

Minutes – January 9, 2014

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, January 9, 2014	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Allen Evans, Chair at 9:40am	
Members Present	Michele Hubert, April Tuck and Kerry White (via phone)	
Members Absent	none	
SRC Liaison	Alicia Wein, VR Training and Staff Development Coordinator in for 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	Committee members would like to put in today's minutes that they have reviewed the final edited version of Chapter 306, Rehabilitation and Assistive Technology Services submitted by Amber Fulcher. Members agree that the final edited version looks great. Today's agenda accepted.	
	No discussion.	
Conclusions	No further discussion of Chapter 306 needed at this time. Thank you Amber for all of your hard work.	
2. Approval of Minutes – November 7, 2013 Committee Meeting		
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Discussion	Michele Hubert moved to approve. Kerry White 2 nd . No discussion.	
Conclusions	Minutes approved.	
Action Items		Person Responsible
Put approved minutes on www.VTSRC.org		Rebekah Stephens
		1/17/2014
3. Review of Chapter 307, "School to Work Transition"		
-----	Alicia Wein, Training and Staff Development Coordinator	
Discussion	Alicia explained that the RSA final findings report addressed contact with students without an official VR case being opened up. VR's policy is to get involved with students at the age of 16. Prior to that a transition counselor may attend all IEP meetings as a consultant only. James Smith asked Renee Kievet-Kylar (VR Transition Program Director) to review Chapter 307 to determine if the RSA final findings report has any impact on the current language of the chapter. Renee reported that "I do not think there needs to be any change in the VR Policy as there is no language that speaks to providing services prior to opening an official VR case. The language in the Guide also seems fine to me." The Committee members reviewed Chapter 307. The suggestion was made that language be added to Section IV. Paid Services for In School Youth, part D. clarifying that the search for comparable services or benefits should not hold up the process of providing VR services to an individual. The Committee discussed the language in Section IV. Paid Services for In School Youth part D. and read Chapter 103, "Comparable Services and Benefits". The Committee feels that the language in Chapter 307, Section IV. part D. together with the language in Chapter 103 is sufficient as written and changes to the current language in Chapter 307, Section IV. part D. are not necessary at this time. However, the Committee agrees that adding language referring the counselor to review Chapter 103 would be beneficial.	
Conclusions	Committee agrees to simply add the language "Reference: Chapter 103, Comparable Services and Benefits" at end of Chapter 307, Section IV. Paid Services for In School Youth, D.	

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Action Items	Person Responsible	Deadline
Chapter 307, School to Work Transition, Section IV. Paid Services for In School Youth, D. add language – “Reference: Chapter 103, “Comparable Services and Benefits”	James Smith	TBD
4. Review of Chapter 308, “Self-Employment”		
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Discussion	Committee discussed Chapter 308. Alicia Wein described the current VR process on self-employment cases. The Committee members made several recommendations for language changes in this Chapter. Committee members suggest that the Chapter be reviewed and compared to the rest of the Manual for references to “customer/consumer/and individual.” References to the people that VR serves should be consistent. All recommendations to change in language are listed below under “Action Items”.	
Conclusions	Review of Chapter 308 concluded at this time. Once James Smith has reviewed the Committee’s recommendations for this Chapter, discussion can be revisited if necessary.	
Action Items	Person Responsible	Deadline
Page 3. Section III. Process – first paragraph recommended to read “The self-employment process is one that can be quite lengthy and requires a team effort between the customer, the VR counselor and outside consultants. Customer commitment and involvement is essential to this process.”	James Smith	TBD
Page 4. Section III. Process, B. The Assessment Phase – The sentence “Two of the assessment tools used by VR...Decision Making System.” Recommendation is to remove this sentence in its entirety, as VR currently uses many different assessment tools.	James Smith	TBD
Page 7. Section III. Process, C. The Business Plan – last paragraph on page recommended to read “Business Plans must be reviewed and approved by VR before there is any commitment of funds to the implementation of the Business Plan. VR may use or refer consumers to the qualified small business consulting organization or service who may evaluate or contribute to the business. Such as the local Small Business Development Center (SBDC) or the Micro Business Development Program (MBDP). They may also raise other issues that may need to be addressed before proceeding. For example, there may be zoning issues that have not been recognized or addressed.”	James Smith	TBD
Page 8. Section III. Process, C. The Business Plan – the recommendation is to remove the Guidance section in its entirety as it refers to panels no longer used by VR.	James Smith	TBD
Page 8. Section III. Process, D. Other Requirements, 4. – the recommendation is that part 4 read “Bookkeeping is a key element of running a small business and the responsibility of the consumer, including <u>expenses, income, inventory records, taxes, and payroll</u> . It is important that a consumer contemplating self-employment have a basic understanding of bookkeeping principles and either the skills to keep the necessary records or the resources to hire a bookkeeping service.”	James Smith	TBD
Page 9. Section III. Process, D. Other Requirements, 5. – recommendation is that first sentence should read “...assistance of family, friends, and qualified professional advisors.”	James Smith	TBD

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Page 9. Section III. Process, D. Other Requirements, 6. – recommendation is that first sentence should read “Each VR district office will provide individuals with access to local/regional resources that can assist in doing self-assessments, writing feasibility and business plans, and researching potential funding sources.”	James Smith	TBD
Page 10. Section IV. Funding – last paragraph starting with 3rd sentence that begins with “Others may require a short-term loan from VR...” Committee recommends that the language around VR providing short term loans be reviewed to determine if this loan process is still utilized by VR. If not, then language referring to short-term loans will need to be removed from Chapter. If short-term loan process is still utilized, the Committee suggests a standardized form be developed and included as handout “D” at the end of this Chapter.	James Smith	TBD
Page 10. Section V. Follow-Up and Closure – 5 th sentence beginning with “In most cases, after three months of operation visits will fade...” Committee recommends that language referring to visits after 3 months of operation be reviewed to determine if VR is in the practice of visiting businesses on the schedule referred to in this sentence. If so then leave language as it is written. If not, language needs to be removed or revised to reflect VR’s current practice.	James Smith	TBD
Page 11. Section VI. Social Security Benefits and PASS Plans – Committee recommends that language “Information below is provided as general guidance. The counselor and consumer should consult with benefits counselor.” be added before “A.”	James Smith	TBD
Page 12. Section IV. Social Security Benefits and PASS Plans, A. Social Security Benefits – recommendation is made that all references to year and amounts be updated to current year and amounts or left out entirely.	James Smith	TBD
Page 14. Self-Employment Handout A – under Roles and Responsibilities: The Customer’s Role - ... - the 5 th bullet the recommended language is “Enlisting support from family, friends, and qualified business consultants and services” Committee also recommends adding a 10 th bullet to read “Setting up and maintaining appropriate financial records”	James Smith	TBD
Page 15. Self-Employment Handout A – Committee recommends removing the language “The Business Consultant’s Role:” and replacing it with “Qualified Small Business Organization or Consulting Services Role May Involve:”	James Smith	TBD
5. Review of Chapter 309, “Services to Family Members”		
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Discussion	No discussion on this agenda item today.	
Conclusions	Include on next Policy and Procedures Committee meeting agenda.	
Action Items	Person Responsible	Deadline
Put on next P&P Committee meeting agenda	Rebekah Stephens	4/17/2014
6. Other Business		
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Discussion	Alicia Wein informed the Committee that VR has a scheduled mandatory training on March 6, 2014. She believes that all VR supervisors are required to attend. She will be unable to attend	

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the March 6 th P&P meeting. James Smith may also be required to attend this mandatory training.		
Committee members agree that if a VR representative will not be available for the March 6 th P&P meeting, then meeting will be cancelled.		
Conclusions	Rebekah Stephens to contact James to determine if he will be unable to attend March 6 th P&P meeting.	
Action Items	Person Responsible	Deadline
Contact James Smith regarding attendance at March 6, 2014 P&P meeting	Rebekah Stephens	1/10/2014
7. Adjournment		
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Discussion	Adjourned by consensus.	
Conclusions	Adjourned at 11:16 am	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	2/7/2014
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	2/7/2014
Draft minutes emailed to Committee Members	Rebekah Stephens	2/7/2014
Minutes approved by Committee	Committee Members	5/1/2014
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	5/10/2014