**Policy Committee**600 Washington Street, Boston, MA 02111  
December 2, 2022  
11:00 AM -12:30 PM via Zoom

**Minutes**

**Attendees**: Liz Fancher, Rosanna Woodmansee, Sarah Wiles, Bill Noone, Ben Jackson, and Naomi Goldberg

**Approval of Minutes**: There were no requested revisions to the October 6th minutes.

The meeting began with an introduction to Ben Jackson, who had been referred to the SRC and was interested in finding out more about it. After providing a brief description of the Policy Committee’s role and work, he determined that it would be better as a next to participate in the next general membership (quarterly) meeting.

As of the last meeting, the group had completed its work on the state plan recommendation relative to developing and/or selecting orientation materials for SRC members. The committee recommended both a document that provides a brief overview of vocational rehabilitation services and the duties of the SRC as well as a video that provides a more detailed overview/training of vr basics. The information has been forwarded to SRC members and participants. The Policy Committee has not received any feedback on the content. It is anticipated that the SRC and/or MRC will ultimately determine whether the information will be distributed to members as part of an orientation curriculum.

Consumer Facing Materials

The committee is now focusing its work on the state plan recommendation relative to consumer facing materials. The goal is to create written materials that will assist consumers in better understanding the VR process, and their rights and obligations. The committee has sought to identify VR subjects/concepts that are important and confusing to consumers and then to create clear and simple written explanations of these subjects. The end products would be sent to MRC for review and if approved, the expectation would be that the Communications staff would make the material more visually and structurally appealing and accessible and it would be distributed to consumers.

At this point, the committee has decided to begin with three topics that would warrant further explanation: the IPE, financial policies, and due process. Sarah and Naomi agreed to begin drafts on these subjects and to forward them to committee members to review prior to the next meeting in February with a goal of working on drafts at the meeting.

**The next meeting of the Policy Committee will be on Thursday, February 2ndh from 11:00- 12:30 via Zoom**.