

# Minutes – May 2, 2013

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, May 2, 2013	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Kerry White, Co-Chair at 9:46 a.m.	
Members Present	Sam Liss, William Pendlebury (via phone) and John Alexander	
Members Absent	Karen Hussey, Allen Evans (chair) and Jennifer Whitmore (on approved leave)	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	Cory Brunner (via phone)	
Speakers/Presenters	-----	
Guests	Michele Hubert	
1. Today's Agenda		
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<b>Discussion</b>	Sam Liss made motion to approve. John Alexander 2 <sup>nd</sup> . No discussion.	
<b>Conclusions</b>	Today's agenda approved unanimously.	
2. Approval of Minutes – March 7, 2013 Committee Meeting		
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<b>Discussion</b>	Sam Liss made motion to approve. John Alexander 2 <sup>nd</sup> . No discussion.	
<b>Conclusions</b>	Approved unanimously.	
Action Items		Person Responsible
Upload approved minutes to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens
		5/10/2013
3. Continued Review of Chapter 304, "Occupational Tools, Licenses, Equipment, Stock and Supplies"		
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<b>Discussion</b>	James Smith recommended change to Page 3, Section III. Tools, Guidance: should read "The spending guideline for tools is that total cost is \$1200.00". Committee agrees. James also recommended removing Section V. Equipment, B. and B. 1. entirely. VR does not, currently, take back equipment from consumers. For example, if VR provides a laptop to a consumer for a job and that consumer leaves that job, VR does not go out and take back the laptop. VR does not buy a lot of equipment for consumers and when equipment is purchased an "equipment agreement" is not done. It is very rare that VR purchases a piece of equipment for a self-employed consumer. Committee members wanted to know what happens to equipment no longer being used. James explained that there are other agencies that do take back equipment, like wheelchairs and walkers and electronic equipment. The AT Reuse Program is one example. The AT Reuse Program connects current consumers with taken back equipment. Committee agrees that based on current VR practices Section V. Equipment, B. and B.1. should be removed entirely. James recommends adding some language in this section to provide guidance for counselors, "If the Division is purchasing equipment for a consumer it should be outlined clearly in the IPE that the equipment is primarily for the terms of employment/self-employment and not intended for personal use." Committee members have no further recommendations for this chapter.	
<b>Conclusions</b>	Review of the Chapter 304, "Occupational Tools, Licenses, Equipment, Stock and Supplies" is concluded at this time. Please note, additional recommendations for changes to this Chapter can be found in the January 3, 2013 P&P Committee meeting minutes.	
Action Items		Person Responsible
Page 3. Section III. Tools, Guidance, should read "The spending guideline for tools is that total cost is \$1200.00".		James Smith
		TBD

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Page 4. Section V. Equipment, B. and B. 1. To be removed in its entirety. To be replaced with wording, “If the Division is purchasing equipment for a consumer it should be outlined clearly in the IPE that the equipment is primarily for the terms of employment/self-employment and not intended for personal use.”	James Smith	TBD
<b>4. Review of Chapter 305, “Personal Services”</b>		
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<b>Discussion</b>	Sam Liss mentioned a few grammatical errors. Committee discussed Page 2-Section I. Definitions, B. “Deaf” and C. “Interpreter for the deaf”. The Committee members do not feel the definition is accurate. William Pendlebury agreed. William offered to rewrite both definitions. Committee members had no further recommendations for this chapter.	
<b>Conclusions</b>	William will rewrite the definitions of “Deaf” and “Interpreter for the deaf” and email the new definitions to Rebekah for distribution to the Committee members. Review of this chapter is concluded at this time.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Rewrite Page 2. Section I. Definitions, B. “Deaf” and C. “Interpreter for the deaf” and email new definitions to Rebekah Stephens for distribution to Committee members	William Pendlebury	5/27/2013
Page 3. Section II. General Policy 2nd to last sentence should read, “To help <b>ensure</b> (instead of <b>assure</b> ) informed choice, persons who might need personal services shall be apprised of their availability and of the <b>applicable</b> (add applicable) spending guidelines at the time of plan development.”	James Smith	TBD
<b>5. Review of Chapter 307, “School to Work Transition”</b>		
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<b>Discussion</b>	Sam Liss stated this Chapter has been recently reviewed and updated and he is happy with it. William Pendlebury asked if recent RSA findings will affect this chapter of the manual. RSA findings put a greater restriction on how much initial outreach VR can do before an application is required. VR response to findings has been sent and RSA has responded with a clarification of their initial findings. The clarification states, VR can do individual outreach to students but VR cannot do an interest survey or assessment to see if students are interested in or qualified for VR services. VR can provide general information about the VR program to a student without opening a case. James Smith is not sure how much of Chapter 307 needs to be modified to include the RSA findings. William suggested tabling review of this chapter until final RSA ruling is received. James agrees. Sam agrees. John Alexander shared that parents come into the school and ask why VR not involved prior to senior year. VR needs to be involved earlier in the child’s school career. Sam shared that the SILC is currently writing their State Plan and the Plan includes transition. The SILC is accepting public comments on the Plan through the end of May. Sam encourages SRC members to read the SILC State Plan and make comments. The Plan may be found at <a href="http://www.vtsilc.org">www.vtsilc.org</a> .	
<b>Conclusions</b>	Committee members agreed to review Chapter 307, “School to Work Transition” in September 2013.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Put Review of Chapter 307, “School to Work Transition” on September 5, 2013 P&P Committee meeting agenda	Rebekah Stephens	8/21/2013
<b>6. Other Business</b>		
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<b>Discussion</b>	None.	
<b>Conclusions</b>	None.	

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<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None.	n/a	n/a
<b>7. Adjournment</b>		
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<b>Discussion</b>	John Alexander made motion to adjourn. Sam Liss 2 <sup>nd</sup> .	
<b>Conclusions</b>	Meeting adjourned at 11:00 am.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Submit draft minutes for approval by Committee	Rebekah Stephens	5/30/2013
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	5/30/2013
Draft minutes emailed to Committee members	Rebekah Stephens	5/30/2013
Minutes approved by Committee	Committee Members	9/5/2013
Approved minutes uploaded to website <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	9/13/2013