

Approved Minutes
SRC POLICY AND PROCEDURES COMMITTEE
Thursday, March 4, 2021
10:00 AM – 12:00 PM
via Zoom

Meeting called by:

Sherrie Brunelle, Chair, called the meeting to order at 10:00 a.m.

Members Present:

- Helena Kehne
- Calla Papademas
- Sherrie Brunelle
- Olivia Smith-Hammond
- Rocko Gieselman, non-voting
- Sarah Sterling

Members Absent:

- Kristen Carpentier
- Patricia Wehman

SRC Liaison:

- James Smith

SRC Coordinator:

- Kate Larose

Presenters:

- n/a

1) Introductions (Sherrie Brunelle)

Discussion:

Those in attendance went around the table and introduced themselves.

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. There were none. Calla moved to approve the agenda and it was seconded. No discussion. Vote unanimous 4-0-0

Conclusions:

Motion passes: today's agenda accepted.

Action Items, Person Responsible, Deadline:

None

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 Minutes for January 7, 2021 (Sherrie Brunelle)**Discussion:**

Sherrie asked for any proposed changes or amendments to the [Minutes from January 7, 2021](#). Calla moved to approve the minutes and it was seconded. No discussion. All approved. Vote unanimous 4-0-0

Conclusions:

January 7, 2021 minutes were approved.

Action Items, Person Responsible, Deadline:

- Approved minutes uploaded to SRC website, **Kate Larose**, 3/9/2021

5) [Self-Employment Update](#) (Group)**Discussion:**

Sherrie provided an overview of the historical concerns pertaining to this chapter including small funding amounts and business plans that were not viable. A workgroup was formed to review the chapter including Sue Zamecnik, Liz Harrington, James, and Sherrie. This draft was created by that workgroup over the course of the last several years. James added that the workgroup reviewed the self-employment chapters of other VR agencies to glean best practices from other states.

Conclusions:

A final draft of the chapter will be ready for approval at the May meeting.

Action Items, Person Responsible, Deadline:

- Finalize the chapter, **Sherrie Brunelle and James Smith**, 4/15/2021

6) RSA Feedback (James Smith)

Discussion:

James outlined the typical process for changing policy: the SRC P&P Committee drafts revisions, and then the VR management team and SRC P&P agree on a final version. That version is then posted for public comment which is a formal process and includes announcements in the media that a public meeting will be held, and comments are collected and reviewed, and changes are finalized. Though it was after the deadline, RSA shared back comments of things they would like to see modified particularly as it relates to spending guidelines and exceptions to the guidelines. James walked through each chapter with the included RSA feedback.

Chapter 311: Postsecondary Education and Training

James shared that VR cannot put an absolute cap on any service cost. There can be spending guidelines but there must always be the option to waive the guidelines.

- Rocko asked what “unmet financial needs” includes. James said it wouldn’t include technology but would include both books and supplies as well as tuition.
- James shared that one of the hurdles of receiving VSAC assistance is students having a debt for past classes (for example, an unpaid bill at CCV from years ago). So being able to help pay this off so people can access assistance is a good use of funds.

Chapter 313: Audiology Services and Hearing Aids

James noted that the feedback in this chapter was similar in that it was about exceptions of spending guidelines.

- Sherrie noted that the language in Section 3, paragraph I contains redundant language. Suggested that we delete paragraph I.
- Sherrie asked about the discrepancy in the amount of time for warranty coverage.

Conclusions:

Helena moved to accept the suggested changes and it was seconded. No discussion. Vote unanimous 5-0-0

Action Items, Person Responsible, Deadline:

- n/a

Transportation (Group)

Sherrie asked the group what transportation issues they encounter/hear about?

- Liv shared that affordable housing and walkable locations are a key piece to the transportation puzzle. Shared that her closest bus stop was recently moved a half a mile away without any notice. Is making public transportation free and more available to everyone possible? Is it possible to make micro transit run later hours or run the bus later hours?

- Helena shared that her experience and thoughts are similar to Liv's and added the additional burden for people living in more remote areas of the state.
- Liv shared that she has used the GoVT app in the past but she found that the GPS locator to find the bus was incorrect.
- Calla shared that she tried GoVT once and it didn't work for her and she ended up having to call a cab.
- Rocko says they find themselves wondering how VR can support in meeting both short term as well as longer term transportation needs including driver rehab and vehicle modification which can be pricey but is a great investment in long term independence.
- James shared that he is thinking about the specific circumstances in which we might buy someone a car, and that within that framework we will likely want to increase the amount that we can pay for that car. For example, there is an HVAC program in Williston that, once a consumer completes the training, they could earn up to \$25 an hour. In that case it makes sense to provide a car or car repair for a consumer wanting to be able to access that certification program.
- Sherrie shared that many of the consumers she works with through CAP have historically seen VR as a place for car repairs.
- James suggested that we ask members to focus on specific sections with question prompts, to be review in advance of the next meeting in May. All of Section 3 except for vehicle modifications and driver evaluations (F and G).
- Sherrie said we can focus on vehicle purchase and maintenance and repairs for the May meeting and we will prepare and send out questions in advance to help members prepare.
- We will provide these questions and materials 30 days in advance.

Conclusions:

See above

Action Items, Person Responsible, Deadline:

- Create list of questions to share with members during their review of the transportation chapter, **Sherrie Brunelle and James Smith**, 4/1/2021

7) Other Business (Group)

A. Agenda Setting: May 6, 2021

It was decided that the following two items would be on the agenda for the May meeting:

- Vote: Self-Employment
- Transportation

The carry forward list for future meetings include:

- Referral and Application Process (201)
- Rehab Tech Services- Invite Phil to September meeting?
- Ticket to Work (107)

B. Meeting Materials

Sherrie said that she wanted to ensure that members had adequate time and materials to prepare for the meeting and asked what committee members need to feel supported. After a brief discussion, it was decided that:

- Materials will be sent out as far in advance as possible with 30 days being ideal.
- For chapter reviews, it will be useful to let members know if there are specific areas within the policy that they should focus on
- Guiding questions sent out in email ahead of time would help members to organize their thoughts before the meeting

Conclusions:

See above

Action Items, Person Responsible, Deadline:

n/a

7) Vote: Chair (Sherrie Brunelle)

Sherrie asked James to assume this agenda item. James asked for nominations or self-nominations from the floor. Sherrie was nominated. James twice more requested nominations. Hearing none, and an Australian ballot not being necessary, voting was made by a voice vote. James asked all those in favor of re-electing Sherrie Brunelle as Chair of the P&P Committee to say Aye. All those not in favor to say Nay. Hearing none, Sherrie was elected as Chair. Vote unanimous 5-0-0

8) Adjournment (Sherrie Brunelle)

Sherrie called the meeting adjourned at 11:47 a.m.

Action Items, Person Responsible, Deadline:

- Draft minutes uploaded to SRC website, **Kate Larose**, 3/9/2021
- Draft minutes emailed to Committee members, **Kate Larose**, 3/9/2021
- Minutes approved, **Committee**, 5/6/2021
- Approved minutes uploaded to website, **Kate Larose**, 5/6/2021