

# Minutes – January 8, 2015

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, January 8, 2015	9:30 am – 11:30 am	Video Conference – Rutland VR & Williston VR
Meeting called by	Kerry White, Chair at 9:43am	
Members Present	Leslie Mitchell and Sam Liss	
Members Absent	Michele Hubert, Patti Shane, Neal Meier, Anthony Williams & April Tuck (on approved leave)	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	Alicia Wein	
1. Today's Agenda		
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<b>Discussion</b>	No discussion. Quorum not reached today.	
<b>Conclusions</b>	Vote of approval on chapters to be reviewed today will be done via email.	
Email vote was taken on 1/9/2015 – Chapters 202, 203, 205 & 310 approved by unanimous committee vote.		
2. Approval of Minutes – November 6, 2014 Committee Meeting		
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<b>Discussion</b>	Carried forward to next meeting no quorum.	
<b>Conclusions</b>	Include on March 5, 2015 P&P meeting agenda.	
Action Items		Person Responsible
Include approval of November 6, 2014 Committee Meeting minutes on March 5, 2015 P&P Committee meeting agenda		Rebekah Stephens
		Deadline
		2/20/2015
3. Review of Revised Chapter 202, "Eligibility"		
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<b>Discussion</b>	Alicia Wein has her laptop today and will be making corrections to the chapters during the meeting. This chapter has been reviewed by the VR counselors and Alicia Wein since the last review by the P&P meeting. All recommendations and changes have been incorporated in this revision. No additional discussion on this chapter today. Looks good.	
<b>Conclusions</b>	Email vote to be taken for approval.	
Action Items		Person Responsible
Email Committee members for approval vote on Chapter 202		Rebekah Stephens
		Deadline
		1/9/2015
4. Review of Revised Chapter 203, "Individualized Plan for Employment"		
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<b>Discussion</b>	This chapter has been reviewed by the VR counselors and Alicia Wein since the last review by the P&P meeting. All recommendations and changes have been incorporated in this revision. No additional discussion on this chapter today. Looks good.	
<b>Conclusions</b>	Email vote to be taken for approval.	
Action Items		Person Responsible
Email Committee members for approval vote on Chapter 202		Rebekah Stephens
		Deadline
		1/9/2015
5. Review of Revised Chapter 205, "Post-Employment Services"		
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<b>Discussion</b>	This chapter has been reviewed by the VR counselors and Alicia Wein since the last review by the P&P meeting. All recommendations and changes have been incorporated in this revision. No additional discussion on this chapter today. Looks good.	

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<b>Conclusions</b>	Email vote to be taken for approval.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Email Committee members for approval vote on Chapter 205	Rebekah Stephens	1/9/2015
<b>6. Review of Revised Chapter 310, “Supported Employment”</b>		
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<b>Discussion</b>	This chapter has been reviewed by the VR counselors and Alicia Wein since the last review by the P&P meeting. All recommendations and changes have been incorporated in this revision. No additional discussion on this chapter today. Looks good.	
<b>Conclusions</b>	Email vote to be taken for approval.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Email Committee members for approval vote on Chapter 205	Rebekah Stephens	1/9/2015
<b>7. Other Business</b>		
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<b>Discussion</b>	James Smith acknowledged Alicia Wein’s hard work. VR’s intent is to post the final chapters on the internet and then hold a public meeting sometime in March 2015. P&P members may review the final chapters online and make any additional suggestions at that time.	
<b>Conclusions</b>	Thank you, Alicia, for all of your excellent work.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
None	n/a	n/a
<b>8. Adjournment</b>		
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<b>Discussion</b>	Sam Liss moved to adjourn. Leslie Mitchell 2 <sup>nd</sup> .	
<b>Conclusions</b>	Adjourned at 10:10 am.	
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Submit draft minutes for approval by Committee	Rebekah Stephens	2/6/2015
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	2/6/2015
Draft minutes emailed to Committee Members	Rebekah Stephens	2/6/2015
Minutes approved by Committee	Committee Members	3/5/2015
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>	Rebekah Stephens	3/13/2015