

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

Thursday, September 7, 2023

10:00 AM – 12:00 PM

Virtual Meeting

**Meeting called by:**

Sherrie Brunelle, Chair, called the meeting to order at 10:06 a.m.

**Members Present:**

- Andrea Bacchi (will be late)
- Sherrie Brunelle
- Rocko Gieselman, (ex-officio, non-voting)
- Cari Kelly
- Sarah Sterling

**Members Absent:**

- Helena Kehne, excused
- Calla Papademas
- Laura Siegel

**SRC Liaison:**

- James Smith

**SRC Coordinator:**

- Janice Leonard

**Speakers or Presenters:**

- n/a

**Guests:**

- n/a

**Interpreters:**

- n/a

**1) Introductions (Sherrie Brunelle)**

**Discussion:**

Those in attendance knew each other, this item was passed. We do not have a quorum.

**Conclusions:**

Nothing that needs to be voted on.

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

None

**2) Approval of Agenda** (Sherrie Brunelle)

**Discussion:**

Consensus was reached to accept agenda.

**Conclusions:**

Motion passes: today's agenda accepted.

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

- Finalize agenda and upload to SRC Website, **Janice Leonard, 9/30/23**

**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:**

The group was unable to approve minutes from May 4, 2023, due to a lack of quorum.

**Conclusions:**

Approval of May 4, 2023 minutes is deferred until 11/2/23 meeting.

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

- None

**5) Status Check: Chapter 302, Health Services** (James Smith)

**Discussion:**

- Discussed in May. James said Vermonters have options for healthcare, and this Chapter isn't used much. However, it must be completely revised to:
  - Reflect the Rate Setting Policy required by RSA. HAVT will use BC/BS criteria because providers won't accept the Medicaid rate.
  - Remove reference to Affordable Care Act.

- Revise to reflect gender neutral references
- Revise to reflect consistent references i.e., person vs. consumer vs. individual vs. applicant vs. participant. We recommend using participant.

**Conclusions:**

The revised Health Policy will be reviewed at the 11/2/23 meeting.

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

James will provide members a copy of the revised policy by 10/24/23.

**6) Rate Setting**

**Discussion:**

James presented an overview of the new Rate Setting policy required by RSA. RSA required HAVT to have a procedure on Rate Setting. The rates need to be attributable to a community standard such as insurance payment rates or interpreter rates under State contract. These are separate from Spending Guidelines. VR-TAC has already reviewed and commented on HAVT’s proposed procedure. This should come to SRC by October. Sections include:

- Committee
- Rates for Contracts
- Establishing Rates
- Rates for Supported Employment Services
- Establishing Rates for Individual Case Service Expenditures
- Options for rates for all our services
- On the Job Training Agreements

**Conclusion:**

The committee would like to review the proposed Rate Setting procedure. It will be added to the agenda for the 11/2/23 meeting.

**Actions:**

James will provide members with the proposed Rate Setting procedure by 10/24/23.

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

**Discussion:**

James reviewed the latest draft of this Chapter. The members reviewed our previous recommendations and discussed the following:

- VCIL is very helpful with Home Mods. Maybe we could meet with them and know the resources that they use.

- Is there a common place to go to find out who does this type of work?
- HA doesn't get many requests due to our work requirement. **Not sure what you are intending to say here. What work requirement?**
- Changes reflect simplification of policy
- Better definition of Home Modification
- The members discussed the use of volunteer labor. Specifically,
  - Need to address the issue of volunteer labor. How do you vet volunteers and what is the risk for HAVT to use volunteer labor. (Insurance, knowledge of ADA compliance).
  - "Rebuilding Together" is an organization that coordinates this type of work. They are all skilled carpenters and are insured. Maybe this group can present to SRC to learn about them.
  - In VT you do not need to be licensed, nor are they required to have worker's compensation or liability insurance. Would liability fall on participant?
  - Recommended that HA just remove use of volunteers from the policy.
- Separate policies for Assistive Technology and Home modification? The chapter titled Rehab Technologies isn't clear what can be found there.

**Conclusions:**

Review of Chapter 315 revisions will be added to the agenda for the 11/2/23 meeting.

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

James will provide members with a revised draft of Chapter 315 by 10/24/23.

**8) Cari had to leave by 11:00 and James had noise issues, so we decided to adjourn.**

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

**a. Other Business**

**Discussion:**

**Conclusions:**

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

**b. Agenda Setting: November 2, 2023**

**Discussion:**

May 4 Minutes Approval

September 7 Minutes Approval

Rate Setting Policy

Draft Review: Chapter 302, Health Services Policy

Draft Review: Chapter 309, Services to Family Members

Draft Review: Chapter 101, Confidentiality

Draft Review: Chapter 315, Home Modifications

**Conclusions:**

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

**10) Adjournment** (Sherrie Brunelle)

Sherrie suggested adjourning the meeting at 10:55. Consensus was reached and the meeting adjourned.

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

- Finalize agenda and upload to SRC Website, **Janice Leonard, 9/30/23.**
- Draft minutes for this meeting, send to Committee Chair for comment then upload to SRC website, **Janice Leonard, 9/30/23.**
- Finalize approved minutes for last meeting and upload to SRC website **Janice Leonard, 9/30/23.**