1, 2012 minutes – Sam Liss moved to approve. Jennifer Whitmore 2nded. No further discussion.	
Conclusions	January 5, 2012 minutes approved as corrected. March 1, 2012 minutes approved.	
Action Items	Person Responsible	Deadline
January 5, 2012 minutes to be corrected	Rebekah M. Stephens	5/22/2012
Minutes as approved to be uploaded to VT SRC website	Rebekah M. Stephens	6/1/2012
3. Review of Responses from Advocacy, Outreach & Education and Performance Review Committees		
-----	Sam Liss, Chair Advocacy, Outreach & Education Committee	
Discussion	AOE response: Sam had a 2 prong answer to the question “Is there a better way to provide education and outreach to the public, and especially prospective employers, about the needs of people with severe disabilities (Barriers to employment and costs associated with providing accommodations)?” First, “Outreach to Legislators and Administration and Second, “Outreach to Businesses and Vocational Rehabilitation Partners”. AOE is working on outreach to legislators and the Administration through legislative gatherings. Recently AOE held a legislative breakfast at the Statehouse located in Montpelier. AOE also hopes to utilize the ongoing meetings between both SRC's, SILC and the Administration as a forum to provide education and outreach on this topic. Sam admitted that outreach and education to businesses and VR partners has not yet been developed. The Committee proposed possible SRC participation in local chamber of commerce meetings may be an avenue by which to advocate for education and outreach to businesses. It was also mentioned that SRC presence at Work Investment Board meetings may also be beneficial. All members agreed that direct contact with businesses would be the most advantageous. The Committee determined that the AOE Committee should be charged with developing a focused strategy on how best to develop a plan for outreach and education of businesses on this topic. A specific strategy will be a definitive first step. William Pendlebury suggested that the AOE sit in on a Creative Work Solutions (CWS) meeting in order to get a sense of what is going on in the community. CWS meetings do not have a member list but employers are routinely invited to meetings. Employers invited to CWS meetings do not necessarily have a pre-existing relationship with VR. It was also suggested that AOE get in touch with the VR BAMs (Business Account Managers) to get a list of the best CWS meetings to attend. The Performance Review Committee discussed the question “Is the Division living up to the intent of the Rehabilitation Act of 1973 (as amended) regarding the mandate to provide adequate services to people with the most severe disabilities?” in depth during its April 5, 2012 meeting, however, a formal response to the P&P Committee has not yet been provided.	
Conclusions	The AOE Committee will address development of a focused strategy for outreach and education to businesses on the topic of employment needs of those with severe disabilities.	
Action Items	Person Responsible	Deadline
Development of Focused Strategy on Employment Needs/Severe Disabilities	AOE Committee	9/6/2012

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Performance Review Committee Response to Question – Put on September agenda		PR Committee /R. Stephens	8/17/2012
4. Review of Chapter 205, “Post -Employment Services” examples prepared by William Pendlebury			
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Discussion	The Committee reviewed the 4 examples prepared by William. They are simple and to the point.		
Examples are to be included under Section III. General Policy – Guidance. James Smith suggested including a dollar amount as part of the criteria for consideration for opening a new case. \$500 was discussed. Don Parrish added that he believes it is important to include wording in the chapter to address “if a counselor has any question as to what to do then the counselor should seek out the regional manager.”			
Action Items	Person Responsible	Deadline	
Examples to be added to Section III. General Policy – Guidance.	James Smith	TBD	
Dollar amount to be determined and added to guidelines.	James Smith	TBD	
Wording regarding “seeking guidance from regional manager to be added to chapter.”	James Smith	TBD	
5. Review of Chapter 301, “Counseling and Guidance”			
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Discussion	Page 4, Section III. Referral to Other Service Providers – Guidance, 4.- Example Two. Wording to be changed to read “A VR customer may have an employment goal <u>that requires significant interaction with clients of a particular business</u> . However, consultation with a job developer may reveal the individual experiences significant anxiety when interacting with <u>business clients</u> . The DVR counselor may use such feedback to help the customer reconsider their employment goal.”		
References to VABIR are to be taken out of the chapter completely. Page 4, Section III. Referral to Other Service Providers- Guidance, 1. a,b,c,and d should be removed from Guidance completely and included in Manual. Page 4, Section III. Referral to Other Service Providers – Guidance, 3. should be removed from Guidance completely and included in Manual with additional language that makes it clear that there will be circumstances when this is not appropriate. The language should reflect “if it is part of the plan and it is appropriate then contact will be maintained.” In all remaining examples under Page 4, Guidance- all “shoulds” will be changed to “encouraged or as needed.”			
Page 5, Section IV. Other Goods and Services – the spending guideline of \$250 seems low. It was suggested VR counselors and service providers be consulted to determine if spending guideline of \$250 is appropriate. James Smith suggested conducting a survey to determine if the amount should remain the same, increase or decrease. The Committee concurred with this idea.			
References to VABIR will be removed from chapter completely and replaced with “Community Rehabilitation Providers.” Page 5, Section IV. Other Goods and Services – 2 nd sentence wording to be changed to read, “The DVR counselor must describe in the IPE why the goods or services are necessary for the individual to achieve an employment outcome.”			
Action Items	Person Responsible	Deadline	
Page 4, Section III. Referral to Other Service Providers – Guidance, 4. Example Two. Wording to be changed to read “A VR customer may have an employment goal <u>that requires significant interaction with clients of a particular business</u> . However, consultation with a job developer may reveal the individual experiences significant anxiety when interacting with <u>business clients</u> .”	James Smith	TBD	
Page 4, Section III. Referral to Other Service Providers – Guidance, 1. a, b, c, & d to be removed from Guidance completely and moved to be included in the Manual.	James Smith	TBD	
Page 4, Section III. Referral to Other Service Providers – Guidance, 3. – to be removed from Guidance completely and included in Manual with additional language that makes it clear that there will be circumstances when this is not appropriate. The language should reflect “if it is part of the plan and it is appropriate then contact will be maintained.”	James Smith	TBD	
References to VABIR to be removed from chapter completely and replaced with “Community Rehabilitation Providers.”	James Smith	TBD	
Page 4, Section III. Referral to Other Service Providers – Guidance. In remaining examples, all shoulds will be replaced with “encouraged or as needed.”	James Smith	TBD	
Survey to be conducted by VR to determine if \$250 spending guideline should remain unchanged, be increased or be decreased. James may use Survey Monkey.	James Smith	8/31/2012	

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Put discussion of survey results on September Agenda	Rebekah M. Stephens	8/17/2012
Page 5, Section IV. Other Goods and Services – 2 nd sentence wording to be changed to read, “The DVR counselor must describe in the IPE why the goods or services are necessary for the individual to achieve an employment outcome.”	James Smith	TBD
6. Review of Chapter 302, “Health Services”		
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Discussion	Page 2. Section I. Definitions, A. – remove the wording “within a reasonable amount of time”. Page 3. Section II. General Policy, A. – remove the wording “within a reasonable time”. Meeting concluded. Remainder of chapter to be discussed at next Committee meeting.	
Conclusions	Discussion of Chapter 302 to be continued at next Committee meeting in September	
Action Items	Person Responsible	Deadline
Page 2. Section I. Definitions, A. – remove the wording “within a reasonable amount of time”.	James Smith	TBD
Page 3. Section II. General Policy, A. – remove the wording “within a reasonable time”.	James Smith	TBD
Put on September 2012 Agenda	Rebekah M. Stephens	8/17/2012
7. Review of Chapter 303, “Maintenance”		
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Discussion	Carry over to September 2012 Committee Meeting	
Conclusions	Put on September 2012 Agenda	
Action Items	Person Responsible	Deadline
Put on September 2012 Agenda	Rebekah M. Stephens	8/17/2012
8. Other Business		
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Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None.	n/a	n/a
9. Adjournment		
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Discussion	Jennifer Whitmore made motion to adjourn. Sam Liss 2nded. Passed unanimously.	
Conclusions	Meeting adjourned at 11:30 am.	
Action Items	Person Responsible	Deadline
Draft Minutes Respectfully Submitted to Committee	Rebekah M. Stephens	6/1/2012