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

**Date & Time:** December 15th 2022 (10am – 12pm)

**Location:** Virtual 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* | **E** | Roger Fuller |  |  |
| **P** | Mary Beth Walsh | **P** | Julia Endicott |  |  |
| **P** | \*Brenda Drummond [[2]](#footnote-2) | **P** | Amber Mooney |  |  |
| **P** | Darcy Gentle | **P** | David Emberley |  |  |
| **P** | Nancy Moulton |  |  |  |  |

**Members of Public:** Jessica Cavanaugh, Kathy Despres, Isaac Gingras, Tammy Clements, Ken Shapero, Peter Diplock, Sharisse Roberts, Nathanael Batson, Amanda Favreau.

**Recorder:** Branden Densmore **Next Meeting:** February 15th 2023 **Minutes Approved: YES**

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| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Introductions** | SRC-DBVI meeting was called to order at 10:01 pm. Members and guests were introduced & welcomed. | NA | NA |
| **Minutes** | The SRC-DBVI discussed the October minutes. No corrections were offered, and the October minutes were **accepted as presented.** | *Create December minutes and send to Cheryl.*  *Send October minutes to Roger for posting.* | Branden Densmore  Cheryl Peabody |
| **Committee Reports** | *Program Assessment*: No report. Didn’t meet and waiting on data.  *Transition*: No report given. | *Review data request and send to members.* | Julia Endicott |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Committee Reports** | *Policy*: 2nd draft received from staff of the consumer handbook. Meet on October 19th and discussed suggestions. Comments were delivered.  *Membership/Outreach*: No report given.  *Recruitment/Staffing*: No report given. | NONE | NONE |
| **Director’s Report** | **University**: Building relationship with professor at University Farmington. She asked DBVI to do a video about career pathways. Video was a hit and got the students excited and informed.  **Staffing**: New VRC II hired and very involved in training.  **Corrective Action Plan**: Worked with extension from RSA[[3]](#footnote-3) and came up with dates which were accepted. Submitted application eligibility information already, looking at the small number of folks who didn’t get into the program.  **BEP[[4]](#footnote-4)**: Legislators were sworn in on 7th. No Cafeteria service at the Cross Café due to low building occupancy levels. BEP is contracting with Casco Bay Vending to provide food and beverage services through a Micro Market. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Director’s Report** | Casco Bay had a meet and greet at Cross Café, allowing folks to sample food & ask questions.  BEP Manager at Department Of Motor Vehicle location is on sabbatical. BEP is seeking a subcontractor to operate the Café on a temporary basis.  Very close now to getting contracts in place for University campuses vending operations.  ***Apprenticeship***: Hired someone into a full time position to work on Maine Apprenticeship program. Team meeting to be held today.  Connecting with various organizations about apprenticeship opportunities, including Corrections. Held two employer webinars in November with great turnout: 33 for 1st and over 40 for 2nd. | NONE | NONE |
| **Priority Topics** | **Guest Speaker**: Sharisse Roberts presented about her position as a Rehabilitation Consultant with DBVI.  Explained how she helps DBVI to connect with employers through outreach activities, like attending job fairs.  She helps explain DBVI’s role, accommodations available, and connects clients with employers she built relationships with. | *Contact Sharisse Roberts with questions at:* [***sharisse.g.roberts@maine.gov***](mailto:sharisse.g.roberts@maine.gov) | Any Interested Party |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Priority Topics** | **Logistics**: Discussed meeting logistics. 3 hours maybe too long to hold virtual meetings.  Would like to be done in 2 hours  Regular meeting schedule is 3rd Wednesday of even numbered months, from 10am – 12pm.  Discussed frequency of agency reports, every meeting or occasional? Also looked at a new meeting agenda format.  Talked over the possibility of doing in person meetings again… | NONE | NONE |
| **Announcements** | Honorariums are offered to members not otherwise compensated for attendance.  WOLF[[5]](#footnote-5) being offered on February 18th and 19th, and ESP[[6]](#footnote-6) training happening in April.  Next meeting to be held February 15th. | *Contact Cheryl to receive honorarium.*  *Send Zoom link to interested parties.* | Members Not Compensated  Andrew Maclean |
| **Public Comment** | Time was given for public comments, but none were made. | NA | NA |
| **Adjournment** | Meeting was adjourned at 11:56 am. | NA | NA |

**People & Organizations Represented**

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

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

**Peter Diplock – 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**

**Amber Mooney – Iris Network**

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. RSA -> Rehabilitation Services Administration [↑](#footnote-ref-3)
4. BEP -> Business Enterprise Program [↑](#footnote-ref-4)
5. WOLF -> Winter Outdoor Leadership Fun [↑](#footnote-ref-5)
6. ESP -> Employability Skills Program [↑](#footnote-ref-6)