

Driving Directions to Waterbury State Office Complex

280 State Street, Waterbury, VT 05671

IMPORTANT: Please bring identification with you. Due to security rules for this building, you must RSVP your intent to attend in person by Wednesday, March 28, 2018. You can RSVP through the meeting invitation or you can email me directly at Debra@littlebirdandbearofvt.com.

Directions:

From I-89 head towards VT-100 in Waterbury

If coming from the north taking I89 S:

- Take exit 10 from I-89 S and head towards US-2/VT-100 S toward Waterbury
- Merge onto VT-100 S
- At the traffic circle, take the 2nd exit onto N Main St
- Turn right onto State Drive

If coming from the south taking I89 N:

- Take exit 9 from I-89 N toward US-2/Middlesex/Moretown/VT-100
- Follow US-2 W (to State Drive in Waterbury)
- Turn left onto Center Rd
- Turn right onto US-2 W
- Turn left onto State Drive

Proceed towards the Main Entrance and Visitor Parking which is located at the rear of the building.

When you enter the building, you will need to sign in at the security desk. Kathryn Housewright's telephone number is 802-241-0327 if you encounter difficulty or need an escort. My contact information is listed below but I may be difficult to reach because of notetaking. The meeting will be held in the **Oak Conference Room**.

APPROVED AGENDA
VERMONT STATE REHABILITATION COUNCIL (VTSRC)
THURSDAY – April 5, 2018
12:30 PM – 3:30 PM
Waterbury Vocational Rehabilitation
Conference Room OAK
HC 2 South 280 State Drive, Waterbury, VT 05671

Lunch will be provided from 12:00 PM – 12:30 PM
Please RSVP to debra@littlebirdandbearofvt.com by Wednesday, March 28th

- 12:30 PM – 12:35 PM **Introductions**
- 12:35 PM – 12:37 PM **Approval of Agenda**
- 12:37 PM – 12:40 PM **Open for Public Comment**
- 12:40 PM – 12:43 PM **Approval of Minutes – February 1, 2018 SRC Meeting**
- 12:43 PM – 12:45 PM **Consent Agenda – Approved Minutes**
- AOE Committee – January 3, 2018
 - Policy & Procedures Committee – January 3, 2018
 - Steering Committee – January 3, 2018
 - Performance Review Committee – February 1, 2018
 - Coordinator’s Report – April 5, 2018
- 12:45 PM – 1:20 PM **Committee Chair Updates**
- AOE Committee (Sam Liss)
 - P&P Committee (Sherrie Brunelle)
 - PR Committee (Chris Kane)
 - Steering Committee (Sarah Lauderville)
- 1:20 PM - 1:40 PM **VR Regional Managers Update** (Shaun Donahue and Hib Doe)
- 1:40 PM - 1:45 PM **Order of Selection Discussion** (James Smith)
- 1:45 PM – 2:15 PM **Director’s Report** (for Diane Dalmasse by James Smith)
- 2:15 PM – 2:25 PM **Break**
- 2:25 PM – 3:25 PM **Aware Presentation** (Amanda Kohle, David Leonard, Alice Porter)
- 3:25 PM – 3:30 PM **Other Business**
- 3:30 PM – 3:30 PM **Adjournment**

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

Vermont State Rehabilitation Council (VT SRC)			
Thursday, February 1, 2018	12:30 PM – 3:30 PM	State Office Complex HC 2 South 280 State Drive, Waterbury, VT Conference Room OAK	
Meeting called by	Sarah Launderville, Chair, at 12:38 pm		
Members Present	Max Barrows, Courtney Blasius, Jessica Brennan, Sherrie Brunelle, Nick Caputo, Martha Frank, Marlana Hughes, Christopher Kane, Amanda Kohle, Sarah Launderville, Sam Liss, Calla Papademas, Olivia Smith-Hammond, Deborah Tucker Boyce, Diane Dalmasse (ex-officio, non-voting - arrived at 2 pm)		
Members Absent	Michelle Paya, Robin Ingenthron, Rose Lucenti, Brian Smith		
SRC Liaison	James Smith, DVR Budget and Policy Manager		
SRC Coordinator	Debra Kobus		
Interpreters	n/a		
Speakers/Presenters	Marc Adams, Presenter, Jobs for Independence (JFI) Study		
Guests	Lee Reilly (Max Barrow's Assistant); Bill Sugarman and Mark Ciociola, Regional Managers, VR		
1. Today's Agenda			
2 minutes	Sarah Launderville		
Discussion	Sarah asked for any proposed additions or changes to the agenda. There were none. Sam Liss moved to accept the agenda. Olivia Smith-Hammond 2 nd . No further discussion. All approved - Vote unanimous 14-0-0.		
Conclusions	Today's agenda approved.		
Action Items		Person Responsible	Deadline
None		n/a	n/a
2. Introductions			
10 minutes	Sarah Launderville		
Discussion	Everyone went around the table and introduced themselves.		
Conclusions	We have a great group of members!		
Action Items		Person	Deadline

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

	Responsible	
None	n/a	n/a
4. Approval of Minutes – December 7, 2017 SRC Meeting		
2 minutes	Sarah Launderville	
Discussion	Sarah asked for any proposed changes or amendments to the December 7, 2017 Full SRC Minutes. There were none. Sam Liss moved to approve. Calla Papademas 2 nd . No discussion. All approved - Vote unanimous 14-0-0.	
Conclusions	December 7, 2017 approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Debra Kobus	2/6/18
5. Consent Agenda – Approved Minutes		
3 minutes	Sarah Launderville	
Discussion	Sarah asked for any proposed changes or amendments to the following consent agenda items: <ul style="list-style-type: none"> • Policy & Procedures Committee – November 2, 2017 • Steering Committee – November 2, 2017 • Performance Review Committee – December 7, 2017 • Coordinator’s Report – February 1, 2018 There were none. Martha moved to approve. Nick Caputo 2 nd . No further discussion. Vote 13-0-1. Calla Papademas abstained.	
Conclusions	Consent agenda items approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Debra Kobus	2/6/18
6. Committee Chair Updates		
25 minutes	Sarah Launderville, Sherry Brunelle, Chris Kane, Sam Liss	
Discussion	<u>Advocacy, Outreach and Education Committee:</u> Sam Liss provided the following update on the last AOE Committee meeting: <ul style="list-style-type: none"> • A brief overview of the AOE was provided at the last meeting • Discussion of how the AOE Committee meeting functions has been updated to make it more 	

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

productive.

- The committee discussed the need for delegates from the State Rehabilitation Council to the Vermont Coalition for Disability Rights (VCDR). SRC is considered a nonvoting member and is allowed two members. Two representatives are needed from the SRC. There was some interest, but no one has been officially nominated.
- The Card Room is available on March 20 and we will need people to be present at the table. The Card Room is an open room located at the foot of the ramp to the cafeteria. It is customarily used for exhibits that promote an agenda, cause, etc.
- Finally, we had discussions about the AOE's priorities. There are a few updates on State and Federal issues but mostly we talked about how the AOE can work with entities like the youth transition core team to promote VR goals and objectives. We decided to have updates at each AOE meeting but to actively collaborate with other entities

Policy and Procedures Committee:

Sherrie Brunelle provided the update for the P & P Committee.

Sherrie wanted to recognize the increased participation on the P & P Committee meetings. Employment transition services were voted upon at the last meeting and approved. It went through public comment and is on the VR website.

At the most recent P & P Committee Meeting, we reviewed the committee's 2018 priorities and discussed the need for some new chapters:

- Car Repair Guidelines
- Self Employment
- Post Secondary Ed
- Training

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

	<p>We talked about prioritizing some of these chapters and it was decided that Post-Secondary Ed and Self-Employment would be our priorities.</p> <p><u>Performance Review Committee:</u> Chris Kane provided the update for the PR Committee:</p> <p>At the most recent PR committee meeting:</p> <ul style="list-style-type: none"> • James walked us through the latest edition of the goals and priorities for the VR State Plan for FY19; • we made some recommendations for some minor changes to the goals and priorities for the VR State Plan for FY19; • the PR Committee voted to approve the goals and priorities for the VR State Plan for FY19; • the PR Committee recommends approval by the Full SRC; • we had a short discussion about making documents and websites more accessible. Martha Frank has names of individuals that may be helpful. <p><u>Steering Committee:</u> Sarah Launderville provided the update on the Steering Committee:</p> <p>At the latest meeting we discussed</p> <ul style="list-style-type: none"> • setting the agenda for this current meeting; • the Vermont Open Meeting law; • preferences on how we are getting information out to members.
--	---

Conclusions	Thanks everyone!		
Action Items		Person Responsible	Deadline
None		n/a	n/a
7. Director's Report			
10 minutes	Diane Dalmasse		
Discussion	Diane Dalmasse, Director of Vocational Rehabilitation		

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

provided her update as follows:

Careers Initiative: In Diane's last report she shared VR's timeframe for the roll out of this initiative to all staff. Diane wanted to share the 12 vision statements (below) that she put together for this initiative. Each of these 12 vision statements need a work plan so we have a lot of work to do.

Sam asked if Diane has identified the unique needs of those with physical disabilities versus those with developmental disabilities and mental health disabilities. Diane said the goals will be the same, the approaches may be different as we do not want to segment people as this is an integrated approach.

Jessie Brennan said the approach is based on the unique needs of an individual. All agreed this is the best approach.

Sherrie Brunelle said that as far as the assessment piece goes, she is not receiving quality VR assessments of consumers who then come to her to access services. This assessment needs to be better thought out and based on data. If she were to prioritize any of these, question 6 would be the one that would rise to the top.

12 vision statements

1. Allocation of resources reflects our qualitative measures.
2. Every step of the rehab process messages and supports our commitment to careers.
3. A new dashboard will be created that reflects the Common Performance Measures – using “leading” measures.
4. Customers will have a short term and long term vocational goal. Our policies on closing and opening cases support serving our customers more than once on their journey. A system to reach out to closed cases will be in place.
5. Counselors are trained to provide career counseling. All

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

- VR staff are trained to support career goals.
6. All staff are trained to do vocational assessments and use assessments as a career planning tool. Counselors will be able to speak to customers, based on assessments, about possible career paths.
 7. MI coaches will facilitate coaching circles that support career counseling using MI strategies.
 8. A continuum of Progressive Education (parallel to Progressive Employment) will be developed and implemented.
 9. An education and training matrix will be done in each district, including a gap analysis.
 10. All staff will be familiar with education and training providers in their community and what career pathways they offer as well as stackable credentials.
 11. All VABIR staff will understand the career paths in the businesses they serve.
 12. AWARE will support the Careers Initiative.

Diane said these have been well received by the management team and regional managers are sharing with staff in their offices. VR's two-day management retreat had to be rescheduled for February 7 and 8. VR is developing what Diane believes to be is a dynamic and productive agenda. During those two days VR will create a project charter for each of these vision statements. Diane sees the first three as overarching to the entire initiative. They are all inter-related. Each requires a body of work to make it happen. VR will be identifying leads, teams, deliverables, and timeframes. I think we have "seeded" this initiative with all staff over the last two plus years. AWARE interfered with our launch as it took priority over everything. I think staff are excited to be moving from a quantitative approach (how many rehabs) to a more qualitative approach to serving people over time on their career pathway.

Vision, Mission and Values: The management team also reviewed our vision, mission and guiding principles and made draft changes to align it with our new performance measures

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

and career focus.

VocRehab Vermont January 2018

MISSION:

The mission of VocRehab Vermont is to help Vermonters with disabilities prepare for, obtain, and maintain meaningful careers and to help employers recruit, train, retain and promote employees with disabilities.

Vision Statement

The customer will be the first priority for VocRehab Vermont staff and community partners.

All VocRehab Vermont customers will have the opportunity to support themselves and their families in a career pathway of their choice.

All VocRehab Vermont staff will be valued and empowered.

VocRehab Vermont will have the resources to meet the needs of all Vermonters with disabilities and employers who seek our services.

4 VR Guiding Themes

- **Organizational Effectiveness:** Continuous improvement in service delivery through data driven decision-making, constructive strategic planning, and development of new programs.
- **Ongoing Engagement:** Quality programs that comprehensively meet the needs of employers while offering ongoing education, training and services for people with disabilities.
- **Valued and Empowered Employees:** A skilled and dedicated staff who are offered opportunities for professional growth and a healthy and affirming work

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

culture.

- Collaborative Partnerships: Alliances with a wide variety of organizations to develop comprehensive career pathways for people with disabilities in Vermont.

Our Pledge/Guiding Principles

To treat all customers and employers with respect.

To listen to customer needs and provide timely services of high quality.

To be competent, creative and flexible in our approach to problem solving.

To be a trusted on-going resource to our dual customer – the employer and the person with a disability.

To advocate for full accessibility for people with disabilities to the career pathway of their choice.

To ensure a high degree of dual customer satisfaction.

AWARE: Diane reported that staff have been working in AWARE for over four months. We are rebuilding our infrastructure and continue to make improvements to our AWARE home. Alice and her team of experts continue to adapt and improve the system as they gain greater insight into how AWARE behaves and how it supports our practice. We are assimilating staff feedback along with options/changes associated with new version updates.

Diane said that VR is putting together Aware Training 2.0 as staff are ready for this now. We just sent out a Survey Monkey to all staff asking how they are doing and where improvements are needed.

AWARE SharePoint Site:

We are developing a central SharePoint site for all AWARE

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

information. This site will contain Training Materials, up to date Business Processes, Tips & Tricks, and notices to staff. Our goal is mid-February/early-March launch.

Training Plan: Requests from the field have been for “small training bites”. We are developing a schedule of monthly, topical training webinars. District trainers meet monthly with the Help Desk to ensure feedback loop between field staff and the Help Desk.

Help Desk: The Help Desk meets weekly to review issues submitted by the field. The Help Desk determines which issues require formal training or business process guidance and is developing a process to share findings with District Trainers, Teams, Staff, and Managers. The SharePoint site will help us manage the exchange of information in real-time.

Survey: We are doing a survey monkey of all staff to get feedback on how they are doing and their support needs.

Jobs for Independence: There is very good news on sustaining JFI after the grant ends at the end of this calendar year. The Food and Nutritional Services staff from the Boston regional office met with the JFI team last week and strongly encouraged Vermont to apply to 100% federal SNAP Employment and Training funds that are available for distribution to states. The FNS staff in Boston are not the decision makers. Decisions are made at FNS in Washington DC. It is very promising news. An application will be developed and submitted soon.

Budget: Although still facing an MOE penalty in 2020, the budget is on track which is a great relief after our loss of reallocation funds.

Conclusions	Thank you for the update!		
Action Items		Person Responsible	Deadline
None		n/a	n/a

8. Review and Approval of Goals and Priorities for VR State Plan for FY19

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

15 minutes	James Smith	
Discussion	<p>James distributed the Goals and Priorities for the VR State Plan for FY19. James provided an overview of the 11 goals and priorities along with their measures and targets. The Performance Review subcommittee spent about an hour and half reviewing the plan and made a few suggestions for changes. The PR Committee voted to approve the VR State Plan for FY19 and to recommend it for approval to the Full SRC. James answered questions from the committee.</p> <p>Martha Frank moved to approve the Goals and Priorities for the VR State Plan for FY19. Sam Liss 2nd. Additional discussion occurred - James will add the changes and forward a copy of the revised Goals tomorrow. All approved – Vote unanimous 14-0-0.</p>	
Conclusions	The Goals and Priorities for the VR State Plan for FY19 passed.	
Action Items	Person Responsible	Deadline
Send members the revised Goals and Priorities for the VR State Plan for FY19	James Smith	2/12/18
9.Jobs for Independence Presentation		
50 minutes	Marc Adams	
Discussion	<p>Vermont’s Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) Pilot A Pilot Program to Help 3 Squares VT Participants with Significant Barriers Obtain Employment and Increase Wages</p> <p><u>Pilot Background:</u> The Agricultural Act of 2014 set aside \$200 Million to be used for SNAP E&T Pilots</p> <p><u>Statutory Goal:</u> to test new methods for E&T programs and services to “increase employment and earnings and reduce reliance on public benefits”</p> <ul style="list-style-type: none"> • 10 states received funding through a competitive grant application process • States were awarded between \$3.4 and \$22.3 Million 	

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

- The goals of the grant are to enroll 3000 participants and provide employment services. JFI is committed to keeping the integrity of the study by monitoring how the services are delivered and data is accurately collected.
- Focuses on individuals in Vermont with significant barriers to employment
 - Homeless or “at risk” of Homelessness
 - Addiction Issues
 - Mental Health Issues
 - Criminal Convictions
- Participants Must be SNAP (3SquaresVT) Recipients (who are not receiving Reach Up, Reach Ahead or Reach First)
- Pilot will seek to enroll at least 3,000 participants (with at least 1,500 in “treatment group)
- In March 2016 the JFI program began recruitment. Enrollment while steady has not met the required targets. Strategies to meet targets were developed. One of the strategies was to use the 15% Vermont 3SQVT exemption as an incentive to enroll in JFI.
- We will continue to recruit participants through 12/31/2017 making the additional work load for district offices short term.
- This JFI code 15 exemption will only be in effect until 12/31/2017.
- The Program will provide services to clients until 12/31/2018, but this will have no impact on district offices.
- JFI leadership is located in the DCF, Economic Services

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

with Anne McBee as the Director, Tracy Collier as the Program Manager and Jennifer Herwood as the Data Manager.

- The partners of the project include; Community Action Agencies throughout the state who are providing targeted recruitment services.
- Vermont Department of Labor provides orientation, random assignment and employment services.
- VR-EAP provides assessment and supports around employment barriers.
- CCV is offering the Governors Career Ready Certificate.
- We also work with all of you and the service providers in the communities. We rely heavily on you for recruitment, enrollment and barrier support services.

Sam said that housing is an important solution and asked if JFI is working with anyone actively to help finding suitable housing. Marc said that yes, we are actively working with a variety of entities and found that there are usually strict guidelines, so we made funds available for those that don't fit in with these other entities. The housing problem is very complex, and we are trying to establish a link between the housing groups and the employment groups

James said that Vermont is the most successful state in this endeavor. Marc said we are using a coordinated care model that is promoting this individual support and have gotten about 500 jobs so far for those in the study.

Sarah asked where are the biggest policies that need to change. Marc said it has shown that with a little bit of flexibility with funding, we are able to get to people who do not qualify for funding elsewhere.

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

	<p>Deb Tucker asked how many people are in the study. There are about 2800 people in the study and we are trying to get 3000 which are evenly split (1400 in control and 1400 in the study).</p> <p>Diane Dalmasse said there was a meeting last week with the Economic Services and the JFI team and how we can sustain this very good work. The outcome was that the F & S folks from the regional office in Boston told us there is 100% funding from SNAP funds are available from the feds and strongly encourage Vermont apply for these funds.</p> <p>Marc read a note from an individual who was in the study that was very complimentary to the JFI Program. He also told the story of other individuals that had great successes.</p> <p>Sam said it goes to show what good can come from eliminating silos. Is there any component of this that can be used with other VR projects? Marc said that VABIR does a lot of this work and one of those places where we could do more is around teaming with VDOL.</p> <p>Diane said the most successful we've been with offenders is when we had the Medicaid funding but that is now gone. We now have a staff person doing readiness work in the facilities and reaching out to those in most risk. John Howe is doing this work in Corrections.</p> <p>Marc asked the VR Regional Managers how JFI was working in their regions. Mark Ciociola said that there have been success stories in his region.</p> <p>Bill Sugarman said that one of things that you may want to know is that it takes a lot of time. It is worth it, but it does mean a bunch of time.</p>	
Conclusions	<p>The JFI Project has been very successful. The PowerPoint has been posted to the SRC website: http://vtsrc.org/presentations/</p>	
Action Items	Person Responsible	Deadline

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

None	n/a	n/a
10. Orientation to Vocational Rehabilitation		
40 minutes	Diane Dalmasse and James Smith	
Discussion	James developed a PowerPoint presentation on an orientation to Vocational Rehabilitation for new and veteran members of the SRC. This PowerPoint presentation has been posted to the SRC website at: http://vtsrc.org/presentations/ . Sherrie Brunelle asked that consideration be given by the Steering Committee to have a presentation on the Social Security Ticket to Work Program and how VR benefits.	
Conclusions	Great presentation and quite helpful to new and veteran members.	
Action Items	Person Responsible	Deadline
James will forward the PowerPoint Presentation to Debra for posting to the SRC website http://vtsrc.org/presentations/	James Smith and Debra Kobus	3/3/18
To Steering Committee Parking Lot: Presentation on the Social Security Ticket to Work Program and how VR benefits	Debra Kobus	2/19/18
11. Other Business		
5 minutes	Sarah Launderville	
Discussion	None	
Conclusions		
Action Items	Person Responsible	Deadline
None	n/a	n/a
12. Adjournment		
0 minutes	Sarah Launderville	
Discussion	Sarah asked that people go around the table and add their thoughts about the meeting prior to adjournment. Sherrie Brunelle moved to adjourn. Max Barrows 2 nd . No further discussion. All approved – Vote unanimous 14-0-0.	
Conclusions	Motion to adjourn approved at 3:35 pm	
Action Items	Person Responsible	Deadline

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

Condensed minutes uploaded to www.VTSRC.org	Debra Kobus	2/6/18
Draft minutes uploaded to www.VTSRC.org	Debra Kobus	3/3/2018
Draft minutes emailed to Committee members	Debra Kobus	3/3/2018
Minutes approved	Full SRC	4/5/18
Approved minutes uploaded to website www.VTSRC.org	Debra Kobus	4/10/18

APPROVED 2018.03.01

MINUTES – January 3, 2018 -

SRC Advocacy, Outreach and Education Committee

SRC Advocacy, Outreach and Education Committee		
Wednesday, January 3, 2018	12:15pm – 1:45 pm	Waterbury State Complex Room Cherry C HC 2 South 280 State Drive Waterbury, VT 05671
Meeting called by	Sarah Launderville, Interim Chair, convened the meeting at 12:30 pm.	
Members Present	Max Barrows (arrived at 12:50), Diane Dalmasse, Martha Frank, Marlana Hughes, Sarah Launderville, Sam Liss, Calla Papademas, Deborah Tucker Boyce	
Members Absent		
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Pre senters	n/a	
Guests		
1) Approval of Today's Agenda		
2 minutes	Sarah Launderville	
Discussion	Sarah convened the meeting at 12:20 and welcomed everyone to the first newly re-established AOE Committee meeting and asked if there were any proposed changes to the agenda. There were none.	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	n/a	n/a
2) Introductions		
3 minutes	Sarah Launderville	
Discussion	Sarah began with introducing herself and asked that each person go around the table and introduce himself/herself.	
Conclusions	We have a great group of dedicated individuals!	
Action Items	Person Responsible	Deadline
None	n/a	n/a

3) Brief Historical Overview of AOE Committee	
10 minutes	Sarah Launderville
Discussion	<p>Sarah provided a brief historical overview of the AOE to the members:</p> <p>This committee plans and recommends to the full SRC activities to be undertaken in the name of the SRC that:</p> <ul style="list-style-type: none">• advocate for issues that affect the mission of the Division of Vocational Rehabilitation (DVR) and the people that DVR serves;• and educate the public and specific audiences about vocational rehabilitation and VR issues. <p>Sarah added that the AOE educates the full committee on issues going on nationally.</p> <p>This committee was done away with about a year or so ago, but it was decided by the Full SRC to re-establish it.</p> <p>Other items discussed that would be important for the AOE Committee to focus on included:</p> <ul style="list-style-type: none">• Having the core transition team throughout the state host legislators to educate them about what the initiatives were statewide around transitioning;• AOE member attend legislative breakfasts in their hometown areas;• The AOE committee should work with chambers of commerce and Creative Workforce Solutions (CWS) to educate them about the need for specific VR services. However, there were some logistical issues that were encountered when this was attempted previously. <p>Diane explained that Creative Workforce Solutions is an arm of VR and said that the lynch pin of this initiative is</p>

APPROVED 2018.03.01

MINUTES – January 3, 2018 -

SRC Advocacy, Outreach and Education Committee

	the Business Account Managers (BAMs). BAMs knock on employer’s doors every day and build relationships with employers in the community to try and identify progressive and other employment opportunities, etc., and share that information with the job developers in that community. They use Sales Force Software to capture all this information.	
Conclusions	Some of the duties of the AOE were discussed as well as new areas to pursue.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
4) Election of new chair		
15 minutes	Sarah Launderville	
Discussion	Sarah asked for nominations or self-nominations from the floor. Sam Liss indicated that he would like to self-nominate for Chair. Sam believes he can serve as a bridge between the old AOE and new to try and modify the old committee meeting structure into something that achieves results in a more efficient manner. Sarah asked if there were any more nominations. There were none. Sarah asked for a vote by a show of hands to elect Sam Liss as chair. All were in favor. Sam Liss was elected Chair of the AOE.	
Conclusions	Sam Liss was elected chair of AOE Committee	
Action Items	Person Responsible	Deadline
Update SRC Materials (web and hard copy material)	Debra Kobus	2/2/2018
5) Approval of AOE Committee Minutes:		
<ul style="list-style-type: none"> • November 3, 2016 • January 5, 2017 • March 2, 2017 		
2 minutes	Sam Liss	
Discussion	Sam asked if there was a motion to approve the minutes as a block. Martha Frank moved to approve. Calla 2 nd . No	

APPROVED 2018.03.01

MINUTES – January 3, 2018 -

SRC Advocacy, Outreach and Education Committee

	further discussion. All approved with Sarah abstaining.	
Conclusions	Minutes approved.	
Action Items	Person Responsible	Deadline
Post Approved Minutes on SRC website	Debra Kobus	1/8/2018
6) Vermont Coalition for Disability Rights (VCDR) Appointments		
13 minutes	Sam Liss and Sarah Launderville	
Discussion	<p>Sam explained that VCDR is a coalition of many nonprofit organizations with an interest in disability issues. VCDR is looking for two appointments from the SRC to serve as representatives from this group to the VCDR.</p> <p>Sarah explained that policy meetings are scheduled on Mondays with Karen Lafayette, our lobbyist. We also have funds to support Disability Awareness Day with this year’s focus on health (February 28) with workshops during the day and a guest speaker in the evening.</p> <p>Sarah will send out the upcoming meetings schedule so AOE members can review the requirements prior to deciding. The meetings generally run from 10-12Noon on Mondays.</p> <p>Marlena expressed interested but would like more information.</p> <p>Sam provided some additional background as to how the meetings run and discussion items.</p> <p>Sarah explained how VCDR works as a coalition with the intent of not being divided.</p>	
Conclusions	Sarah will add AOE members to VCDR’s list serve and provide information about the meeting schedule directly.	
Action Items	Person Responsible	Deadline
Sarah will add AOE members to VCDR’s email distribution list and provide	Sarah Launderville	2/2/2018

APPROVED 2018.03.01

MINUTES – January 3, 2018 -

SRC Advocacy, Outreach and Education Committee

information directly as to the meeting schedule. Debra will add information on VCDR happenings to the SRC website based on information forwarded along by Karen Lafayette.	Debra Kobus	Ongoing
---	-------------	---------

7) Update Legislative Session

5 minutes

Discussion	<p>a. <u>2018 Card Room Reservation – Tuesday, March 20, 2018</u></p> <p>Debra let the committee know that the Card Room has been reserved on behalf of the SRC for Tuesday, March 20, 2018.</p> <p>Sam provided some background on the Card Room at the State House. The Card Room is located on the second floor to the right of the ramp to the cafeteria. The Card Room is where an advocacy group would gather, display their exhibits, and try to catch a legislator’s ear on the subject they are advocating for.</p> <p>There are pros and cons related to the Card Room. The pros are the SRC gets to publicize, have exhibits, put SRC’s name and functions out there while the legislators are walking through the State House, etc. The con is related to its cost effectiveness as it can be laborious with having to carry in material and the chance that legislators won’t pay much attention. Sam believes it is worth it though. In the past, SRC members and some VR staff manned the exhibit.</p> <p>b. 2019 Card Room Reservation</p> <p>Sam’s recommendation was to do reserve the Card Room in 2019. Sarah agreed. Sam asked for a consensus from the members as to whether we should reserve the Card Room in 2019. Members agreed. Debra will submit a reservation for 2019.</p> <p>Sam asked if the SRC Coordinator should attend and it was determined that it was not a deliverable related to the</p>
------------	--

APPROVED 2018.03.01
MINUTES – January 3, 2018 -
SRC Advocacy, Outreach and Education Committee

Coordinator’s contract with the State.

Martha asked where we are related to Career Access. Sam explained that unfortunately the appropriations were not there and that we will have to solicit funding from private donations. However, Vermont is now the lead State resulting from the work done by Diane and Senator Leahy. Diane said that we are also very solid programmatically especially with the Linking Learning to Careers program. We are looking at locating foundations that would be willing to sponsor individuals (aged 18-30). Marlena mentioned that Linking Learning to Careers starts at an earlier age and it was agreed.

Sam asked for any themes that should be focused on. Diane suggested Linking Learning to Careers that enhances services for students in all of Vermont’s high schools. It might be an opportunity to educate legislators on this and perhaps transition to totality, the core transition teams, etc. Sam liked the idea of highlighting transition in the Card Room.

Sarah said that we have put a lot of emphasis on youth transition lately and many people feel that adult services are not what they should be (right or wrong) and believes that we need to educate legislators about what we are doing around adult services as well.

Diane suggested that our theme should be “Career Pathways for People with Disabilities” where we can highlight earnings, educational credentials, etc.

Sarah thought a handout with all the funding lost over the past couple of years could be helpful as well as informative to the legislators.

Max was wondering if we could include the importance of internships/job training requirement that helps an individual determine whether a particular job suits them. Martha said that personalized learning plans now required

APPROVED 2018.03.01
MINUTES – January 3, 2018 -
SRC Advocacy, Outreach and Education Committee

in school should help students determine this.

Calla said that it may be a good idea to create a grab and go sheet where several testimonials of recipients of VR services are provided. Calla said she would be willing to provide a testimonial. Members agreed this would be a great idea.

Diane added that soon we will have many testimonial videos available. There is also a video from the Youth Core Transition Team Event that occurred recently which we could post up on YouTube and provide a link to this video on handouts or have the video running during our time in the Card Room because it speaks to the core team's value.

At the March meeting, we will decide on the specific schedule of who will be manning the room and what we will be bringing.

Sam asked if we should aim for the fall to focus on coordinating VR events with, for example, the Youth Core Transition Team Counselors? Diane said that every one of our Transition Counselors has a Youth Employment Specialist (YES) who sit on the BAMs (CWS) team. The Youth Employment Specialist are the entry point for students to access what the BAM (CWS) has to offer. Martha believes that every Core Transition Team has a YES on their team, so it could be an opportunity for the Youth Employment Specialist to do a presentation at a Core Transition Team Meeting in partnership with the BAM.

Diane will speak with James about organizing a new members VR orientation packet perhaps with a flow chart. Martha suggested that some sort of visual would be helpful about letting people know the many different avenues a person could take.

Martha asked about being provided a PowerPoint where a handout could be developed from Rachel Knapp who presented alongside of Rich Tulikangas at the December

APPROVED 2018.03.01

MINUTES – January 3, 2018 -

SRC Advocacy, Outreach and Education Committee

	Full SRC Meeting on Linking Learning to Careers. (Note from Coordinator – this information is available on the SRC website at http://vtsrc.org/presentations/.)	
Conclusions	<ul style="list-style-type: none"> • The theme of the 2018 Card Room should be around Career Pathways for People with Disabilities, Partnerships, and Collaborations • We should have food as that is always a big draw. • At our next meeting we will flesh out times and specifics of hands outs, etc. • Sarah, Sam and Martha have agreed to share time manning the room • We should try and reserve the Card Room in 2019 • A new VR Orientation Packet should be created with visuals • In the fall, focus on coordinating VR events • Tara Howe, VR Youth Transition Program Coordinator, should be invited to an AOE meeting after the Card Room Event to begin discussion about fall events 	
Action Items	Person Responsible	Deadline
Debra will send out request for a reservation of the Card Room in 2019	Debra Kobus	1/8/2018
Diane will talk with Wendy about baking cookies and staff about the development of a visual; who should be at the Card Room; and a sheet with talking points.	Diane Dalmasse	3/1/2018
Diane will speak with James about organizing a new member VR orientation packet.	Diane Dalmasse	3/1/2018
Invite Tara Howe, VR Youth Transition Program Coordinator, to an AOE meeting in May 2018 notifying her of date, time, and location. (Diane will provide a heads up to Tara about the request).	Debra Kobus	3/1/2018

APPROVED 2018.03.01

MINUTES – January 3, 2018 -

SRC Advocacy, Outreach and Education Committee

8) Discussion 2018 Priorities and next steps		
35 minutes	Group	
Discussion	The Card Room is a priority (see discussion above) and we should focus on collaborating with the Youth Core Transition Teams and Creative Workforce Solutions (CWS) to best advocate for employment for all individuals with disabilities in the 12 regions in the state.	
Conclusions	See minutes from #7 above as substantial discussion on this topic occurred then. Further discussion will occur.	
Action Items	Person Responsible	Deadline
See minutes from #7 above.	n/a	n/a
9) Other Business		
5 minutes		
Discussion	None	
Conclusions	.	
Action Items	Person Responsible	Deadline
None	n/a	n/a
10) Adjournment		
0 minutes	Sarah Launderville	
Discussion	Max moved to adjourn. Marlena 2 nd . All approved.	
Conclusions	Adjourned at 1:52 pm	
Action Items	Person Responsible	Deadline
Full Draft minutes emailed to Committee Members	Debra Kobus	2/2/2018
Full Draft minutes uploaded to http://vtsrc.org/members/draft-minutes/	Debra Kobus	2/2/2018
Minutes approved by Committee	Committee Members	3/01/2018
Approved minutes uploaded to http://vtsrc.org/about/meeting-minutes/	Debra Kobus	3/06/2018

Approved 2018.03.01

Minutes - January 3, 2018

SRC Policy and Procedures Committee

SRC Policy and Procedure Committee		
Wednesday, January 3, 2018	10:00am – 12:00pm	Waterbury State Complex Room Cherry C HC 2 South 280 State Drive, Waterbury, VT 05671
Meeting called by	Sherrie Brunelle, Chair, called the meeting to order at 10:00 am	
Members Present	Sherrie Brunelle, Courtney Blasius, Jessica Brennan, Amanda Kohle, Sam Liss, Michelle Paya	
Members Absent		
SRC Liaison	James Smith, DVR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	n/a	
Guests	Karen Blake-Orne	
1) Approval of Today's Agenda		
2 minutes	Sherrie Brunelle	
Discussion	Sherrie asked that everyone review the agenda to see if there was anything they wanted to change or add. James asked if there could be discussion about whether we wanted to proceed with a public meeting for some of these Policy and Procedures changes that we are considering implementing. Item added to the agenda under Other Business. Sam made motion to accept. Amanda 2 nd . There was no further discussion. All approved.	
Conclusions	Motion passes - today's agenda accepted with addition - see under 9) Other Business.	
Action Items	Person Responsible	Deadline
Add agenda item to 9) Other Business	Debra	n/a

Approved 2018.03.01

Minutes – January 3, 2018

SRC Policy and Procedures Committee

2) Approval of Minutes – November 2, 2017 Committee Meeting		
3 minutes	Sherrie Brunelle	
Discussion	The November 2, 2017 minutes were reviewed. Sam Liss moved to approve. Amanda Kohle 2 nd . There was no further discussion. All approved.	
Conclusions	Motion passes - minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/	Debra Kobus	1/8/2018
3) Update – December 4 Public Hearing on Pre-ETS Chapter		
2 minutes	James Smith	
Discussion	James said there was low/no turnout from the public at the hearing. The Pre-ETS Chapter has been finalized and has been posted on the web. James has also distributed this information to VR Transition Counselors.	
Conclusions	Pre-ETS Chapter Finalized and Distributed	
Action Items	Person Responsible	Deadline
None	n/a	n/a
4) Update on Policy and Procedures Committee Priorities		
18 minutes		
Discussion	<p>a. <u>Update on research on Means Testing for Single Service (Sherrie Brunelle)</u></p> <p>Sherrie sent out a query to her counterparts in other states and has only received one or two responses back yet. Sherrie will follow up and report back next time we meet.</p> <p>b. <u>Update on Client Assistance Program (CAP) draft of a Denial of Benefits letter (Sherrie Brunelle)</u></p> <p>At the last meeting it was agreed that Sherrie would ask the Client Assistance Program (CAP) if they would be willing to draft up a letter on Denial of Benefits</p>	

under Consumer Rights and report back.

Sherrie distributed a draft on Consumer Rights and Responsibilities. No one has had a chance to review this chapter yet. We need to discuss what the best way is to get this information out to people. Sherrie would like this document to be at a lower reading level.

There was some discussion about this guidance being provided just as a handout and James advocated for it to still be a chapter as counselors would like everything they must refer to all in one place. Karen said that counselors would still be able to hand this out to consumers as needed too.

Sherrie said this is a good start, but additional work needs to be done on the document. For example, we should look at developing an introduction. Everyone should review this draft and be prepared to make suggestions to improve it at the next meeting. Sam confirmed that David Leonard would be providing the technical assistance on this chapter.

c. Draft Policy on Post-Secondary Training and Education (James Smith)

James said that no action has been taken on this yet as VR will be having a series of planning meetings on how VR will be handling the new Workforce Innovations and Opportunity Act (WIOA) requirements and VR wants to have those strategic decisions made before VR make changes to policy.

Item will be put in the **Parking Lot** for a future discussion after James' planning meetings are completed

d. Update research on FAFSA as a comparable benefit

Approved 2018.03.01

Minutes - January 3, 2018

SRC Policy and Procedures Committee

	<u>(Sherrie Brunelle)</u>	
	Sherrie received some differing responses on this. The regulations are very clear about the need to look at possible loans, Pell Grants, etc., whether FAFSA is supposed to be treated as a loan still needs to be determined. Sherrie will continue to work on the means testing issue and FAFSA as a comparable benefit issue. James said we could email WINTECH, a technical assistance organization, which could assist us here. James will follow up.	
Conclusions	See Action Items Below	
Action Items	Person Responsible	Deadline
Follow Up - Research on Means Testing for a Single Service with counterparts in other states	Sherrie Brunelle	3/1/2018
Review first draft of Consumer Rights and Responsibilities Chapter and be prepared to discuss changes needed at the next meeting	All Committee Members	3/1/2018
Continued research on determining whether FAFSA is supposed to be treated as a loan (comparable benefit issue)	Sherrie Brunelle	3/1/2018
Email WINTECH, a technical assistance organization, related to the means testing issue and FAFSA as a comparable benefit	James Smith	3/1/2018
<u>To Parking Lot:</u> Draft Policy on Post-Secondary Training and Education - Item will be put in the Parking Lot for a future discussion after James' planning meetings are completed related to WIOA's new requirements.	Debra Kobus and James Smith	3/1/2018 tbd
Chapter 310 - Supported Employment - ideas where improvements could be made	Michelle Paya	tbd
5) P & P Manual Guidance - When to open a post-employment case		

Approved 2018.03.01
 Minutes – January 3, 2018
 SRC Policy and Procedures Committee

versus a new VR case	
5 minutes	James Smith
Discussion	<p>a. <u>Update on email vote on revised guidance</u></p> <p>James has not taken any action yet but will get this out to everyone for a vote. This item will be added to the agenda for our next meeting. James provided an overview of the guidance to Jessie and Courtney who were not at the previous meeting.</p> <p>Sherrie said that she has encountered instances where consumers are not understanding what post-employment services are and, in some instances, have been approved by VR Counselors. Sherrie suggested that in looking at the Guidance we may want to clarify what post-employment services are. Michelle said that this overlaps with means testing. Sherrie said that we don't have means testing yet, but it appears that VR may be paying for items that they should not. Amanda thinks we should also look at hearing aids as some consumers have obtained some very good jobs, but they come back to VR for hearing aids. James said that if someone comes back just for a hearing aid, they would not qualify as they do not have a need for substantial services.</p> <p>James said we need more guidance, but since we require our staff to have master's degrees we expect them to make decisions based on their best judgment and we want to continue with this ability. Michelle asked what kind of liability does this open? Sherrie said that to the extent of having clear guidance, VR would have leeway/flexibility related to their decisions.</p> <p>Amanda said that quality documentation from counselors is important as to back up their decision-making.</p> <p>Sam said that as stated in the minutes from the prior meeting, the fuzziness in guidance need to be fleshed out.</p>

Approved 2018.03.01

Minutes – January 3, 2018

SRC Policy and Procedures Committee

	Amanda reiterated the need for this guidance with the upcoming changes required by WIOA regulations,		
Conclusions	Documentation is the key – counselors need to document why they are allowing a service or not approving it. Guidance is needed but it should leave flexibility for a counselor to use his/her best judgement.		
Action Items		Person Responsible	Deadline
James will send an updated draft out to members for an email vote		James Smith	2/1/2018
Add result of vote to next meeting's agenda		Debra Kobus	2/15/2018
6) Review Client Assistance Program (CAP) first draft of Consumer Rights Chapter			
20 minutes	Sherrie Brunelle		
Discussion	Sherrie said that we have already discussed this above in the Denial of Benefits agenda item. Our directive is to review the previously drafted handed out and come back at the next meeting with suggestions for improvement.		
Conclusions	See Agenda Item 4.b. above		
Action Items		Person Responsible	Deadline
See Agenda Item 4.b. above			
7) Review Updated Draft: Hearing Aid Spending Guidelines			
30 minutes			
Discussion	<p>a. <u>Suggested edits from 9/7/17 meeting incorporated into language (Karen Blake-Orne)</u></p> <p>Karen handed out the updated draft of Chapter 313 and went over the edits. The specific changes were:</p> <ol style="list-style-type: none"> VR may provide up to \$750 toward the cost of one hearing aid and up to \$1,000 toward the cost of two hearing aids. VR supports audiology services and hearing aid services provided through a certified clinical 		

audiologist, or, if no certified clinical audiologist is located within 25 miles of the consumer’s home, a licensed hearing aid dispenser in good standing with the State of Vermont with a minimum of five (5) years as a VT licensed Hearing Aid Dispenser.

Sam, Sherrie, and Amanda said that additional clarification is needed related to:

- where consumers should go to obtain these hearing aids;
- the requirement that a recommendation is needed by a certified clinical audiologist;
- and it should also be clear that VR does not pay for this audiological service. Keep it clear and short to one sentence.

Sherrie said at the last meeting a discussion came up related to a consumer going to Costco. Sherrie did not see that Costco’s prices were that much better and you must pay for the service up front.

Discussion occurred about identifying in the guidelines that VR uses “contracted providers” that have agreed to provide services at reduced expense.

- 2. VR Counselors must ensure that the consumer understands the hearing aid options available. These options can be discussed directly between the VR Counselor and consumer or between the consumer and the provider if the VR Counselor is confident that the consumer has a good understanding of available options.**

Sherrie asked what are you ensuring the consumer understands with respect to hearing aid options? Karen suggested changing the first sentence to:

“VR Counselors must ensure that the consumer understands the hearing aid options available based upon the recommendations of the hearing examiner.”

Sam asked that hearing aid options also be more clearly

defined as to the options available.

Karen said that when consumers come in with their audiograms, they are provided a range of options of most expensive to least expensive. Sherrie suggested adding “if there are questions, VR counselors should be contacting the hearing aid dispenser or audiologist.”

3. If VR is contributing to the cost of the hearing aid(s), the consumer is expected to obtain loss or damage coverage for the hearing aid(s). Information about coverage is available through hearing aid manufacturers, hearing aid providers and audiology practices.

4. First time hearing aid users must provide verification that he/she has been evaluated by his/her primary care physician or an Ear, Nose and Throat Specialist to ensure the hearing loss is not caused by an injury or is secondary to an underlying medical condition.

Sherrie and Sam said that further clarification is required and that it should be added after injury or is secondary to an underlying medical condition:

“is not temporary or reversible.”

5. VR will not provide replacements within five years for hearing aids.

It was suggested to take # 5 and combine it with #4 as follows:

“VR will not provide replacements and/or for loss or damage within five years of purchase thus consumers are strongly encouraged to obtain insurance.”

6. As a way of minimizing the cost of hearing aids, VR uses specific vendors on contract with the

	<p>State of Vermont for the purchase of hearing aids. VR provides contractor information in the consumer decision-making process or at any other time the information is requested.</p> <p>Discussion of the group centered on how much written guidance should be provided related to what vendors are recommended and it was decided to keep wording in 6 minimal or as is.</p> <p>The next section are the exceptions that have been discussed:</p> <p>Standards for Exception for Hearing Aid Purchase Guidelines:</p> <p>The Division Director or designee may grant exceptions to the spending and duration guidelines of this Chapter if:</p> <ol style="list-style-type: none">1. Comparable services and benefits have been exhausted;2. The consumer's resources have been used to the maximum extent possible given the consumer's anticipated income and expenditures;3. A monthly payment schedule for the unmet need would be unrealistic in view of costs related to the disability and projected earning capacity; and4. The cost of making the exception remains reasonable—i.e., delivering the service by exception and enabling the consumer to continue or enter a vocation will be less costly to the public than not delivering it.5. The consumer is a recipient of SSI or SSDI.6. VR may purchase replacement hearing aids in less than five years if the consumer experiences significant additional hearing loss as verified in writing by a certified clinical audiologist or licensed hearing aid dispenser in good standing
--	---

	<p>with the State of Vermont. Prior to granting the exception, the VR Counselor must consult with the Division Director or designee and must document the exception in the case record.</p> <p>7. The VR Counselor may waive the expectation of loss or damage coverage if, after a review of anticipated income and resources, it is determined that purchasing coverage is unrealistic. The VR Counselor must consult with the Division Director or designee prior to waiving the exception and must document the exception in the case record.</p> <p>Sherrie suggested moving #5 in exceptions up to the beginning of the document and incorporate it into #1.</p> <p>Amanda suggested removing the verbiage in the numbered exceptions about the need for the VR Counselor to consult with the Division Director, etc., and adding at the very beginning of the exceptions “The VR Counselor must consult with the Division Director or designee.” Then what follows is “The Division Director or designee may grant ...”</p> <p>Karen asked if bullets should be used instead of numbers and members agreed as numbered items appear hierarchical.</p> <p>b. <u>Review of final draft of Chapter 313: Audiology Services and Hearing Aid Purchases (Full Committee)</u></p> <p>Karen will incorporate the additional edits described above and will provide a final draft of Chapter 313 at the next meeting.</p>				
<p>Conclusions</p>	<p>Karen will incorporate the additional edits described above and will provide a final draft of Chapter 313 at the next meeting.</p>				
<p>Action Items</p>	<table border="1"> <thead> <tr> <th data-bbox="937 1883 1198 1923">Person</th> <th data-bbox="1198 1883 1391 1923">Deadline</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Person	Deadline		
Person	Deadline				

Approved 2018.03.01

Minutes – January 3, 2018

SRC Policy and Procedures Committee

	Responsible	
Combine edits into a final draft of Chapter 313	_Karen Blake-Orne	3/1/2018
8) Review Draft Chapter 102: Informed Choice		
35 minutes	Karen Blake-Orne	
Discussion	a. Review edits made to chapter Karen handed out the draft of Chapter 102 and went over it briefly. In depth discussion will occur at the next P&P Committee meeting. Karen said this chapter is being revised to flesh out information as well as make it easier to read and change the tone of the document. Karen said originally there was a lot of guidance in the chapter as well as many examples. Much of this has now been removed and wants to know if she removed too much. James suggested that members communicate directly with Karen on changes or questions and that would help facilitate discussion at the next meeting. Debra will compile questions or feedback sent to Karen and provide it to members for discussion at the next meeting.	
Conclusions	Members should review draft Chapter 102: Informed Choice and send changes or questions to Karen AND Debra by email	
Action Items	Person Responsible	Deadline
Members should email Karen and Debra with questions or suggested changes on the Draft of Chapter 102 – Informed Choice	All Members	2/15/18
Compile questions and suggested changes and send to Karen for inclusion into the document	Debra Kobus	2/20/18
Incorporate changes into the document for the committee to review at the next meeting 3/1/18	Karen Blake-Orne	3/1/18

Approved 2018.03.01

Minutes – January 3, 2018

SRC Policy and Procedures Committee

9) Other Business		
5 minutes	Public Meetings Discussion Related to Changed Policies and Procedures – added to agenda	
Discussion	The committee ran out of time, so this agenda item will be added to the March 1, 2018 meeting agenda.	
Conclusions	Add item to 3/1/18 agenda	
Action Items	Person Responsible	Deadline
Add Public Meeting Discussion to 3/1/18 Meeting	Debra Kobus	2/15/18
10) Adjournment		
0 minutes	Sherrie Brunelle	
Discussion	Sam moved to adjourn. Sherrie 2 nd . All approved.	
Conclusions	Motion passes. Adjourned at 12:07 pm	
Action Items	Person Responsible	Deadline
Full Draft minutes emailed to Committee Members	Debra Kobus	2/2/2018
Full Draft minutes uploaded to http://vtsrc.org/members/draft-minutes/	Debra Kobus	2/2/2018
Minutes approved by Committee	Committee Members	3/1/2018
Approved minutes uploaded to http://vtsrc.org/about/meeting-minutes/	Debra Kobus	3/6/2018
<u>Parking Lot:</u>		
Draft Policy on Post-Secondary Training and Education - Item will be put in the Parking Lot for a future discussion after James' planning meetings are completed related to WIOA's new requirements.	James Smith	tbd
Chapter 310 - Supported Employment – ideas where improvements could be made	Michelle Paya	tbd

Approved 2018.03.01
Minutes – January 3, 2018
SRC Policy and Procedures Committee

FOR REFERENCE - 2018 PRIORITIES taken from November 2, 2017 P & P Minutes

1. Priority: Develop chapter on Career Pathways.

Discussion occurred about the most reliable ways to assist individuals in this endeavor. James stated that post-secondary education and Career Pathways are combined in VR's new performance measures. This requires supporting people in careers and career development and the most reliable way to do that, outside of helping people find employment, is to support them in obtaining access to and pay for post-secondary training and sometimes education. James expects VR will be investing more into credential attainment through mid-skill technical training as it is a reliable way to get people in higher wage positions and helps to stop individuals from not progressing out of entry level work. Sherrie concurred and said that obtaining employment is not the end goal for VR – advancing in employment is also a significant emphasis of WIOA. According to her counterparts in different states, a discussion about whether the Free Application for Federal Student Aid (FAFSA) grants and funding should be considered a comparable benefit or not. Discussion also centered on renaming this priority to Credential Attainment.

2. Priority: Develop clearer guidelines around self-employment to include discussions around post-secondary education and training policy as it relates to self-employment; when VR is to get involved; and how VR is to get involved, i.e. assistive technology or tuition support.

James said the Self-Employment Chapter is not clear as to when to approve and when not to. We appear to have a high failure rate when it comes to self-employment and what equals work. There is a lot of interest in having more structure to this chapter. Sherrie agreed that this committee should make it a priority as it is one of the areas that she sees in the Client Assistance Program that has a lack of clarity and people come to them because they do not agree with the decision that was made. There are also questions surrounding the amount of money allocated to start your own business as it is low as compared to what it is, and we don't have any clear guidance on whether the consumer should be required to demonstrate they can secure funding elsewhere.

3. Priority: In-depth discussion on car repair guidelines to make the guidelines

Approved 2018.03.01
Minutes – January 3, 2018
SRC Policy and Procedures Committee

clearer.

Sherrie said the Client Assistance Program (CAP) of Vermont Legal Aid's Disability Law Project gets a lot of inquiries about denials or problems accessing funding for vehicle repairs rather than vehicle purchases. The current policy is that someone who needs vehicle repairs can access up to \$1000 over their time working with VR. VR also uses Car Coach but there is nothing in the Policy and Procedure Manual about how that works. Vehicle repairs need to be tied to employment.

4. Priority: Develop a chapter on Consumer Rights and Denial of Benefits.

Sherrie will consult with the Client Assistance Program (CAP) in drafting a first chapter of Consumer Rights and will report back. Sam would like to have discussions to include financial means testing around some of these priorities. The discussion could begin in this committee and then go out to the Full SRC. Sherrie agreed.

James wondered if there could be means testing for a single service. Sherrie said that having a financial means test is generally something that is not mandated but can be initiated by VR at the State level. Sherrie will research the single (individual) service question.

Sherrie asked if there should be a **priority listing for working on these policies:**

Sam said that Self Employment would be the next important chapter after Consumer Rights.

James stated post-secondary training and education would impact more people than Self Employment and the guidance surrounding Self Employment was not particularly good

Michelle stated that Consumer Rights and Self-Employment would be her choice for priorities. Michelle added that VR counselors need to be guided on the post-secondary training and education requirements because they need to be doing this now.

James will be responsible for coming up with a first draft for a self-employment/post-secondary training and education policy since VR must start reporting on this metric. James will draft up guidance for the January meeting.

In addition, a letter is needed for VR counselors to use when they are denying benefits. Sherrie will find out if the Client Assistance Program (CAP) would be willing to draft up a letter on Denial of Benefits under Consumer Rights. The guidance on this chapter

**Approved 2018.03.01
Minutes – January 3, 2018
SRC Policy and Procedures Committee**

would take some time.

Sherrie reminded the committee that Informed Choice/Hearing Aid Chapter is on the agenda for the January meeting, so we may need to adjust January's agenda somewhat. James said the Hearing Aid Chapter is important as it is one of those areas where means testing may be applicable.

Motion by Sam - the committee's 1st priority should be credential attainment and the other post-secondary options in Career Pathways; 2nd Self-Employment and 3rd Car Repair, Michelle seconded. No further discussion. Calla abstained. All committee members approved.

Approved 2018.03.01

Minutes – January 3, 2018

SRC Executive Committee - Steering

SRC Executive Committee - Steering

Wednesday, January 3, 2018	1:45 pm – 3:15 pm	Waterbury State Complex Room Cherry C HC 2 South 280 State Drive, Waterbury, VT 05671
---	------------------------------	--

Meeting called by	Sarah Launderville, Chair, convened the meeting at 2:00 pm
Members Present	Sarah Launderville, SRC Chair Brian Smith, SRC Vice-Chair Sherrie Brunelle, Policy & Procedures Committee Chair Diane Dalmasse, Division of Vocational Rehabilitation Director
Members Absent	Christopher Kane, Performance Review Committee Chair
SRC Liaison	James Smith, DVR Budget and Policy Manager
SRC Coordinator	Debra Kobus
Interpreters	----
Speakers/Presenters	----
Guests	----

1) Approval of Today's Agenda

----	Sarah Launderville
Discussion	No changes to agenda.
Conclusions	None

Action Items	Person Responsible	Deadline
None	n/a	n/a

2) Approval of Minutes – November 2, 2017 Committee Meeting

—	Sarah Launderville
Discussion	November 2, 2017 minutes were reviewed. Sam moved to approve. Sherrie 2 nd . There was no further discussion. All approved.
Conclusions	Motion passes – November 2, 2017 minutes approved.

Action Items	Person Responsible	Deadline
Upload approved minutes to http://vtsrc.org/members/meeting-minutes/procedures-policy-committee/	Debra Kobus	1/8/2018

3) Update and Discussion – Recruitment

Discussion	<p>a) AOE Re-established – Today’s First Organizational Meeting Results</p> <p>There are a lot of new engaged members and the committees seem much more well balanced in the number of members. Sam was elected Chair of the AOE- congratulations to him. The Card Room is reserved for the SRC on March 20, 2018 at the State House. Diane said that it was suggested that it would be important to have an orientation about Voc Rehab – who we are, who we serve, and what our programs are. Perhaps we could produce notebooks. James said that a brief power point might be useful that could be easily updated.</p> <p>b) Youth Committee Update (James Smith and Diane Dalmasse)</p> <p>Diane has for years been interested in having a subset committee consisting of youth because of our focus on students and young adults. A meeting has been scheduled in Spruce 8 with Diane, Sarah, and Martha (others who are interested are invited as well) at 10 a.m. on the 12th of January to discuss the creation of a youth advisory board for the SRC that could be used in a variety of ways.</p> <p>Sherrie noted that if we had a college intern they could put their total effort towards this and may be able to gain credit for serving on such an advisory committee. Diane said that Tara Howe, VR Youth Transition Program Coordinator, would be involved. We would also want to reach out to John Spinney, who works at the Agency of Education (AOE) as the Regional Representative of Central and Northeast Vermont</p>
------------	--

SRC Executive Committee - Steering

	<p>and Chris Kane, Inclusion Coordinator. Both would be helpful in contracting with an intern.</p> <p>c) Update – Hugh Bradshaw and Business, Industry and Labor Recruitment Leads (Debra Kobus):</p> <p>Debra explained that she has only received one lead and unfortunately, the lead that was provided by the BAM ended up declining at this time although she may be interested in applying in the future. James and Diane thought it would be a good idea to work with a couple of BAMs to generate more leads. Debra will reach out to Hugh again. Debra will also reach out to Adam Leonard to see if he had any potential leads through his association with the Society for Human Resource Management (SHRM)</p>	
<p>Conclusions</p>	<p>Debra will continue her recruitment efforts with Hugh Bradshaw and will reach out to Adam Leonard for an update</p>	
<p>Action Items</p>	<p>Person Responsible</p>	<p>Deadline</p>
<p>Debra will reach out to Hugh Bradshaw again to see if perhaps Debra could work with one or two BAMS on recruitment</p>	<p>Debra Kobus</p>	<p>2/2/2018</p>
<p>Debra will reach out to Adam Leonard to see if he had any success with interest from SHRM</p>	<p>Debra Kobus</p>	<p>2/2/2018</p>
<p>4) Discussion – Agenda for February 1, 2018 Full SRC</p>		
<p>—</p>	<p>Group</p>	
<p>Discussion</p>	<p>Full SRC Presentation Ideas from Parking Lot:</p> <p>a. Possible Career Pathways Presentation</p> <p>b. New Member Training</p> <p>c. Rotating RMs</p> <p>d. Standing agenda items include:</p> <ul style="list-style-type: none"> • Approval of Agenda • Introductions • Approval of Minutes • Consent Agenda • Committee Chair 	

SRC Executive Committee - Steering

	<ul style="list-style-type: none"> • Director’s Report • Presentation JFI Presentation (45 – Mark and Steve (coordinators) • VR Orientation (30) • Other Business • Adjournment <p>Diane said that she floated the idea of having a couple of Regional Manager present at each meeting but is not sure when we want to implement this. Diane said there are 6 regional managers or 7 if we include Cindy Seguin, VR Associate Regional Manager. Diane said that we probably should just develop a schedule for them. Sherrie said that whatever mechanism is used so we can get information from the RMs about what is happening in their district would be great.</p> <p>We should create a schedule for the RM and add a standing agenda idea for Regional Managers to report out on information occurring in their district.</p> <p>Jobs for Independence (JFI) is another option for a presentation. James said that JFI is a mature project that has one year to go and has some energy behind it related to funding. Diane said it has advocacy aspects to it as well.</p> <p>A portion of time should also be dedicated to the orientation of Vocational Rehabilitation Services.</p>
--	---

Conclusions

Action Items	Person Responsible	Deadline
Develop RM rotating schedule	James Smith and Diane Dalmasse	To be determined
Debra to add standing agenda item of a report out from a Regional Manager (10 minutes)	Debra Kobus	TBD - based on above
JFI Presentation – check with program manager about doing a presentation	James Smith and Diane Dalmasse	1/12/2018
VR Orientation	James Smith	1/12/2018

		and Diane Dalmasse	
5) Update – Vermont Open Meeting Law			
—	Debra Kobus		
Discussion	Debra handed out a sheet on the requirements of the Open Meeting Law prepared by the Vermont League of Cities and Town (VLCT). The Open Meeting Law requires that draft minutes be posted on a website (if one is available) 5 days after a public meeting. Debra also handed out a template that she prepared that had what was required by statute to be included in these draft minutes that the SRC could use going forward.		
Conclusions	James will contact the Department of Disabilities, Aging and Independent Living (DAIL) legal to confirm this requirement.		
Action Items		Person Responsible	Deadline
James will follow DAIL legal to confirm requirements		James Smith	2/2/2018
6) Other Business			
—			
Discussion	<p>Sherrie wanted to bring to discussion the accessibility requirements as required by the American with Disabilities Act (ADA) as it relates to VR and the SRC. Diane said that we have the good fortune of having the AT project housed with VR and we have been systematically making our forms accessible and having Tracy Roux, AT Access Specialist, come to a meeting to discuss these requirements would be helpful.</p> <p>Sherrie also said language accessibility on VR’s website should be discussed. Regarding language accessibility and cultural sensitivity, James said that a couple of years ago we were told that we had to do this by AHS and perhaps we should have Suzanne Hopkins, VR Program Asst. Admin'r, come in and do a presentation as she became very involved in this project. James suggested that Suzanne along with a Burlington Manager come to a meeting to speak to this.</p> <p>Brian asked how often, and which jurisdictions do these issues comes up. Sherry believes that Chittenden County and</p>		

SRC Executive Committee - Steering

	<p>Rutland. James said that AHS has data on this and that Vermont Refugee Resettlement Program holds the contract on interpretation services. Sherry would just like to know what is currently being done. Sam said it is very difficult to make things perfect, but it is important to know what we are currently doing and if something comes up, a process is in place to obtain the requested service.</p> <p>Sarah said that she sends out surveys to consumers and perhaps a question could be asked on one of these surveys about the accessibility of VR’s website. James reiterated that he expects the VR website is not perfect but is a work in progress.</p> <p>James said that it might be an appropriate Performance Review Committee task. The PR committee would then make certain recommendations to the Full SRC based on expert recommendations received from VR staff. The committee agreed. Debra is to add an agenda item onto their next meeting.</p>	
Conclusions	Add a Performance Review Committee Agenda Item to their next meeting scheduled for 2/1/2018	
Action Items	Person Responsible	Deadline
Add a Performance Review Committee Agenda Item to their next meeting scheduled for 2/1/2018 (Topic discuss SRC and VR website and documentation accessibility)	Debra Kobus	1/12/2018
7) Adjournment		
—		
Discussion	Sarah asked for a motion to adjourn. Sam so moved. Sherrie 2 nd . All agreed.	
Conclusions	Motion to adjourn approved. Adjourned at 3:05 pm	
Action Items	Person Responsible	Deadline
Draft minutes emailed to Committee Members	Debra Kobus	2/2/2018
Draft minutes uploaded to www.VTSRC.org	Debra Kobus	2/2/2018
Minutes approved by Committee	Committee	3/1/2018

Approved 2018.03.01

Minutes – January 3, 2018

SRC Executive Committee - Steering

	Members	
Approved minutes uploaded to www.VTSRC.org	Debra Kobus	3/1/2018
PARKING LOT	Person Responsible	Deadline
Possible Career Pathways presentation	Debra Kobus - reminder to Committee Members	Open
Possible Aware Update presentation to the Full SRC at the April 5, 2018 Full SRC Meeting	Debra Kobus - reminder to Committee Members	3/26/2018 deadline = 10 days prior (to be able to include on the Full SRC Agenda for 4/5/2018)
Determine rotating invitations to RM at the Full SRC Meetings	Debra Kobus - reminder to Committee Members	Open
New Member Training	Debra Kobus - reminder to Committee Members	Open

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

SRC Performance Review Committee		
Thursday, February 1, 2018	10:00 am – 12:00 pm	State Office Complex HC 2 South 280 State Drive, Waterbury, VT Conference Room OAK
Meeting called by	James Smith convened the meeting in Chris Kane's absence at 10:00 a.m.	
Members Present	Chris Kane (arrived at 11:30) Sherrie Brunelle, Nick Caputo, Marlena Hughes	
Members Absent	Olivia Smith-Hammond, Robin Ingenthron, Rose Lucenti, Brian Smith	
SRC Liaison	James Smith, VR Budget and Policy Manager	
SRC Coordinator	Debra Kobus	
Interpreters	n/a	
Speakers/Presenters	n/a	
Facilitator	----	
Guests		
1. Today's Agenda		
2 minutes	James Smith	
Discussion	James asked if there were any proposed changes or additions to the agenda. There were none. Sherrie Brunelle moved to approve the agenda as proposed. Nick Caputo 2nd. There was no discussion. All approved – Vote unanimous 3-0-0	
Conclusions	The motion passed to approve the agenda.	
Action Items	Person Responsible	Deadline
none	n/a	n/a
2. Open for Public Comment		
3 minutes	James Smith	
Discussion	None	
Conclusions	There was not anyone from the public in attendance.	
Action Items	Person Responsible	Deadline
none	n/a	n/a

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

3. Introductions		
2 minutes	James Smith	
Discussion	Members introduced themselves.	
Conclusions	Thanks everyone!	
Action Items	Person Responsible	Deadline
None	n/a	n/a
4. Approval of Minutes – December 7, 2017		
3 minutes	James Smith	
Discussion	James asked if there were any proposed changes to the minutes. There were none. Sherrie Brunelle moved to approve. Nick Caputo 2 nd . No further discussion. All approved. Vote unanimous 3-0-0.	
Conclusions	December 7, 2017 minutes approved.	
Action Items	Person Responsible	Deadline
Upload approved minutes to www.VTSRC.org	Debra Kobus	2/5/2018
5. Review of the draft goals and priorities for VR State Plan for FY19		
45 minutes	James Smith	
Discussion	James handed out the goals and priorities for the VR State Plan for FY19. James said that its purpose which is to outline VR's goals and priorities for the next two years and how VR is supposed to work. The deadline is February 21, 2018 for this plan to be submitted. James went through the document answering questions as they came up. A few suggestions for improvement were recommended. Motion by Nick Caputo to recommend approving the Goals and Priorities for the VR State Plan for FY19 with recommended updates. Sherrie Brunelle 2 nd . No further discussion. All approved. Vote unanimous 4-0-0	
Conclusions	Motion passes to recommend approving the Goals and Priorities for the VR State Plan for FY19 to the Full SRC with recommended updates.	
Action Items	Person	Deadline

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

	Responsible	
The PR will recommend approving the Goals and Priorities for the VR State Plan for FY19 to the Full SRC.	Chris Kane	Today – Full SRC Meeting

6. Discussion – Accessibility Assessment of VR website, etc.

20 minutes	Sherrie Brunelle	
Discussion	<p>Sherrie recommends that Vocational Rehabilitation along with the SRC look at the information that is available for the public and make sure it is in an accessible format. We should also make sure that there are translation services available to those who are not native English speakers. Sherrie would like this discussion item to be put on the next PR Committee agenda.</p> <p>Nick Caputo moved to add the item to the next PR Committee Meeting, Sherrie Brunelle 2nd. No further discussion. All Approved – Vote unanimous 4-0-0.</p>	
Conclusions	Item will be added to the next meeting for further discussion.	
Action Items	Person Responsible	Deadline
Add item to the agenda for the next PR meeting.	Debra Kobus	3/12/2018

7. Review Parking Lot Items from 12/7/17 PR Minutes (see last page)

15 minutes	Chris Kane, Chair	
Discussion	<p>Ran out of time. Add item to the agenda for the next meeting. Motion by Sherrie to postpone discussion on the agenda item until the next PR Committee meeting. Marlena Hughes 2nd. No further discussion. Motion approved Vote unanimous 4-0-0.</p>	
Conclusions	Item will be added to the next PR Committee meeting.	
Action Items	Person Responsible	Deadline
Add item to the agenda for the next PR meeting.	Debra Kobus	3/12/2018

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

8. Develop a committee plan for the year		
25 minutes	Chris, Kane, Chair	
Discussion	Since we have run out of time, James Smith and Chris Kane will connect offline to outline a committee plan for review and discussion at the next meeting. Motion by Sherrie Brunelle to postpone discussion about this agenda item until next PR Committee meeting. Nick Caputo 2 nd . No further discussion. Motion approved Vote unanimous 4-0-0.	
Conclusions	Agenda item to be added to the next PR Committee meeting.	
Action Items	Person Responsible	Deadline
Chris and James will outline a committee plan for the year.	James Smith and Chris Kane	March 12, 2018
Add agenda item to the next PR meeting.	Debra Kobus	March 12, 2018
9. Other Business		
5 minutes	Chris Kane, Chair	
Discussion	None	
Conclusions	None	
Action Items	Person Responsible	Deadline
None	n/a	n/a
10. Adjournment		
0 minutes	Chris Kane, Chair	
Discussion	Marlena moved to adjourn. Nick 2 nd . Vote unanimous 4-0-0. Adjourned at 12:00 pm.	
Conclusions	Motion to adjourn approved	
Action Items	Person Responsible	Deadline

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

Condensed draft minutes uploaded to www.VTSRC.org	Debra Kobus	2/6/2018
Full Draft minutes uploaded to www.VTSRC.org	Debra Kobus	3/2/2018
Full Draft minutes emailed to all Committee members	Debra Kobus	3/2/2018
Minutes approved	Committee Members	4/5/2018
Approved minutes uploaded to website www.VTSRC.org	Debra Kobus	4/10/2018

Full Draft Minutes February 1, 2018 Vermont State Rehabilitation Council (VT SRC)

Parking Lot		
<ul style="list-style-type: none"> • #'s breakdown by disability • More nuance data needed of the broader categories within cognitive disabilities • Look at the psychiatric disability referrals made to CAP by VR and discuss the implications of those numbers and how we can improve outcomes for these individuals. (Sherrie explained what CAP is – The Client Assistance Program is a federally mandated program through WIOA to support consumers that are needing support and in helping individuals to access services that they might qualify for. Clients not agreeing with decisions made by VR would come to CAP and we would look at the situation and explain the reasoning behind the denial or advocate on behalf of the consumer.) • Folks on SSI and SSDI – sub analysis • Looking at Pre-ETS VR students with a state by state comparison (even if not completely comparable) • More data about Tech Centers, certifications, and people achieving outcomes 	<p>Further Group Discussion generated from Needs Assessment Review</p>	<p>From 12/7/2017 Minutes</p>

COORDINATOR'S REPORT

APRIL 5, 2018 FULL SRC MEETING

SRC Membership and Recruitment Update

As of the writing of my report on March 20, I am happy to report that we have an application pending approval in the Governor's Office! Once approved, the SRC membership will be at twenty. This new member will be filling one of the two remaining required slots that are open in the category of business, industry and labor. Hugh Bradshaw and Business Account Managers are assisting us in locating interested individuals in this category. However, if anyone knows of a good candidate - please pass their contact information on!

SRC Website (<http://vtsrc.org/>)

Check back often as "Current Events" are being added frequently! If you find something pertinent to add, please send this information to me and I can put it up on the web.

Legislative weekly updates from VCDR are being posted to the main SRC page! If you would like to be added to VCDR's listserv, please email me and I will forward on your request.

Reminder - SRC meeting materials can be viewed and/or downloaded from the SRC website:

- Agenda/Meeting Packets <http://vtsrc.org/members/agendas/>
- Draft minutes <http://vtsrc.org/members/draft-minutes/>
- Approved minutes <http://vtsrc.org/about/meeting-minutes/>

Suggestions for website improvement are always welcomed!

Accessibility of Minutes and other SRC Documents

If a special accommodation is ever needed, please contact me with your request.

Respectfully Submitted,

Debra Kobus

Vermont State Rehabilitation Council Coordinator