

Minutes – November 6, 2014

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, November 6, 2014	9:00 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Kerry White, Vice-Chair at 9:10 am	
Members Present	Neal Meier, Sam Liss, Anthony Williams, Leslie Mitchell and Patti Shane	
Members Absent	Michele Hubert and April Tuck (on leave)	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	n/a	
1. Today's Agenda		
-----	-----	
Discussion	No discussion.	
Conclusions	Agenda accepted.	
2. Election – New Policy & Procedures Committee Chair		
-----	-----	
Discussion	Kerry White has been nominated for Chair. Neal Meier 2 nd . Unanimous vote.	
Conclusions	Kerry White is the new Policy & Procedures Committee Chair.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
3. Approval of Minutes – May 1, 2014 & September 4, 2014 Committee Meetings		
-----	-----	
Discussion	No discussion. Neal Meier moved to approve. Kerry White 2 nd .	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	11/14/2014
4. Review of Rewritten Chapters – Chapter 104, “Division for the Blind and Visually Impaired”		
-----	-----	
Discussion	A case can be opened with DVR and DBVI at the same time. This chapter addresses this circumstance. Kerry White has concerns about the right to have 2 consecutive cases open with 2 agencies. However, that said if it benefits the individual then it should be a choice for the individual from which agency they will receive benefits. James Smith agrees and a sentence should be added to Section III, A. – “4. This must always be driven by the consumer’s choices and preferences and cannot be mandated.”	
Conclusions	The chapter will now be taken to the DVR counselors for review and input. Final revised chapter will be emailed to Policy & Procedures Committee members prior to January 8, 2015 P&P meeting. P&P Committee will review final revised chapter at January 8, 2015 meeting.	
Action Items	Person Responsible	Deadline
Page 3, Section III. General Policy, A. – add #4 with language “This must always be driven by the consumer’s choices and preferences and cannot be mandated.”	James Smith	12/15/2014
Final revised Chapter emailed to P&P Committee members	Rebekah Stephens	12/15/2014
Put on January 8, 2015 P&P meeting agenda	Rebekah Stephens	12/24/2014
5. Review of Rewritten Chapters – Chapter 107, “Ticket to Work”		
-----	-----	

Minutes – November 6, 2014

SRC Policy and Procedure Committee

Discussion	James Smith wrestled with whether or not this chapter should be in the P&P Manual.	
As part of the Social Security Act, DVR is required to participate in this program. Therefore this chapter needs to be part of the P&P Manual. The Committee agrees. James explained the chapter in detail. James will be encouraging the DVR staff to give consumers Page 7 & 8, Section VII, “Ticket to Work, Frequently Asked Questions.” This section is meant to answer consumers’ questions. The Committee members made several suggestions for changes to language.		
Conclusions	The chapter will now be taken to the DVR counselors for review and input. Final revised chapter will be emailed to Policy & Procedures Committee members prior to January 8, 2015 P&P meeting. P&P Committee will review final revised chapter at January 8, 2015 meeting. Suggested changes are detailed below.	
Action Items	Person Responsible	Deadline
Page 1. “THIS ENTIRE CHAPTER IS GUIDANCE” will be removed	James Smith	12/15/2014
Page 2, Section I. Overview - 2 nd paragraph 1 st sentence add “to” before “become employed above defined...”	James Smith	12/15/2014
Page 3, Section III. General Procedures – 1 st paragraph 3 rd sentence: underline and bold “not”	James Smith	12/15/2014
Page 3, Section III. General Procedures – 1 st paragraph 4 th sentence “their” and “they” need to be corrected	James Smith	12/15/2014
Page 5, Section V. Employment Network Partnership – 1 st paragraph 2 nd sentence change “this agreement” to “these agreements”	James Smith	12/15/2014
Page 8, Section VII. Ticket to Work, Frequently Asked Questions 5 - change “Vermont Protection and Advocacy” to “Disability Rights Vermont”	James Smith	12/15/2014
Page 8, Section VII. Ticket to Work, Frequently Asked Questions 5 - add “Client Assistance Program” information	James Smith	12/15/2014
Check for overall grade level language of Section VII, Ticket to Work, Frequently Asked Questions	James Smith	12/15/2014
Final revised Chapter emailed to P&P Committee members	Rebekah Stephens	12/15/2014
Put on January 8, 2015 P&P meeting agenda	Rebekah Stephens	12/24/2014
6. Review of Rewritten Chapters – Chapter 202, “Eligibility”		
-----	-----	
Discussion	No discussion. Members will review at next P&P meeting.	
Conclusions	Carry forward to January 8, 2015 P&P agenda.	
Action Items	Person Responsible	Deadline
Put on January 8, 2015 P&P meeting agenda	Rebekah Stephens	12/24/2014
7. Review of Rewritten Chapters – Chapter 203, “Individualized Plan for Employment”		
-----	-----	
Discussion	No discussion. Members will review at next P&P meeting.	
Conclusions	Carry forward to January 8, 2015 P&P meeting.	
Action Items	Person Responsible	Deadline
Put on January 8, 2015 P&P meeting agenda	Rebekah Stephens	12/24/2014
8. Review of Rewritten Chapters – Chapter 310, “Supported Employment”		
-----	-----	
Discussion	No discussion. Members will review at next P&P meeting.	
Conclusions	Carry forward to January 8, 2015 P&P meeting.	
Action Items	Person Responsible	Deadline

Minutes – November 6, 2014

SRC Policy and Procedure Committee

Put on January 8, 2015 P&P meeting agenda		Rebekah Stephens	12/24/2014
9. Review of Rewritten Chapters – Chapter 401, “Authorization and Approval of Expenditures”			
-----	-----		
Discussion	This chapter is in response to DVR personnel issues. This chapter provides clear rules around who has the authority to authorize the expenditure of funds. It is a practical chapter.		
Conclusions	Committee members are fine with language as it is written. The chapter will now be taken to the DVR counselors for review and input. Final revised chapter will be emailed to Policy & Procedures Committee members prior to January 8, 2015 P&P meeting. P&P Committee will review final revised chapter at January 8, 2015 meeting.		
Action Items		Person Responsible	Deadline
Final revised Chapter emailed to P&P Committee members		Rebekah Stephens	12/15/2014
Put on January 8, 2015 P&P meeting agenda		Rebekah Stephens	12/24/2014
10. Review of Rewritten Chapters – Chapter 402, “Expenditures in Status”			
-----	-----		
Discussion	This chapter was requested by DVR staff and managers. This chapter provides guidance around how much money can be spent in each stage of case status. Kerry White is concerned that dollar amounts are included in this chapter. Patti Shane is concerned with the “should” language. James Smith is concerned about audit exposure. Anthony Williams expressed that he feels the \$100 is sufficient as a guidance amount. Leslie Mitchell added that she agrees that the \$100 is sufficient as a guidance amount. James and the Committee members agree to suggest raising the guidance amount to \$200. Committee members discussed what is “scope and duration?”		
Conclusions	The chapter will now be taken to the DVR counselors for review and input. Final revised chapter will be emailed to Policy & Procedures Committee members prior to January 8, 2015 meeting. P&P Committee will review final revised chapter at January 8, 2015 meeting.		
Action Items		Person Responsible	Deadline
Page 2. Section II. General Policy B – 2 nd sentence changed to read, “In general case expenditures should not exceed \$200 total prior to an eligibility determination.”		James Smith	12/15/2014
Page 3, Section II. General Policy F – language around “scope and duration” needs to be reworked		James Smith	12/15/2014
Final revised Chapter emailed to P&P Committee members		Rebekah Stephens	12/15/2014
Put on January 8, 2015 P&P meeting agenda		Rebekah Stephens	12/24/2014
11. Other Business			
-----	-----		
Discussion	Neal Meier noted that customer and consumer are used interchangeably in the P&P Manual. James Smith shared that he would welcome a decision from the SRC on which term to use. Committee members discussed getting input from DVR counselors and Sarah Launderville, Director VCIL. James will reach out to Sarah and the DVR counselors on this issue. Committee members discussed using terms i.e. customer, client, consumer or individual with a disability.		
Conclusions	This topic discussion to be included on January 8, 2015 P&P Committee agenda.		
Action Items		Person Responsible	Deadline
Put on January 8, 2015 P&P Committee agenda		Rebekah Stephens	12/24/2014
12. Adjournment			
-----	-----		
Discussion	Kerry White moved to adjourn. Anthony Williams 2 nd .		

Minutes – November 6, 2014

SRC Policy and Procedure Committee

Conclusions	Adjourned at 11:36 a.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	12/4/2014
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	12/4/2014
Draft minutes emailed to Committee Members	Rebekah Stephens	12/4/2014
Minutes approved by Committee	Committee Members	1/8/2015
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	1/16/2015