

Minutes – January 5, 2017

SRC Policy and Procedure Committee

SRC Policy and Procedure Committee		
Thursday, January 5, 2017	9:30 am – 11:30 am	VABVI, 60 Kimball Avenue, South Burlington, VT 05403
Meeting called by	Sam Liss, Chair at 9:40 a.m.	
Members Present	Sherrie Brunelle	
Members Absent	Leslie Walker Mitchell	
SRC Liaison	Not in attendance	
SRC Coordinator	Rebekah M. Stephens	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	Nancy Breiden	
1. Today's Agenda		
2 minutes	Sam Liss	
Discussion	Sherrie Brunelle mentioned that Chapters 203, 204 and 206 should not need much discussion. These chapters can be voted on rather quickly. She suggested these chapters be completed first under agenda item #4. Sam agrees.	
Conclusions	Agenda accepted by consensus.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2. Approval of Minutes – November 3, 2016 Committee Meeting		
3 minutes	Sam Liss	
Discussion	Sherrie Brunelle moved to approve. Sam Liss 2 nd . No discussion.	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Rebekah Stephens	1/13/2017
3. Review & Finalize Proposed Language Changes – Chapter 105: Appeals Process		
25 minutes	Nancy Breiden and Sherrie Brunelle	
Discussion	Nancy, Sherrie and Karen Blake-Orne reviewed the language in the chapter and made several recommendations for language changes within the chapter. Sherrie developed a “Timeline Appeals Process...” chart for the committee members reference only. It is not part of the policy. She also handed out a “Regulations for Appeals Under Other DAIL Programs” form to committee members for information purposes only. New language in chapter is underlined. Changes have been made in Sections I, Section II, Section III, and Section IV. Committee members reviewed the recommended language and made some additional recommendations. Committee members discussed the use of individual or person throughout the chapter. Committee members “discussed the ongoing problem of VRC’s (VR Counselors) not providing consumers with written notice of adverse decisions, including notice of the right to appeal the decision. CAP (Client Assistance Program) feels strongly that we need to state explicitly somewhere in the P&P Manual the obligation of VRC’s to provide written notice as required under WIOA. It arguably could go in every chapter, but we weren’t sure whether that is the best approach. We discussed adding a chapter entitled “Consumer Rights” as an alternative. (this is from email to Karen Blake-Orne and James Smith sent by Sherrie Brunelle on January 8, 2017). Committee members agreed that it is appropriate to attach the actual draft chapter showing recommended changes to these minutes.	
Conclusions	Committee members decided to use “consumer” in place of person or individual in chapter. Unless, the reference is to someone who is <u>not</u> an applicant or recipient of VR services then the term “person” is to be used. Nancy Breiden updated Chapter 105: Appeals Process DRAFT 3 (12/29/2016) to reflect today’s committee discussion and additional recommended changes. Chapter 105: Appeals	

Minutes – January 5, 2017

SRC Policy and Procedure Committee

Process DRAFT 3 (12/29/2016) and Chapter 105: Appeals Process DRAFT 4 (1/6/2017) are attached to these minutes. Committee members approved Chapter 105: Appeals Process with recommended changes pending James Smith’s final review and approval. DRAFT 4 is the final draft reflecting all recommended changes.		
Action Items	Person Responsible	Deadline
Reach out to James Smith and Karen Blake-Orne regarding “written notice of decisions” question.	Sherrie Brunelle	1/10/2017
Provide Chapter 105: Appeals Process DRAFT 4 reflecting 1/5/2017 additional recommended changes to Rebekah Stephens	Nancy Breiden	1/6/2017
4. Discussion & Vote of Approval – Draft Chapters: Chapter 202: Eligibility, Chapter 203: IPE, Chapter 204: Closure, Chapter 206: Placement and Chapter 310: Supported Employment		
1 hour 25 minutes	Committee Members	
Discussion	Committee members reviewed Sherrie Brunelle’s recommended changes for Chapter 203: IPE, Chapter 204: Closure and Chapter 206: Placement. Sherrie’s recommended changes are noted in the “Commented” sections of the chapter. Please see attached draft Chapters 203, 204 and 206 for complete record of recommended changes. Committee members reviewed Chapter 202: Eligibility. Sherrie handed out a summary of her notes explaining why she recommended changes to chapter. Sherrie feels that this chapter should have a Section I. Introduction “explaining the order of selection (OOS)” because “a. Public document that needs to be clear as to how eligibility for VR services is determined, b. if eligibility denied applicant needs a clear understanding as to the basis for the denial, if related to OOS criteria, and c. Counselors will have available clear indicators of what the criteria under OOS. Note: This could also go under Sec. III Basic Conditions of Eligibility.” Sherrie’s notes also included explanations for the remainder of her recommended changes to the chapter. Sherrie is recommending changes to: Section I. Definitions – “recommend that definitions for the terms used in OOS be added” because “a. Public document that needs to be clear as to what specific terms are used in eligibility determination process mean, b. if eligibility or services are denied, applicant needs a clear understanding as to the basis for the denial, if related to OOS criteria, and c. Counselors will have available clear understanding of what the terms mean as they are used in the eligibility determination process.” Section II. Prohibited Factors – “Recommend combining (B) (1-5) under (C) “Eligibility requirements shall be applied without regard to ...”” Section III. Basic Conditions of Eligibility – “(A) Should there be a statement that there is no entitlement to VR services? This could be part of paragraph explaining OOS. (B) Recommend add text that states that a written plan to periodically assess the person’s abilities, capabilities and capacity to perform in competitive integrated employment must be developed. See, 361.42(e)(2). (G) and (H) Recommend that trial work experiences be referenced in separate paragraph, if it actually belongs in this paragraph.” Section IV. Using Existing Information – “(B) Recommend revision to be consistent with 361.42 (d)(1)(ii).” Section VI. Timeframe for Determining Eligibility - “Recommend incorporation of rewrite.” Please see attached draft Chapters 202 for complete record of recommended changes. Committee members reviewed Chapter 310: Supported Employment. Please see attached draft Chapter 310 for complete record of recommended changes.	
Conclusions	Committee members approved Chapter 203: IPE, Chapter 204: Closure and Chapter 206: Placement with Sherrie Brunelle’s recommended changes pending James Smith’s final review and approval. Sherrie will connect with James regarding placement of the “Trial Work Experiences” section of Chapter 202. Committee members approved Chapter 202: Eligibility with Sherrie’s recommended changes pending James Smith’s final review and approval. Committee members approved Chapter 310: Supported Employment with Sherrie’s recommended changes pending James Smith’s final review and approval. Committee members’ approval of Chapter 310, now, is for purposes of WIOA compliance. The Committee	

Minutes – January 5, 2017

SRC Policy and Procedure Committee

members would like to re-examine Chapter 310 in the future for a look at the broader text in order to clarify the chapter language. All draft Chapters 202, 203, 204, 206 & 310 showing recommended changes are attached to these minutes.		
Action Items	Person Responsible	Deadline
Final review and approval of Chapters 203, 204 and 206 with recommended changes	James Smith	TBD
Reach out to James Smith about where “Trial Work Experiences” should be put in Chapter 202	Sherrie Brunelle	1/31/2017
Final review and approval of Chapter 202 with recommended changes	James Smith	TBD
Final review and approval of Chapter 310 with recommended changes	James Smith	TBD
Include “Review and Discussion – Chapter 310: Supported Employment, Clarifying Language” on future P&P Committee meeting agenda	Rebekah Stephens	TBD
5. Other Business		
5 minutes	-----	
Discussion	None.	
Conclusions	None.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
6. Adjournment		
0 minutes	Sam Liss	
Discussion	None.	
Conclusions	Adjourned at 12:00 p.m.	
Action Items	Person Responsible	Deadline
Submit draft minutes for approval by Committee	Rebekah Stephens	2/3/2017
Draft minutes uploaded to www.VTSRC.org	Rebekah Stephens	2/3/2017
Draft minutes emailed to Committee Members	Rebekah Stephens	2/3/2017
Minutes approved by Committee	Committee Members	3/2/2017
Approved minutes uploaded to www.VTSRC.org	Rebekah Stephens	3/10/2017