

# Minutes – November 5, 2015

## SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, November 5, 2015	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Meeting canceled	
Members Present	n/a	
Members Absent	n/a	
SRC Liaison	n/a	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator/Guests	n/a	
1. Today's Agenda		
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<b>Discussion</b>	The proposed changes and/or new chapters for the DVR Policy and Procedures Manual that were to be reviewed at today's meeting are not yet completed. The decision has been made to cancel today's meeting to allow VR to complete the changes and/or new chapters. Sam Liss, P&P Committee chair, requested a draft agenda be prepared showing all potential future P&P agenda items.	
<b>Conclusions</b>	Today's meeting canceled. Rebekah Stephens prepared an agenda including all potential future P&P Committee agenda items. Agenda items are shown below.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2. Approval of Minutes – September 3, 2015 Committee Meeting		
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<b>Discussion</b>	Meeting canceled.	
<b>Conclusions</b>	Agenda item carried over to January 7, 2016 P&P Committee meeting agenda.	
Action Items	Person Responsible	Deadline
Include on January 7, 2016 P&P meeting agenda	Rebekah Stephens	12/25/2015
3. Discussion – Proposed Changes to Existing Chapters/Proposed New Chapters		
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<b>Discussion</b>	Meeting canceled. Proposed changes and/or new chapters not yet completed.	
<b>Conclusions</b>	Agenda item carried over to January 7, 2016 P&P Committee meeting agenda.	
Action Items	Person Responsible	Deadline
Include on January 7, 2016 P&P meeting agenda	Rebekah Stephens	12/25/2015
4. Discussion – “Consumer, Customer, Client, Eligible Individual, Applicant – Language in DVR Policy & Procedures Manual”		
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<b>Discussion</b>	Meeting canceled.	
<b>Conclusions</b>	Agenda item carried over to January 7, 2016 P&P Committee meeting agenda.	
Action Items	Person Responsible	Deadline
Include on January 7, 2016 P&P meeting agenda	Rebekah Stephens	12/25/2015
5. Review of SRC Bylaws		
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<b>Discussion</b>	Meeting canceled. This is a potential future agenda item.	
<b>Conclusions</b>	Agenda item will be carried over to next appropriate P&P Committee meeting agenda.	

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<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Include on future P&P meeting agenda		Rebekah Stephens	TBD
<b>6. Discussion – Spending Guideline Survey</b>			
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<b>Discussion</b>	Meeting canceled. This is a potential future agenda item.		
<b>Conclusions</b>	Agenda item will be carried over to next appropriate P&P Committee meeting agenda.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Include on future P&P meeting agenda		Rebekah Stephens	TBD
<b>7. Other Business</b>			
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<b>Discussion</b>	None.		
<b>Conclusions</b>	None.		
<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>	Meeting canceled.		
<b>Conclusions</b>	None.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
Submit draft minutes for approval by Committee		Rebekah Stephens	12/4/2015
Draft minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens	12/4/2015
Draft minutes emailed to Committee Members		Rebekah Stephens	12/4/2015
Minutes approved by Committee		Committee Members	1/7/2016
Approved minutes uploaded to <a href="http://www.VTSRC.org">www.VTSRC.org</a>		Rebekah Stephens	1/15/2016