

**Draft Minutes**  
SRC POLICY AND PROCEDURES COMMITTEE  
Thursday, September 2, 2021  
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 10:03 a.m.

**Members Present:**

- Helena Kehne
- Sherrie Brunelle
- Rocko Gieselman, non-voting
- Kristen Carpentier, non-voting
- Olivia Smith-Hammond
- Patricia Wehman
- Emily Ahtúnan

**Members Absent:**

- Calla Papademas
- Sarah Sterling

**SRC Liaison:**

- James Smith

**SRC Coordinator:**

- Kate Larose

**Guests:**

- Amanda Arnold

**Presenters:**

- 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. There were none. Patti moved to approve the agenda and it was seconded. No discussion. Vote unanimous 5-0-0

### **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 for [May 6, 2021](#) (Sherrie Brunelle)

### **Discussion:**

Sherrie asked for any proposed changes or amendments to the [Minutes from May 6, 2021](#). Helena moved to approve the agenda and it was seconded. No discussion. Vote unanimous 5-0-0

### **Conclusions:**

May 6, 2021 minutes were approved.

### **Action Items, Person Responsible, Deadline:**

- Approved minutes uploaded to SRC website, **Kate Larose**, 9/7/2021

## 5) Update: Chapter Revisions (James Smith)

### **Discussion:**

#### A. [Chapter 201](#)

Kristin asked for clarification on "10 working days" in Section 1(B). Change language to "anyone who is referred to or applies". It was also decided to replace the period after "apply" and remove "for them".

Rocko noted a need for specificity on page 3. Suggested changing phrasing to "if legal name change is documented and reflected in government identification".

Kristen asked about the process of potential consumers requesting an application form listed on page 3. James and Sherrie will draft language reflecting regulations and preferred process on this section.

B. [Chapter 202](#)

Kristen asked where the specific conditions listed come from as the options in the AWARE system are different. Sherrie replied that they are listed in the regulations but she doesn't believe there are any preclusions from adding new ones. Kristen observed that substance use disorder is not currently listed.

Sherrie also wondered about adding in long-COVID. Helena also wondered about TBI. Sherrie noted that head injury is listed in the regulations. James noted that this is not intended to be an exhaustive list as "other disabilities" are included.

Emily asked if lack of physical residency requirements was Vermont specific. James shared that this is based on federal guidance and it applies to VR programs nationally.

On page 5 Sherrie and Rocko asked why someone would go to a field services manager versus a regional manager. James suggested that we change to reflect "regional manager or field services manager".

In section C (7) Sherrie shared that gender identity and gender expression are not listed in the federal regulations and was unsure the best phrasing. Sherrie had previously included, "gender identity and sexual orientation". The committee agreed that wording worked.

The committee agreed that the current language in section G sufficed.

James shared that in the instances of consumers with substance use disorder who have behaviors that create functional barriers to employment, DVR can suggest but not mandate treatment. In some cases it may lead to a determination of consumers being "too disabled to receive services".

It was decided that the references to the older codes should be removed throughout.

Rocko suggested changing the word "suffering" to "experiencing" on page 13.

C. [Appendix A: Spending Guidelines](#)

Sherrie walked through the revisions she made in the draft. She requested that she and James work on creating consistent language on Post-Secondary Education and Training expenditures.

**Conclusions:**

- See above.

**Action Items, Person Responsible, Deadline:**

- Revise chapters in time for vote at November, **Sherrie Brunelle and James Smith**, 10/15/2021

**6) Update: Self-Employment** (Group)

**Discussion:**

Moved to November agenda for vote.

**Conclusions:**

See above.

**Action Items, Person Responsible, Deadline:**

- Revise chapter in time for vote at November, **Sherrie Brunelle and James Smith**, 10/15/2021

**7) Priority Setting**

**Discussion:**

Sherrie reviewed the list of chapters and when they were last updated. Several Chapters have not been reviewed since 2009. Sherrie noted that Chapter 101: Confidentiality is of particular importance. James shared that is governed by federal regulations and there isn't a lot of scope for making changes. Sherrie stated that there is some language that DVR needs to tighten in regards to subpoenas and that there is no process for addressing breaches of confidentiality and she's come across this with VCIL and federal Administration for Community Living (ACL). At minimum, Sherrie suggests there should be an internal process of how a consumer can address breach of confidentiality. James shared that because DVR is in AHS they are covered by HIPAA and that could be included in the manual.

Helena noted that 312: Transportation is of particular importance.

**Conclusions:**

Sherrie requested that members read through the transportation chapter in advance of the November meeting and bring areas that need to be reviewed to the next meeting.

**Action Items, Person Responsible, Deadline:**

- Email transportation chapter to members for review, **Kate Larose**, 9/7/2021
- James to schedule meeting with Phil about Rehab Tech Services, **James Smith**, 10/7/2021

**8) Other Business** (Group)

**A. Agenda Setting: November 4, 2021**

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

- Vote: Chapter 201
- Vote: Chapter 202
- Vote: Spending Guidelines
- Update: Self-Employment
- Review: Chapter 312 Transportation

Priorities for future meetings to include:

- Chapter 101: Confidentiality
- Update: Rehab Tech Services

**Conclusions:**

See above

**Action Items, Person Responsible, Deadline:**

n/a

**9) Adjournment** (Sherrie Brunelle)

Sherrie called the meeting adjourned at 11:50 a.m.

**Action Items, Person Responsible, Deadline:**

- Draft minutes uploaded to SRC website, **Kate Larose**, 9/7/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 9/7/2021
- Minutes approved, **Committee**, 11/4/2021
- Approved minutes uploaded to website, **Kate Larose**, 11/9/2021