

Draft Minutes
SRC POLICY AND PROCEDURES COMMITTEE
Thursday, March 3, 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 10:04 a.m.

Members Present:

- Andrea Bacchi
- Cari Kelly
- Emily Ahtúnan
- Helena Kehne
- Kristen Carpentier, non-voting
- Patricia Wehman
- Rocko Gieselman, non-voting
- Sarah Sterling
- Sherrie Brunelle

Members Absent:

- Calla Papademas
- Laura Siegel

SRC Liaison:

- Amanda Arnold
- James Smith

SRC Coordinator:

- Kate Larose

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. Sarah moved to approve the agenda and it was seconded. No discussion. Vote was unanimous 6-0-0

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 January 6, 2022 (Sherrie Brunelle)

Discussion:

Sherrie asked for any proposed changes or amendments to the [Minutes from January 6, 2022](#). Cari moved to approve the minutes and it was seconded. No discussion. Vote unanimous 6-0-0

Conclusions:

January 6, 2022 minutes were approved.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 3/7/2022

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

Discussion:

James shared that a public comment meeting has [been warned](#) for March 18th on the VR website.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- n/a

6) Review: [Chapter 101 Confidentiality](#) (Group)

Discussion:

Sherrie said that she recommends including a definition of informed consent. Additionally, there does not appear to be any procedures to follow in cases of alleged breach of confidentiality. Sherrie's understanding is that Vermont has decided to comply with HIPAA regulations as VR is under the Agency of Human Services. In Section 4, items 4 and 5, Sherrie suggests changing the language "should be" to "shall" so that the action is mandatory. In Section 7, the language is inconsistent in reference to legal proceedings and she wondered if a supervisor should be the one making a decision or if there should be consulting with VR's legal counsel.

Emily asked if a statement added to the bottom of emails regarding confidentiality is helpful. Sherrie said that it serves as a liability protection and outlines part of the corrective action process if someone receives confidential information in error. Sherrie asked if James could check with VR's legal counsel.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- Check with VR legal counsel about confidentiality statements in email,
James Smith, 03/30/2022

7) Review: [Self-Employment](#) (Group)

Discussion:

Sherrie and James were able to touch base this morning and decided the best approach to move this forward is to share the current comments with Diane for discussion before the next meeting in May.

Conclusions:

See above.

Action Items, Person Responsible, Deadline:

- (From last meeting) Ask Betsy to review Chapter 308 edits from Social Security benefit impact perspective, **James Smith**, 2/15/2022
- Review comments with Diane, **James Smith**, 3/30/2022

8) Other Business (Group)

A. Agenda Setting: May 5, 2022

It was decided that the following items would be on the agenda for the May meeting:

- Update: Public Comment on Chapters 201 and 202
- Update: Chapter 306 Rehabilitation Technology Services
- Vote: Chapter 206 Placement
- Vote: Chapter 308 Self-Employment
- Vote: Chapter 101 Confidentiality

Priorities for future meetings to include:

- Review: Chapter 312 Transportation (in tandem with adhoc working group)

The group thanked Kate and welcomed Amanda in her interim duties.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- n/a

9) Adjournment (Sherrie Brunelle)

Sherrie called the meeting adjourned at 10:37 a.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 3/7/2022
- Draft minutes emailed to Committee members, **Kate Larose**, 3/7/2022
- Minutes approved, **Committee**, 5/5/2022
- Approved minutes uploaded to website, **Amanda Arnold**, 5/10/2022