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

**Date & Time:** August 21st 2024 (10am – 12pm)

**Location:** Virtual Zoom Meeting

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

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| **Council Members:** | | | | | |
| **P** | Andrew Maclean, *Chair* | **E** | Sherry Belka |  |  |
| **P** | Allen Kropp, *Vice* | **P** | David Emberley |  |  |
| **P** | Jessica Cavanaugh | **P** | Roger Fuller |  |  |
| **E** | Amber White | **P** | Nathanael Batson |  |  |
| **P** | \*Elissa Rowe[[2]](#footnote-2) | **P** | Kathy Despres |  |  |
| **P** | Darcy Gentle | **P** | \*Isaac Gingras |  |  |
| **P** | Nancy Moulton |  |  |  |  |

**Guests:** Kelly Chadbourne, Diane Frigon, Megan Marquis, Kirsten Connelly, Isabelle Baily, Jessi Wright,

**Recorder:** Branden Densmore **Next Meeting:** October 2024, TBA **Minutes Approved: Yes**

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| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Introduction** | SRC-DBVI meeting was *called to order at 10:12:* introductions were provided. There were no additions to the meeting agenda. | NONE | NONE |
| **Public Comment** | Public comments were solicited, but none were forthcoming. | NA | NA |
| **Minutes** | SRC-DBVI discussed the May 2024 draft minutes, and a correction was identified.  The minutes were then accepted as corrected. | *Correct and send May minutes to webmaster for posting.*  *Create August draft minutes.*  *Distribute August draft to council members.* | Branden Densmore  Branden Densmore  Branden Densmore |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Committee Reports** | **Program Assessment**: Discussed opportunity for increasing VR application rates.  Revied data report provided by Elissa that identified organizations that referred clients to VR, e.g., DHHS, Alpha One, Carrer Center, Adult Ed, etc.  *Note: Organizations with low numbers could be an opportunity for growth.*  The question was asked, *what organizations should be added to the list?*  **Idea**: Optometric Associations – In the past SCR-DBVI had booth at Maine Optometry Conference. The Optometrists were unaware of DBVI services offered to “Visually Impaired” individuals. We should have little add with contact info in their newsletters  **Idea**: Dog & Pony Show – We could go out on the road (like in the past) explaining VR-DBVI services and SRC-DBVI.  **Idea**: Business Engagement People – Contact them, offering to go and speak about services available.  Problem: Folks are unaware of services available for “Visually Impaired” people. Solution: Have chart that shows services offered to “Blind” vs. “Visually Impaired” | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Committee Report** | **Idea**: Ask deaf community what they do, because they have a similar issue with “deaf” vs. “hard of hearing”  **Idea**: Could add CDS & DOE[[3]](#footnote-3) to chart in report.  **Idea**: Have information tables at dual diagnosis events, health fairs, and new Mainer communities, where we explain the spectrum of blindness and services available.  **Idea**: Work on the website. The language needs to be user friendly about the spectrum of visual impairment versus blindness.  **Membership/Outreach**: Discussed ideas on increasing membership.  **Idea**: Reach out to industry associations.  **Idea**: Reach out to Maine Tourism Association; have booth at tourism workforce summit.  **Idea**: Reach out to folks in the state workforce boards.  **Idea**: Optometrists do “grand rounds” (Continuing Education) and SRC-DBVI could get information to them during that process somehow. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Director’s Report** | **BEP[[4]](#footnote-4) Update**: Good news. Received seven responses from the notice of opportunity that was released. Hired new manager from Mississippi for Cross Café site, The first day of training is today.  Another manager was on leave but has rejoined from the county, and they are exploring vending opportunities with him currently.  The semiannual training is happening at the end of December.  BEP is launching a pilot project with new kiosks that are more accessible.  **Staffing**: DBVI Is currently working on their foundation. They have lost 1/3 of staff over past year mostly due to retirement, losing a lot of institutional knowledge.  There’s a lot of new faces, and there’s a steep learning curve. Staff are struggling a bit because they are doing a lot of training plus serving their clients.  Peter Diplock just retired, need to hire a new assistant director. Jessica Cavanaugh Was hired into a new leadership position Youth and family support services coordinator. Starts September 9th | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Director’s Report** | **Boston Bound 2024**: Jessica and other DBVI staff had an idea for youth engagement that took off and was a wonderful success.  She delivered a presentation with pictures of 6 students who went to Boston with O&M[[5]](#footnote-5) specialists. They visited Harvard and Google, exploring education and career opportunities, learning also how to navigate in the city.  The trip excited and energized the youth, and they are exploring becoming spokespersons for transition services. | NONE | NONE |
| **Priority Topics** | **Agency Update**: Time was provided for an agency update, but none were forthcoming.  **Membership**: Cheryl Peabody left – we lost much knowledge.  **SRC-DBVI Administrator**: The Council discussed the administrator job description, and the expansion of Branden Densmore’s role within the council.  **Treasurer Opportunity**: Allen Kropp moved into Cheryl’s past role as Vice-Chair of SRC-DBVI.  Currently the council has no Treasurer; there is an opportunity for a council member to step up into a leadership position. | NONE | NONE |
| **Topic** | **Discussion** | **Action** | **Responsible** |
| **Priority Topics** | Officer Elections are happening in October. Andrew is willing to continue as chair, And Alan is willing to continue as vice chair.  **Membership**: Elissa sent an updated report regarding the membership seats and terms of members she acquired from the Boards & Commissions website. This is important for understanding what seats need to be filled, and when members need to submit paperwork for reappointment.  Currently there is no membership committee. This needs to be revisited during the October meeting. | *Those interested in the treasurer opportunity, email Andrew Maclean at* [*amaclean@mainephysicians.org*](mailto:amaclean@mainephysicians.org)  *Compare old membership roster with updated version provided by Elissa.*  *Create list of prospects and those who applied for membership.*  *Develop relationship with Rebecca from Secretary Of State Office, the woman responsible for updating the SRC-DBVI member roster online.* | Any Member  Branden Densmore  Branden Densmore  Branden Densmore |
| **Announcements** | Honorariums are offered to members in attendance who are not otherwise compensated for attendance.  The date of October 21st for the next meeting won’t work. An email will be sent later with more information. | *Contact Branden to receive honorarium at* [*srcscribe@gmail.com*](mailto:srcscribe@gmail.com)  *Identify October meeting date and send to members.* | Members Not Compensated  Executive Committee |
| **Adjournment** | Meeting was adjourned at 11:55 am. | NA | NA |

**People & Organizations Represented**

**Andrew MacLean (Chair) – Maine Medical Association**

**Allen Kropp (Vice Chair) – Drummond Woodsum**

**Elissa Rowe –** **Division For Blind & Visually Impaired (DBVI)**

**Nancy Moulton – Catholic Charities Maine**

**Kathy Despres – Goodwill Industries**

**David Emberley – Department Of Education (DOE)**

**Kathrina Ringrose – Disability Rights Maine, Client Assistance Program (CAP)**

**Darcy Gentle – Wabanaki Vocational Rehabilitation Program**

**Roger Fuller – Disability Advocate**

**Nathanael Batson – Disability Advocate**

**Isaac Gingras – Maine State Workforce Board**

**Jessica Cavanaugh –** **Division For Blind & Visually Impaired (DBVI)**

**Megan Marquis – Disability Rights Maine (DRM), Client Assistance Program (CAP)**

**Isabelle Bailey – Division For Blind & Visually Impaired (DBVI)**

**Jessi Wright – Maine CITE**

**Kelly Chadbourne – Maine Parent Federation (MPF)**

**Branden Densmore – SRC Administrator**

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. CDS -> Child Development Services, and DOE -> Department Of Education. [↑](#footnote-ref-3)
4. BEP -> Business Enterprise Program. [↑](#footnote-ref-4)
5. O&M -> Orientation and Mobility. [↑](#footnote-ref-5)