

Minutes – September 4, 2014

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, September 4, 2014	10:00 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Meeting Canceled.	
Members Present	Patti Shane (new member of P&P as of this morning)	
Members Absent	Kerry White, April Tuck (leave of absence), Michele Hubert and Leslie Mitchell (vacation)	
SRC Liaison	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		
-----	-----	
Discussion	Kerry White had a last minute family emergency and was unable to attend meeting. Michele Hubert had a student crisis and was unable to call in for the meeting as scheduled. Patti Shane appeared for the P&P meeting. Patti has decided to join the P&P Committee.	
Conclusions	Welcome, Patti! In order to facilitate the work on the revised VR Policy Chapters, the Committee members will be asked to review the available chapters and provide comments via email prior to the November 6, 2014 P&P meeting. James has also requested a 9:00a.m. start for the November 6 th P&P meeting to allow for additional time to complete the review of all of the revised chapters. There will be 10 chapters that need to be reviewed prior to March 2015.	
2. Approval of Minutes – May 1, 2014 Committee Meeting		
-----	-----	
Discussion	None.	
Conclusions	Agenda item carried forward to November 6, 2014 P&P Committee meeting.	
Action Items		Person Responsible
Include on November 6, 2014 P&P agenda		Rebekah Stephens
		10/24/2014
3. Review/Discussion – Spending Guidelines Survey Results		
-----	-----	
Discussion	None.	
Conclusions	Agenda item carried forward to November 6, 2014 P&P Committee meeting.	
Action Items		Person Responsible
Include on November 6, 2014 P&P agenda		Rebekah Stephens
		10/24/2014
4. Begin Review of Rewritten Chapters		
-----	-----	
Discussion	Chapters available for review today : Authorization and Approval of Expenditures, Chapter 104 – Division for the Blind and Visually Impaired, and Chapter 107 – Ticket To Work.	
Conclusions	Members will be asked to review the above listed chapters and provide comments prior to the November 6, 2014 P&P meeting. There is a lot of information in each chapter. To spread out the work each member(s) will be asked to review a particular chapter or part of a chapter, depending on length.	
Action Items		Person Responsible
Email available chapters to committee members for review		Rebekah Stephens
		9/9/2014
Members to email comments to Rebekah Stephens		Committee members
		10/15/2014
Compile comments and forward to James Smith		Rebekah Stephens
		10/16/2014

Minutes – September 4, 2014
SRC Policy and Procedure Committee

5. Other Business		
-----	-----	
Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
6. Adjournment		
-----	-----	
Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	10/2/2014
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	10/2/2014
Draft minutes emailed to Committee Members	Rebekah Stephens	10/2/2014
Minutes approved by Committee	Committee Members	11/6/2014
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	11/14/2014