

**DRAFT Minutes**  
**Vermont State Rehabilitation Council**  
**POLICY AND PROCEDURES COMMITTEE**

Thursday, March 2, 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:**

- Andrea Bacchi
- Sherrie Brunelle
- Rocko Gieselman, (ex-officio, non-voting)
- Helena Kehne
- Cari Kelly
- Laura Siegel
- Sarah Sterling

**Members Absent:**

- Calla Papademas

**SRC Liaison:**

- Amanda Arnold

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

- n/a

**Guests:**

- n/a

**Interpreters:**

- Nicole Sargent
- Ryan Kraft

**1) Introductions** (Sherrie Brunelle)

**Discussion:**

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

**Conclusions:**

**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 by Sarah. 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, 3/30/23.**

## 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 January 5, 2023. Sherrie suggested 3 changes.

1. P2. 4) Should read "Emily moved to approve the **minutes** vs the agenda as written."
2. P.3 **Conclusions.** Statement related to Andrea belongs under the Discussion header. I recommend inserting it following the sentence ending with the "consider taking on this roll."
3. P. 5 7) **Conclusions** Second sentence should read "One for home modifications and one for rehabilitation/assistive technology."

Sarah moved to approve the minutes with these changes. It was seconded by Helena. No discussion. Vote unanimous 5-0-0

### **Conclusions:**

January 5, 2023 minutes were approved as amended.

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

- Approved, revised minutes uploaded to SRC website and link emailed to chair, **Janice Leonard**, 3/30/23.

**5) VOTE: Chapter 302, Health Services Policy** (Sherrie Brunelle, Amanda Arnold)

**Discussion:**

The group presented their thoughts on the Chapter:

- Replacing specific dollars from the policy works well.
- Some items not consistent with federal regulations
- Some inconsistent terminology
- More changes like these need to be completed.
- The group recommended to hold off on voting and make these changes and vote at the next meeting 5/4/23.

**Conclusions:**

- Vote on Chapter 302, Health Services, will not be held today but at the next meeting on 5/4/23.
- Sherrie will meet with James to review the issues.

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

- Sherrie to meet with James. Sherrie Brunelle,
- Final Draft sent to Janice before the 30<sup>th</sup> of April for distribution to committee.

**6) Chapter 315: Home Modifications, Draft Review**

**Discussion:**

- Home modifications is not a separate section in the federal requirements. This comes under the rehab engineering. Concern about how the Rehabilitation Services Administration (RSA) will look at this. They are requiring HireAbility VT (HAVT) to submit proposed changes in policy to them before issuing for public comment.
- Concern about this being a stand-alone chapter. Maybe rename it- Home Access Program? Maybe include vehicle modifications?
- On page 3 there is guidance on the use of volunteer labor. Concern about liability with this in the policy.
  - There are nonprofit organizations who use volunteers to do home modifications for free, but they are skilled trades people. This is worthy of further review.
- Concern about a provision that counselor is to inspect a home modification to determine if payment can go forward. Not qualified unless a specialized counselor.

- We are moving to a true policy and a separate guidance document, make this as easy to read and understand.
- Discussion as to whether we should separate out these chapters.
- Consensus that we should keep rehab technology and engineering in the same chapter and bring home modifications and vehicle modifications into that chapter.
- HAVT will reach out to VR-TAC to see how other states are handling rehabilitation technology and rehabilitation engineering.
- Laura will reach out to other states for how they are handling this.

**Conclusions:**

- Compliance with RSA expectations need to be considered.
- There are concerns about some liability issues that need to be reviewed.
- Creating one chapter for rehab technology and rehab engineering needs to be reviewed.
- Laura will reach out to other states for how they are handling this.
- HAVT will reach out to VR-TAC to see how other states are handling rehabilitation technology and rehabilitation engineering.

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

- Sherrie will meet with James about the liability & merging recommendations.
- Laura will reach out to other states.

**7) Chapter 306: Rehabilitation Technology / Assistive Technology, Draft Review**

**Discussion:**

- Discussion about how to handle rehab technology and rehab engineering continued.
  - If keep as separate chapter, remove information on Home Modification. move Rehab Engineering section to home modification.
  - Some language needs to be changed.
  - Include definitions of AT. Be sure people understand that this does more than distribution technology.
- Group recommends that home modifications & vehicle modifications be incorporated into one chapter covering rehab engineering and rehab technology.
- Laura offered to reach out to other states.
- Sherrie agreed to meet with James to discuss recommendations.

**Conclusions:**

- Content of this chapter needs to be reviewed.

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

- Sherrie will meet with James to review the committee's recommendations.
- Laura will reach out to other States.

**8) Chapter 312: Transportation, Initial Review****Discussion:**

- Maintain the changes of removing spending guidelines.
- Sherrie asked if there are requests for changes to this chapter.
  - Current framework is good, it allows for flexibility and creative thinking.
  - For participants/families, the policy is very clear.
  - For staff, the policy is very clear.
  - Maintain discussion on driver rehab in the policy.
  - P&P and AOE look at transportation issue for different things. P&P is limited in what it can do.
  - Group feels the chapter in general is well written and clear. Need to hear from James what his recommendations are.

**Conclusions:**

- Group feels the chapter in general is well written and clear. Need to hear from James what his recommendations for change are other than removing spending guidelines.
- Review this information for next meeting with possible vote.

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

- Sherrie will meet with James.

**9) Other Business & Agenda Setting (Group)**

**Agenda Setting:** May 4, 2023

**Discussion:**

- Chapter 302, Health Services Chapter: Vote on Policy
- Chapter 315, Home Modifications: Draft Review
- Chapter 306, Rehab Technology/ Rehab Engineering: Draft Review
- Chapter 312, Transportation: Draft Review
- Chapter 101, Confidentiality, Initial Review and Comments
- Chapter 309, Services to Family Members, Initial Review

## **Conclusions:**

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

### **10) Adjournment** (Sherrie Brunelle)

Cari moved that the meeting adjourn, it was seconded by Helena. Sherrie called the meeting adjourned at 10:59 a.m.

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

- Finalize agenda and upload to SRC Website, **Janice Leonard, 3/30/23.**
- Draft minutes for this meeting, send to Committee members for comment then upload to SRC website, **Janice Leonard, 3/30/23.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 3/30/23.**
- Vote on Chapter 302, Health Services, will not be held today but at the next meeting on 5/4/23. Sherrie will meet with James to review the issues. **Sherrie, 4/15/23**
- Final Draft sent to Janice before the 30<sup>th</sup> of April for distribution to committee. **Sherrie/ James, 4/15/30.**
- Sherrie will meet with James about Chapter 302: Home Modifications, the liability & merging recommendations. As well as Chapter 306 Rehab Technology Recommendations. **Sherrie, 4/15/23**
- Laura will reach out to other states for what they are doing for both Chapter 302: Home Modifications, and Chapter 306 Rehab Technology **Laura, 4/10/23**