

SRC DRAFT Minutes
POLICY AND PROCEDURES COMMITTEE
Thursday, September 1, 2022
10:00 AM – 12:00 PM
Virtual Meeting

Meeting called by:

Sherrie Brunelle, Chair, called the meeting to order at 10:02 a.m.

Members Present:

- Emily Ahtunan
- Andrea Bacchi
- Sherrie Brunelle
- Kristen Carpentier, Last Meeting
- Rocko Gieselman, non-voting
- Helena Kehne
- Laura Siegel
- Sarah Sterling

Members Absent:

- Cari Kelly, Excused
- Patricia Wehman, Last Meeting
- Calla Papademas

SRC Liaison:

- James Smith
- Amanda Arnold

SRC Coordinator:

- Janice Leonard

Guests:

- n/a

Presenters:

- n/a

Interpreters:

- Nicole Sargent
- Sabrina Seeger

1) Introductions (Sherrie Brunelle)

Discussion:

Those in attendance went around the table and introduced themselves.

Conclusions:

It's great to meet everyone!

Action Items, Person Responsible, Deadline:

None

2) Approval of Agenda (Sherrie Brunelle)

Discussion:

Sherrie asked for any proposed additions or changes to the agenda.

Eligibility & Closure, see last month's minutes – move to next agenda

Chapter Post Employment 0- review revisions, Self-Employment chapter, required by the audit/ RSA. Corrective action because of the audit. Not a change for public comment. We will vote this meeting

Chapter Job Retention Services will review for RSA Audit findings.

Hirability revising chapters 202, 204, 205, 310 and page 4 #7a to comply with RSA Audit findings.

Sarah moved to approve the agenda and it was seconded. No discussion. Vote was unanimous 7-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

Finalize agenda and upload to SRC Website, Janice Leonard, **9/8/22**

3) Open for Public Comment (Sherrie Brunelle)

Discussion:

No one from the public was present.

Conclusions:

n/a

Action Items, Person Responsible, Deadline:

None

4) Approval of Minutes January 6, 2022 (Sherrie Brunelle)

Discussion:

Sherrie asked for any proposed changes or amendments to the Minutes from May 5, 2022. Sarah Sterling was absent; this was not noted in the minutes. Andrea moved to approve the minutes as amended. Vote unanimous 7-0-0

Conclusions:

May 5, 2022 minutes were approved as amended.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, Janice Leonard, **9/8/22.**

5) Update: RSA Audit (James Smith)

Discussion:

RSA had some recommended changes to policy manual

- Post-employment services. RSA made changes this year and we need to update it to reflect those changes.
- Ours has references to extended evaluation in a couple chapters which no longer exist in WIOA.
- Update supported employment policy. Need to define and add procedure for customized services
- Extended Services, ongoing support to retain job, required for support employment. Pre WIO couldn't spend find, post Wio we have some limited funds.
- RSA wants to look at every chapter we revise. We will need to send to them before finalizing. We will need to make their recommended changes before the vote to approve.
- Health Services chapter is out of date. Language around participant contribution needs to be updated.

Conclusions:

- We will need to make these recommended changes to our Policy Manual

Action Items, Person Responsible, Deadline:

- See below, item #9a, Agenda setting.

6) Chapter 205: Post Employment Draft

Discussion:

Employed, but just need something to retain their jobs. Laws and guidance are in conflict but will need to follow. This is an important chapter, and we want it to be right.

Conclusions:

More work needs to be completed before approval.

Action Items, Person Responsible, Deadline:

1. Review Current draft for Chapter 205, Post Employment. Amanda
2. Reach out to Griffin & Hammis for advice, James Smith
3. Make Recommended changes, Sherrie Brunelle
4. Bring to committee for approval, Sherrie/ James

7) **Self Employment Chapter**

After considerable discussion including timeliness of actually getting to approve an RSA approved document, it was decided that we will Consider paring it down, and:

1. Amanda will review, use track change to Sherrie
2. Reach out to Griffin & Hammis, leading experts on this topic.
<https://www.griffinhammis.com/what-we-do/self-employment/>

Sherrie Moved that we consult with Griffin & Hammis. It was approved.

3. Send to RSA for their feedback
4. Bring to Committee for approval
5. James believes this can be completed by next meeting

7) P&P Chapter Revisions: Priorities & Work Plan for Year

Discussion:

Sherrie will review and update the P&P Revisions Chart and send out. The committee then can Review and decide priorities as we move forward.

a. RSA priorities to be voted on next meeting:

- Chapter 202: Eligibility (Delete reference to extended evaluation)
- Chapter 204: Closure (Delete reference to extended evaluation)
- Chapter 205: Post-Employment Services (Update to comply with RSA TAC guidance.
- Chapter 310: (Add customized Employment & Temporary Non-Integrated Employment)

James will make the changes, send to RSA for feedback, then bring to a vote next meeting

Conclusions:

RSA is wanting to work very closely with us and we should go to them for feedback before voting to be more efficient.

Action Items, Person Responsible, Deadline:

Make changes in the chapters RSA identified as priorities. Send to RSA for feedback then back to this committee for a vote at the next meeting, James will make the changes, send to RSA for feedback, then bring to a vote next meeting, 11/3/22

b. Committee Priorities:

- Chapter 101: Confidentiality, (Update gender identity & funding)
- Chapter 308: Self Employment
- Chapter 306: Rehabilitation, (New format, more discussion)
- Chapters not reviewed since 2009 (and Not listed above)
 - Chapter 302, Health Services, December 2009
 - Chapter 303, Maintenance, Pending December 2021
 - Chapter 304, Occupational Tools, Licenses, Equipment, Stock and Supplies, December 2009
 - Chapter 309, Services to Family Members, December 2009
 - Chapter 312, Transportation, December 2009

James & Sherrie will meet about the timelines.

Conclusions:

There is a lot to get done this year. Let's get to it!

Action Items, Person Responsible, Deadline:

None yet.

8) Other Priorities

a. **Transportation:**

Transportation is so critical to assist our clients. SILC has a transportation subcommittee. Several of us attended the transportation symposium earlier in the year. Web link for the Elders & Persons with Disabilities (E&D) Transportation Program including information on the 3rd Annual Vermont E&D Summit: [Elders and Persons with Disabilities \(E&D\) Transportation Program | Agency of Transportation \(vermont.gov\)](https://www.vermont.gov/elders-and-persons-with-disabilities-transportation-program)

Discussion was held about getting P&P, AOE & SILC together for a meeting on transportation. There are already regional groups existing and doing the work. Our piece is small, what do we need

to know to inform our policy. – Keep discussing until we know what’s going on.

b. **Other:**

a. The orientation video has been completed:

https://www.youtube.com/watch?v=hl_HH_uacjY

Conclusions:

Action Items, Person Responsible, Deadline:

None

9) Other Business (Group)

A. Agenda Setting: November 3, 2022

Discussion:

c. RSA priorities to be voted on next meeting:

- Chapter 202: Eligibility (Delete reference to extended evaluation)
- Chapter 204: Closure (Delete reference to extended evaluation)
- Chapter 205: Post-Employment Services (Update to comply with RSA TAC guidance.
- Chapter 310: (Add customized Employment & Temporary Non-Integrated Employment)

Conclusions:

Action Items, Person Responsible, Deadline:

All actions needed are already listed.

9) Adjournment (Sherrie Brunelle)

Andrea moved to adjourn the meeting; it was seconded. Sherrie called the meeting adjourned at 11:41 a.m.

Meeting Action Items, Person Responsible and Deadlines:

- Finalize agenda and upload to SRC Website, **Janice Leonard, 9/10/22**
- Draft minutes for this meeting, upload to SRC website, and email link to Committee members, **Janice Leonard, 9/10/22.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 9/10/22.**

- Include above agenda items on next meeting's agenda, **Janice Leonard**, 10/20/22
- Chapter 205: Post Employment
 - Someone Review with fresh eyes: Amanda
 - Reach out to Griffin & Hammis for advice, James Smith
 - Make Recommended changes, Sherrie Brunelle,
 - Bring to committee for approval, Sherrie/ James
- Chapters that RSA Identified as priorities to change:
 - Make identified changes
 - Send to RSA for Feedback
 - Bring to this committee's next meeting for a vote