**SRC-DBVI[[1]](#footnote-1) Minutes**

**Date & Time:** October 17th 2022 (1pm – 4pm)

**Location:** Hybrid Meeting

**Attendance Key: P = Present, E = Absent (Excused), A = Absent (Unexcused), TEL = Telephone**

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|  **Council Members:** |
| **P** | Andrew Maclean, *Chair* | **P** | Sherry Belka |  |  |
| **P** | Cheryl Peabody, *Vice* | **E** | Kathy Bagley |  |  |
| **P** | Allen Kropp, *Treasurer* | **P** | Roger Fuller |  |  |
| **P** | Mary Beth Walsh | **P** | Julia Endicott |  |  |
| **P** | \*Brenda Drummond [[2]](#footnote-2) | **E** | Amber Mooney |  |  |
| **P** | Darcy Gentle | **P** | David Emberley |  |  |
| **P** | Nancy Moulton |  |  |  |  |

**Members of Public:** Andrea Bickford, Jessica Cavanaugh, Kathy Despres, Isaac Gingras, Samantha Fenderson, Tammy Clements, Amanda Muller.

**Recorder:** Branden Densmore **Next Meeting:** December 2022, TBA **Minutes Approved: YES**

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| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Introductions** | SRC-DBVI meeting was called to order at 1:05 pm. Members and guests were introduced & welcomed. | NA | NA |
| **Minutes**  | The SRC-DBVI discussed the past February April, June, and August minutes, and corrections were identified.**A motion was made** to approve the February, April, June, and August minutes as corrected. **The motion was seconded, and carried** with:*9 in favor**0 opposed**0 abstentions* | *Correct past minutes & send to Webmaster for posting.**Put the April & August Draft Minutes into Branden’s Minute Template & send to Cheryl. Create October Draft minutes.**Send October Draft minutes to council Members.* | Branden DensmoreBranden DensmoreCheryl Peabody |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Officer Elections** | Nobody was nominated before the meeting, so time was spent discussing nominations. The following members were nominated:1. Andrew Maclean –> Co-Chair 2. Cheryl Peabody –> Chair3. Allen Kropp –> Treasurer  **A motion was made and seconded** to elect Andrew, Cheryl, and Allen to the aforementioned seats. **The motion carried** with:*9 in favor**0 opposed**0 abstentions* | NONE | NONE |
| **Recruitment**  | Time taken to discuss recruitment efforts for the council. Each member wrote down one or two people they can contact to join SRC-DBVI.It was noted that the council needs individuals with visual impairments. Also real employeers, like someone from Hannaford, Walmart, etc.  | *Send members list of full and open SRC-DBVI seats.**Send ideas for potential members to Cheryl Peabody.* | Mary Beth WalshAny Member |
| **Committee Reports** | ***Policy:*** Group focused on reviewing internal policies. They wrote letter to legislature about the wording in a law, making it more favorable to DBVI.***Program Assessment:*** Looking into DBVI programming and measurements. Focused on modifications to the State Plan. Specific data like the Customer Satisfaction Survey.***Transition***: Working on a one page overview of VR services related to transition, for students and employers. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Committee Reports** | ***Membership/Outreach:*** Haven’t had an official meeting yet but are working with Brenda to get membership information to the State in an encrypted way so privacy is not violated.***Recruitment***: Thinking about professional recruitment of personnel. Coming up with ideas to face workforce shortages, like educating youth about career paths. ***Notes***: Tammy Clements joined the Membership/Outreach Committee, and Ken Shapiro joined the Policy and Program Assessment Committees. The idea was proposed to form a joint committee with SRC-DVR around employer engagement.  | NONE | NONE |
| **Director’s Report** | ***Staffing:*** O&M[[3]](#footnote-3) – Bangor – Maureen Army returning to Maine in December. She worked for DBVI as an O&M a few years back. O&M – Portland – still vacant. Had one applicant who cancelled before the interview. RCII[[4]](#footnote-4) – Augusta – offer has been made and accepted for start date of Oct 31st. Announcement has not gone out so will announce name at next meeting. Susan Spencer – financial analyst for BRS – took a promotion with another agency.***Summer Programs***: The last DBVI summer program was held in August. We had 12 students participate for a weekend in the No Barriers program held at Bryant Pond. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
|  | ***Corrective Action Plan***: The plan was due on Oct 17th but DBVI requested and was granted a two-week extension. Without a financial analyst and the current labor shortage, it is difficult to find qualified, experienced individuals to review and revise financial reports for FFY15 and FFY16 to accurately report federal and non-Federal expenditures and obligations.***Due Process*:** DBVI has received two requests for due process hearings but neither have taken place.***State Workforce Board******(SWB)***: SWB Membership for the Title IV seat must be filled by a VR director. Brenda will fill that seat and attend the December meeting as a member.***CSAVR[[5]](#footnote-5)/NCSAB[[6]](#footnote-6)***: Take place at the end of the month. Brenda is planning to attend both. ***Apprenticeship***: Amanda Muller was hired as an Apprenticeship Navigator, working under a State Grant. She is trying to raise awareness about Apprenticeship through communicating with counselors and employers. Her goal is to increase the numbers of people with disabilities to 7%, and is hosting a 2 part webinar on November 9th and 17th.  | NONE | NONE |
| **Announcements** | Honorariums are offered to members not otherwise compensated for attendance.The next SRC-DBVI meeting is in December with a date TBA. A poll will be created and sent to members to select a date that works with the holidays. | *Contact Cheryl to receive honorarium.**Create and send date poll to members for December meeting.* | Members Not CompensatedCheryl Peabody |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Public Comment** | Time was given for public comments, but none were made. | NA | NA |
| **Adjournment** | The meeting was adjourned at 4 pm. | NA | NA |

**People & Organizations Represented**

**Cheryl Peabody – Statewide Independent Living Council (SILC)**

**Brenda Drummond – Division For Blind & Visually Impaired (DBVI)**

**Julia Endicott – Disability Rights Maine (DRM)**

**Mary Beth Walsh – Mainely Access**

**Allen Kropp – Drummond Woodsum**

**Nancy Moulton – Catholic Charities Maine**

**Sherry Belka – Disability Advocacy Seat**

**Darcy Gentle – Wabanaki Vocational Rehabilitation Program**

**Andrea Bickford – Division For Blind & Visually Impaired (DBVI)**

**Kathy Despres – Goodwill Industries**

**Andrew MacLean – Maine Medical Association**

**David Emberley – Department Of Education**

**Roger Fuller – Disability Advocate**

1. State Rehabilitation Council - Division For The Blind And Visually Impaired [↑](#footnote-ref-1)
2. \*Indicates Ex Officio, Non-voting member [↑](#footnote-ref-2)
3. O&M -> Orientation and Mobility Specialist. [↑](#footnote-ref-3)
4. RC -> Rehabilitation Counselor [↑](#footnote-ref-4)
5. CSAVR 🡪 Council Of State Administrators Of Vocational Rehabilitation [↑](#footnote-ref-5)
6. NCSAB 🡪 National Council Of State Agencies For The Blind [↑](#footnote-ref-6)