

Draft Minutes
SRC POLICY AND PROCEDURES COMMITTEE
Thursday, May 5, 2022
10:00 AM – 12:00 PM
Waterbury State Office Building, Ash and Zoom

Meeting called by:

Sherrie Brunelle, Chair, called the meeting to order at 10:00 a.m.

Members Present:

- Cari Kelly
- Emily Ahtúnan
- Helena Kehne
- Kristen Carpentier, non-voting
- Laura Siegel
- Patricia Wehman
- Rocko Gieselman, non-voting
- Sherrie Brunelle

Members Absent:

- Sarah Sterling
- Rocko Gieselman, non-voting
- Andrea Bacchi
- Calla Papademas

SRC Liaison:

- Amanda Arnold (in place of James Smith)

SRC Coordinator:

- Vacant (Amanda Arnold filling in)

Guests:

- n/a

Presenters:

- n/a

Interpreters:

- n/a

1) Introductions (Sherrie Brunelle)

Discussion:

Those in attendance went around the table and introduced themselves.

Conclusions:

Thanks to 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. Cari moved to approve the agenda and it was seconded. No discussion. Vote was unanimous 8-0-0.

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

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 March 3, 2022 (Sherrie Brunelle)**Discussion:**

Sherrie asked for any proposed changes or amendments to the [Minutes from March 3, 2022](#). Cari moved to approve the agenda and it was seconded. No discussion. Vote unanimous 8-0-0

Conclusions:

March 3, 2022 minutes were approved.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 5/19/2022

5) Update: Public Comment Chapters 201 & 202 (Group)

Discussion:

Sherrie shared that there was comment from RSA on Chapter 202 – change was made and chapters are being prepared for posting in the Policy and Procedures Manual.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- n/a

6) Review: Self Employment Chapter (Group)

Discussion:

Committee did not warn that this chapter would be voted on so cannot vote today. Committee decided to hold a special meeting to vote on the chapter on June 2nd. If there are any significant changes suggested by the Regional Managers when they review it, the SRC P&P committee will have a revote in September.

Draft number needs to be updated.

Comments:

- Self Employment for Supplemental Income – first sentence in definition doesn't make sense.
- Committee agreed that it makes sense to leave out a definition of SGA as it changes year to year
- Income related work expenses are not mentioned in the chapter. Committee feels it would be important to include.
- Section II: B
 - First sentence in B doesn't make sense and need revision
- Page 7 – Reviewing Roles & Expectations section has been moved up. Committee feels this is a positive change.
- Page 19 – typo in "Guidance" section – provides/provided
- Appendices need to be added to the Table of Contents

Conclusions:

Committee will schedule a 30 minute special meeting on June 2nd to vote on the chapter.

Action Items, Person Responsible, Deadline:

- Amanda Arnold will schedule special meeting for 6/2 by 5/12/22

- Appendices will be added to Table of Contents and revise chapter will be sent out to committee for review before the special meeting on 6/2

7) Review: Assistive Technology (Group)

Discussion:

Consideration as to whether or not AT chapter should be within a rehabilitation technology chapter, or its own stand alone chapter.

Recommendations:

- Include definitions rather than reference definitions "as defined in" another law. Utilize federal definitions.
- Move procedures to general policy section
- Concern that the language in the chapter leaves the consumer out of many important conversations.
 - Procedures section in particular doesn't reference engaging the consumer in the conversation about pursuing AT
- VC & TC are terms that need to be spelled out before using acronyms
- Language in the chapter makes the process feel like its happening "to" the consumer instead of "with" the consumer.
 - Partnership is not clear from the language used in the chapter
 - Informed choice on the consumers part should be emphasized – consumer can request these services, it isn't just up to the counselor to make the decision if the consumer could benefit from services

Committee members should send comments to Sherrie and James and they will work on revising the chapter over the summer to review at the September meeting.

Conclusions:

Sherrie and James will work to re-write chapter so that it reads as a collaborative process between the consumer and Vocational Counselor.

Action Items, Person Responsible, Deadline:

-

8) **Other Business** (Group)

A. Agenda Setting: September 1, 2022

- Confidentiality Chapter
- Assistive Technology Chapter
- Review list of chapters to prioritize what gets reviewed next (excel doc in the SRC folder on the I:Drive)

Conclusions:

Sherrie will check with James on other chapters that need updating (special chapter on Social Security?)

Action Items, Person Responsible, Deadline:

9) Adjournment (Sherrie Brunelle)

Sherrie called the meeting adjourned at 11:27 a.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Amanda Arnold, 5/9/2022**
- Draft minutes emailed to Committee members, **Amanda Arnold, 5/6/2022**
- Minutes approved, **Committee, 9/1/2022**
- Approved minutes uploaded to website, **SRC Coordinator, 9/15/2022**