

Minutes – September 3, 2015

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, September 3, 2015	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Meeting called at 9:36 a.m. by James Smith (approved by Committee to facilitate today's meeting)	
Members Present	Sam Liss, Spencer Lemons, Michele Hubert (via phone) and Ben Wimett (via phone)	
Members Absent	Patti Shane, P. Neal Meier and Leslie Walker Mitchell	
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	James Smith	
1. Today's Agenda		
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Discussion	No discussion.	
Conclusions	Agenda accepted.	
2. Approval of Minutes – May 7, 2015 Committee Meeting		
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Discussion	No discussion. Sam Liss moved to approve. Spencer Lemons 2 nd .	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	9/11/2015
3. Update – What's been accomplished over the summer		
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Discussion	VR has made all recommended changes on the eleven reviewed chapters: Chapter 104 – Division for the Blind and Visually Impaired, Chapter 107 – Ticket to Work, Chapter 202 – Eligibility, Chapter 203 – Individualized Plan for Employment, Chapter 205 – Post-Employment Services, Chapter 207 Authorization and Approval of Expenditures, Chapter 208 – Expenditures in Status, Chapter 301 - Counseling and Guidance, Chapter 305 – Personal Services, Chapter 310 – Supported Employment and Chapter 311 – Training. The completed chapters were put out for public comment by VR. The public comment period has now closed. The updated chapters are available for review on the VR website www.vocrehab.vermont.gov The eleven chapters were completed in a new viewing format that makes them easily accessible for individuals with visual impairments. The new format also makes it very clear what is “policy” and what is “guidance”. VR is very happy with the new format. The remainder of the manual chapters will be converted to the new format.	
Conclusions	Great work! The new format is excellent.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
4. Overview – VR Policy 101		
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Discussion	James presented a power point presentation “DVR Policy and Procedures Overview for SRC”. The power point presentation highlighted the role of the P&P Committee, its importance to VR and the regulations that guide the Committee and VR. The presentation also provided an overview of VR and its role in Vermont. The presentation provided an excellent explanation of “order of selection” and the “individual plan for employment (IPE)”.	
Conclusions	Excellent presentation. Wonderful overview of the Committee and VR. Great Job!	

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Action Items		Person Responsible	Deadline
Email power point presentation to all P&P Committee members		Rebekah Stephens	9/4/2015
5. Discussion – Development of Future Plan for Committee to address WIOA changes			
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Discussion	The P&P manual needs to be updated and new chapters developed to be consistent with the new WIOA (Workforce Innovation and Opportunity Act) regulations. Sam Liss moved that the Committee focus on this task for 2016. Michele Hubert 2 nd . No additional discussion. VR will continue to work on the updates and development of the new manual chapters. The Committee will review the changes and provide feedback to VR. The Committee understands that the WIOA regulations are still proposed. VR and the Committee will continue to work proactively on the manual in anticipation of the WIOA regulations being finalized.		
Conclusions	Members voted unanimously that the Committee focus for 2016 will be updating the P&P manual to come into alignment with WIOA regulations.		
Action Items		Person Responsible	Deadline
Email James Smith reminder that any proposed changes/new chapters are due to P&P members by 10/23/2015 for review prior to 11/5/2015 P&P Committee meeting		Rebekah Stephens	10/1/2015
6. Discussion – Election of New Committee Chair and Needed Supports for New Chair			
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Discussion	The history of the Committee is that the SRC Client Assistance Program (CAP) representative has chaired the P&P Committee. Kerry White, the former chair of P&P and the CAP representative, recently left her position as CAP and CAP representative on the SRC. The Disability Law Project under Vermont Legal Aid will not be re-staffing the CAP position within their organization. The work will be distributed among the remaining attorneys at Legal Aid. Nancy Breiden, Director – Disability Law Project, has agreed to sit on the SRC as the CAP representative. She is in the process of submitting her application. The suggestion has been made that all members of the P&P Committee should have the opportunity to chair the Committee. James Smith called for nominations from the floor. Spencer Lemons nominated Sam Liss for chair. Michele Hubert 2 nd . Sam accepted the nomination for chair of the P&P Committee. Ben Wimett had to leave the meeting early so a quorum was not available for this vote.		
Conclusions	An email vote will be conducted.		
Action Items		Person Responsible	Deadline
Email P&P Committee members for vote on Sam Liss's nomination for Chair of the P&P Committee		Rebekah Stephens	9/16/2015
7. Discussion – Other Business			
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Discussion	“Discussion – “Consumer, Customer, Client, Eligible Individual, Applicant” language in the VR Policy & Procedures Manual” needs further discussion based on the email vote responses from the full SRC. Members of the SRC have some concerns about the terms “eligible individual and applicant.”		
Conclusions	Include “Discussion – “Consumer, Customer, Client, Eligible Individual, Applicant” language in the VR Policy & Procedures Manual” on November 5, 2015 P&P Committee agenda.		
Action Items		Person Responsible	Deadline
Include “Discussion – “Consumer, Customer, Client, Eligible Individual, Applicant” in the VR Policy & Procedures Manual” on November 5, 2015 P&P Committee agenda		Rebekah Stephens	10/23/2015
8. Adjournment			
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Discussion	Sam Liss moved to adjourn. Spencer Lemons 2 nd .	
Conclusions	Meeting adjourned at 11:17 a.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	10/2/2015
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	10/2/2015
Draft minutes emailed to Committee Members	Rebekah Stephens	10/2/2015
Minutes approved by Committee	Committee Members	11/5/2015
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	11/13/2015