

**SRC Approved Minutes**  
**POLICY AND PROCEDURES COMMITTEE**  
**Thursday, November 3, 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
- Sherrie Brunelle
- Rocko Gieselman, (ex-officio, non-voting)
- Helena Kehne
- Laura Siegel

**Members Absent:**

- Calla Papademas (Excused)
- Andrea Bacchi (Excused)
- Sarah Sterling (Excused)
- Cari Kelly (Excused)

**SRC Liaison:**

- James Smith

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

- n/a

**Guests:**

- n/a

**Interpreters:**

- Nicole Sargent
- Rachel Cahill

+++++

**1) Introductions (Sherrie Brunelle)**

**Discussion:**

There weren't any new members or visitors, introductions not needed.

**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. Helena moved to approve the agenda and it was seconded. No discussion. Vote was unanimous 5-0-0

**Conclusions:**

Motion passes: today's agenda accepted.

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

- Finalize agenda and upload to SRC Website, **Janice Leonard, 11/30/22**

**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 Prior Meeting Minutes** (Sherrie Brunelle)

**Discussion:**

Sherrie asked for any proposed changes or amendments to the Minutes from September 1, 2022. Changes were requested, add "A" to WIO and add Self Employment section. Patti moved to approve the minutes as amended and it was seconded. No discussion. Vote unanimous 5-0-0

**Conclusions:**

May 5, 2022 minutes were approved with changes noted above.

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

- Approved minutes uploaded to SRC website and link emailed to members, **Janice Leonard, 11/30/22.**

## **5) Chapter 205, Post-Employment Services & Job Retention Services**

(Sherrie Brunelle & James Smith)

### **Discussion:**

RSA new guidance: When a service occurs after the closure, cannot just make an amendment, need to reopen a brand-new case.

We were able to get some general fund dollars for job retention services, after case is closed. We can save time and be able to respond quickly if we use funds not tied to the RSA/ Federal funding or match. We will not use the federal funds nor matching. We are adding a small fund of monies funded only by State General Funds for this use.

- Nothing suggested to be added. Changed based on RSA corrective action, vote not needed.

James will send us all The Revised Post-Employment Policy.

### **Conclusions:**

- Changes made based on RSA corrective action, vote not needed.

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

James will send us all The Revised Post-Employment Policy.

## **6) Supported Employment (Chapter 310) (Sherrie Brunelle & James Smith)**

### **Discussion:**

Committee received the revised chapter prior to meeting for review.

Discussion was as follows:

- Question: Page 5, F says VR will provide "A provision of job coaching": It is insinuating that VR will provide job coach. How will this affect our partner program & our role in job coaching.  
Answer: It could be either the VR staff or the Partner Program staff.
- Laura brought up the concern of a clear reference to communication access. We will review and see where we can address this.
- Emily suggested a more user-friendly version. This would be in addition to the policy and for clients and general readability for the public. Sherrie shared the need for certain language, but the point is good. We would need to see if there are resources to do this. James said that there are some documents that are rewritten for parents. He uses an app to check what is needed and it was written well. If written at an 8<sup>th</sup> grade level RSA would say it would be non-compliant.

- James will review to see if there's some way to make it more understandable for staff where HireAbility stops, and another program begins. There is a SharePoint section where we can put a Guidance document. James will create guidance for staff on implementation of this policy. Will work on this "How-to" guide.
- RSC is requesting policies to be written more reader friendly document for supportive employment for the families and the general public.
- Nothing suggested to be added. Changed based on RSA corrective action, vote not needed.

**Conclusions:**

- Changes made based on RSA corrective action, vote not needed.

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

**7) Confidentiality (Chapter 101)** (Sherrie Brunelle & James Smith)

Discussion: This document went out ahead of time for the committee members to review.

**Conclusions:**

Not enough time, add to next agenda

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

**8) Self-Employment (Chapter 308)** (Sherrie Brunelle & James Smith)

**Discussion:**

- Page 4 #4, Confusing: Page 4: 4. "Information considered to be potentially harmful may not be provided directly to the person but must be provided through a third party chosen by the person, which may include, among others, an advocate, a family member, or a qualified medical or mental health professional, unless a representative has been appointed by a court to represent the person, in which case the information must be released to the court appointed representative."

I found this confusing because I had a hard time thinking of a context in which it would be needed and what that third party's role would have been on the team up until that point.

This is almost verbatim to the policy for RSA. Vermont counselors are very good about writing notes appropriately.

- Would like to see state and federal laws referenced in this. HIPPA regulations are required for VR. VR Counselors should be trained in HIPPA. (They are trained)
- Emails from HireAbility should have a note at the bottom of each email. Emails are subject to the HIPPA regulations, it is under AHS and must comply. A consumer's IEP had only one sentence about confidentiality.

There isn't a complaint or grievance process to address HIPPA issues that is clear to consumers.

Participation in legal matters. Something else needed: When a Subpoena issued. Supervisor determines if a VR Counselor can appear at a hearing (just for administrative hearing?) Need to ensure the VR Counselor works with legal counsel. Under the current language under the policy this isn't clear. Clear under Subpoena but C says only Supervisor to be involved.

Need to add an Applicability & Duration of release section. Need to be appropriate but keep in mind the balance of efficiency for all cases. Best practice: Don't access without contacting consumer first.

Griffin Hammis, the consultant that was contacted to help us with our policy, has received a grant to help with VR counselors. They have asked us to be part of a national group developing guidance. Without the expertise in house, they can be a great help. First meeting is this month.

**Conclusions:**

More discussion needed

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

**9) Other Business (Group)**

**a. Agenda Setting:** November 5, 2022

**Discussion:**

- **Health Services Policy:** Update based on RSA Feedback as well as a complete rewrite. Revised policy will be given at the next meeting.
- **Confidentiality Policy:** Discuss proposed changes for chapter
- **Rehab Technology:** Discuss Revisions
- **Future:** Need to review Audiology Chapter to ensure consistent with best practice & state law.

**Conclusions:**

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

- Sherry to send out the Fed/state policy/guideline that's used with our policies

**10) Adjournment** (Sherrie Brunelle)

Emily moved that the meeting adjourn, it was seconded. Sherrie called the meeting adjourned at 11:59 a.m.

**Meeting Action Items, Person Responsible and Deadlines:**

- Health Services Policy, revised policy for next meeting, **James Smith, 1/5/23**
- Finalize agenda and upload to SRC Website, **Janice Leonard, 11/30/2022**
- Draft minutes for this meeting, send to Committee members for comment then upload to SRC website, **Janice Leonard, 11/30/22**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 11/30/22**