

SRC Approved Minutes
POLICY AND PROCEDURES COMMITTEE
Thursday, January 6, 2023
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
- Rocko Gieselmann, (ex-officio, non-voting)
- Helena Kehne
- Cari Kelly
- Sarah Sterling

Members Absent:

- Calla Papademas
- Laura Siegel, maternity leave

SRC Liaison:

- James Smith

SRC Coordinator:

- Janice Leonard

Speakers or Presenters:

- n/a

Guests:

- n/a

Interpreters:

- None

1) Introductions (Sherrie Brunelle)

Discussion:

Those in attendance knew each other so this item was passed.

Conclusions:

Action Items, Person Responsible, Deadline:

2) Approval of Agenda (Sherrie Brunelle)

Discussion:

Sherrie asked for any proposed additions or changes to the agenda. moved to approve the agenda. Date for the minutes to be approved was wrong. No further discussion. Vote Approved by consensus.

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

- Change date, Finalize agenda and upload to SRC Website, Janice Leonard, 1/30/23

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 Prior Meeting Minutes (Sherrie Brunelle)

Discussion:

Sherrie asked for any proposed changes or amendments to the Minutes from November 3, 2022. Emily moved to approve the minutes and it was seconded by Helena. Vote to approved as presented 7-0-0.

Conclusions:

November 3, 2022 minutes were approved.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website and link emailed to members, **Janice Leonard**, 1/30/23.

5) Election of P&P Chair (Sherrie Brunelle / James Smith)

Discussion:

Sherrie asked James to facilitate this agenda item. She also noted that while she is willing to continue as chair, she wants to encourage others to consider taking on this roll. Andrea may be interested in the future, not now. James called for nominations three times with no additional nominees offered. By unanimous vote Sherrie was elected to be chair of the PP committee for the coming year.

Conclusions:

Sherrie Brunelle continues as the chair of the P&P Committee.

Action Items, Person Responsible, Deadline:

6) Chapter 302, Health Service Policy – Feedback for James (Sherrie Brunelle & James Smith, Group)

Discussion: James offered some context for this chapter. There is a small budget for health services. Generally, HireAbility is not asked to pay for most of the services listed in this chapter. Usually, HAVT pays for things like MH counseling, eyeglasses, etc. The types of services listed is very extensive. The spending guidelines are way out of date. Also, VT has very good health access. He has two big asks:

- a. Do we need this extensive list of services?
- b. Do we need the spending guidelines for a specific service or can we use something like referencing the Medicaid rate.

Sherrie confirmed that the WIOA does list the specific service include in this chapter as "Physical and Mental Restoration Services." So, we need to maintain the list. However, the funding guidelines as part of the policy is not mandated

The members suggested making the language related to funding more general and consistent with the Rehab Services Administration approved language regarding funding decisions. It should also include consideration of:

- a. comparable benefits,
- b. relationship to employment goal,
- c. case-by-case decision making, and
- d. aligning payment to the State Medicaid reimbursement rates.

Conclusions:

Changes were proposed and agreed upon. Chapter revisions will be voted on at next meeting.

Action Items, Person Responsible, Deadline:

7) Chapter 306, Rehabilitation Technologies - Feedback for James (Sherrie Brunelle & James Smith, Group)

Discussion:

Sherrie reminded the committee that we have previously worked on this chapter but stopped because other policy revisions took priority.

James advised this chapter needs major revisions.

- a. Home modifications should be separate chapter. HireAbility does maybe one to two of these each year to facilitate access to workspace.
- b. Rehabilitation Technology is an outdated term and technology used becomes quickly outdated.
- c. HireAbility's focus is more on assistive technology and the AT Project is housed within HireAbility providing access to consultation by specialized staff and funding.
- d. The spending guidelines are not current. Need to use language that isn't dollar specific that won't be outdated.

Sherrie advised that assistive technology and rehab technology are both in the WIOA. We need to figure out how to address that, so we are WIOA compliant.

Recommendations - General:

- a. Separate Chapter for home modifications; and
- b. Confer with VRTACH as to how other states handle the rehab technology and assistive technology.

Recommendations -Funding:

- c. Draft funding language more broadly but consistent with RSA guidance;
- d. Make clear that the AT is necessary to achieve and employment goal;
- e. Keep funding thresholds,
- f. Include language "Customary and Usual Rate", so not tied to a fixed figure. Exceptions can be approved by manager, etc.
- g. Include language that if an individual wants more expensive AT than what is necessary to achieve employment outcome, they can pay the difference. If HireAbility doesn't agree with the

- individual's preference, they must provide the individual with notice of their right to appeal the decision; and
- h. Add language that decisions will be made on a case-by-case basis; Note: An example of a poor recommendation from a professional was given. Do we want to mention this in the policy? Include that this will be decided on a case-by-case basis? It must be connected to an employment goal.

Conclusions:

We will make two separate chapters. One for home modifications and one for rehabilitation/assistive technology Draft will be brought back for discussion at the next committee meeting.

Action Items, Person Responsible, Deadline:

8) Other Business & Agenda Setting

a. Other Business

- IPE Plan Review is supposed to be done with the client per policy. This is not consistently done. James will follow up.
- Include Hyperacusis and other hearing issues in revisions to the Audiology Hearing Aid Chapter

b. Agenda Setting: March 2, 2023

Discussion:

Discussion Items

- Chapter 101, Confidentiality Chapter
- Chapter 312, Transportation – Send with Minutes
- Chapter 309, Services to Family Members

Items for Vote

- Chapter 302, Health Service Policy

Other (Next meeting or the following meeting)

- Hyperacusis, and other hearing issues presentation to group. Andrea & Emily will develop some information and a presentation about other hearing impairments for the committee's consideration.

Conclusions:

Action Items, Person Responsible, Deadline:

9) Adjournment (Sherrie Brunelle)

Andrea moved that the meeting adjourn, it was seconded by Emily.
Sherrie called the meeting adjourned at 11:43 a.m.

Meeting Action Items, Person Responsible and Deadlines:

- Finalize agenda/ change date and upload to SRC Website, **Janice Leonard, 1/30/23.**
- Draft minutes for this meeting, send to Committee members for comment then upload to SRC website, **Janice Leonard, 1/30/23**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 1/30/23.**