

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

Thursday, May 2, 2024

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
- Jacquie Kelley
- Laura Siegel
- Tara Shatney (non-voting)
- Sarah Sterling
- Emily Wagner
- Amanda Wheeler

**Members Absent:**

- Cari Kelly

**SRC Liaison:**

- James Smith
- Suzanne Hopkins

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

- n/a

**Guests:**

- n/a

**Interpreters:**

- Mareike
- Bobbi Nicole Comtois

**1) Introductions (Sherrie Brunelle)**

**Discussion:**

We went around the group and introduced ourselves.

**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. Andrea moved to approve the agenda and it was seconded by Laura. 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, 5/30/24**

## **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, 2024. Andrea moved to approve the minutes and it was seconded by Jackie. There were a few editorial changes, not substantive, so movement was to approve with the changes. Vote unanimous 5-0-0

### **Conclusions:**

January 5, 2024 minutes were approved.

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

- Approved minutes uploaded to SRC website and link emailed to members, **Janice Leonard, 5/30/24**

## **5) Draft Review: Chapter 101, Confidentiality Chapter**

### **Discussion:**

Sherrie made recommendations for the policy that aren't all included in the draft that James sent out. She made additional changes, and it was sent this morning with the meeting reminder including the following:

- Informed Consent
- Complaint Procedure
  - RSA Doesn't require Voc Rehab to comply with HIPPA, but HA is part of AHS, so HA would follow P&P for HIPPA. See one page document.
- Communication through encryption. Use of Encryption should be included in the policy. Also, limitations on confidentiality when encryption is not used. Should there be some sort of disclaimer attached to the signature block indicating that we cannot guarantee confidentiality if the information is not in an encrypted format?
- Release Form:
  - The current HA release form seems to have the needed wording for the revocation of consent. We need to ensure that this matches the policy. HA Release says that it expires in 3 years. Will the client remember? The HA release is going to be updated soon. Include the form as an addendum or as a link?
  - Regulation says they must have notice of rights in their language or other mode of communication. Currently it says just English. The HA release form does have multiple languages and other languages available.
  - There is also an appeals process that could be included.
- Subpoenas.
  - Section on subpoenas, old policy has multiple steps on approvals. Legal should be contacted. Should it include the documents that should (not) be shared (ie: third party information). Old policy: access to records section. Make sure that with subpoenas, there is a clear process.
  - Section 5a says counselor must review everything in the file to ensure that nothing is harmful – should this be a supervisor not counselor. Section 5 should be revised and redrafted.
  - Also, a written request, when unable to be completed can be written by a counselor, do we want to add this option?

- Since we are all mandated reporters, we need to clarify the requirement to notify family/ participant if confidentiality is broken. Is this a statutory requirement? We'll need to confirm this.

Recommend that we take it back one more time for approval at our next meeting.

**Conclusions:**

Recommend that we take it back one more time for approval at our next meeting.

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

Sherrie and James will work on a next draft.

**6) Initial Review: Chapter 312, Transportation (James Smith)**

**Discussion:**

- This chapter, transportation, must be tied to Vocational goal, and necessary
- Areas most interested in feedback on:
  - Car Repair,
    - Car Repair, spending \$1,000 limit
    - Car purchase, spending limit of \$3,000 limit
    - How can we adjust?
  - Van adaptation/ modification of vehicle
    - Support base portion of van
    - Full support on the modifications
- Groups feedback
  - Lifetime of case maximum.
  - The definition of who can get modified vehicles was specific to people who are quadriplegic or paraplegic. This is not accurate, and others qualify.
  - For education, students especially must travel and \$1,000 is not enough.
  - Biggest barrier to participants, especially rural areas like in the Northeast Kingdom.
  - One of the next steps needs to be a sperate group with Counselors in it to give information. There is not much practice guidance, and we need to give counselors more support to make these decisions. Working policy- if repair is

over \$X, then we'll pay for a quote and determine if additional repair is the best option.

- We need to adjust the maximum, but what is the actual total spent is and needed to revise this amount. If there is flexibility for the maximum, what and how to the exceptions occur.
- Need a resource for those who need to get a license – they need access to a car to take the test.
- There are so many specific scenarios, try having a large category with some flexibility.

**Conclusions:**

Next step will be to get a counselor group together for their feedback.

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

- Put together a group of Counselors to get their feedback on these issues
- Draft for September

**7) Steps in the P&P Review and Revision Process**

**Discussion:**

- James presented a process for updating Policy Chapters. "Process for Revisions and Update for SRC Policy & Procedures Sub-Committee. Full written process will be attached
1. Step 1- Decision to Review
  2. Step 2- Drafting an Updated or New Chapters (Can use VR-TAC guidance)
  3. Step 3- Review by the Rehabilitation Services Administration
  4. Step 4- Public Comment
- At any point we can return to step 2.

**Conclusions:**

NA

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

NA

**8) Policy Status**

**Discussion:**

James reviewed the status of the policies that we are or need to be working on. See attached for updates affective 5/2/24.

**Conclusions:**

Thanks for the work on getting this all set and on track!

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

NA

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

**a. Agenda Setting: September 5, 2024**

**Discussion:**

1. Supported Employment technical changes. Make decision about whether or not we need to bring it back to this committee
2. Confidentiality
3. Transportation
4. Occupational Tools
5. Updates on policies (Gone to RSA, out for Public Comment)

(Technical recommendations by TSA - Supported Employment. May not be best use of our time. Very complicated and may be helpful).

**Full SRC Agenda Item:** Supportive Employment

Kara, Haynes and Betsy would be good to come and speak to the Steering or Full Committee on the issues of Supportive Employment.

**Conclusions:**

NA

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

NA

**10) Adjournment (Sherrie Brunelle)**

Andrea moved that the meeting adjourn, it was seconded by Emily. Sherrie called the meeting adjourned at 11:52 a.m.

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

- Finalize agenda and upload to SRC Website, **Janice Leonard, 5/30/24.**

- Draft minutes for this meeting, send to Committee Chair for comment then upload to SRC website, **Janice Leonard, 6/30/24.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 5/30/24.**