

## **SRC-DBVI<sup>1</sup> Minutes**

**Date & Time:** October 16<sup>th</sup> 2024 (10am – 12pm)

**Location:** Zoom Meeting

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

Council Members:					
<b>P</b>	Andrew Maclean, <i>Chair</i>	<b>A</b>	Sherry Belka		
<b>P</b>	Allen Kropp, <i>Vice</i>	<b>P</b>	David Emberley		
<b>E</b>	Jessica Cavanaugh	<b>P</b>	Roger Fuller		
<b>P</b>	Amber White	<b>E</b>	Nathanael Batson		
<b>P</b>	*Elissa Rowe <sup>2</sup>	<b>P</b>	Kathy Despres		
<b>P</b>	Darcy Gentle	<b>E</b>	Isaac Gingras		
<b>P</b>	Nancy Moulton				

**Guests:** Kelly Chadbourne, Megan Marquis, Kirsten Connelly, Jessi Wright, Lynn, Brendan Williams

**Recorder:** Branden Densmore    **Next Meeting:** December 18<sup>th</sup> 2024    **Minutes Approved:** **YES**

Topic	Discussion	Action	Responsible
<b>Introduction</b>	SRC-DBVI meeting was <i>called to order at 10:02</i> : introductions were provided. There were no additions to the meeting agenda.  Public comments were solicited, but none were forthcoming.  A Quorum was established.	<u>NONE</u>	<u>NONE</u>
<b>Minutes</b>	SRC-DBVI discussed the August 2024 draft minutes.  No corrections were identified, and the minutes were accepted as presented.	<i>Send August minutes to webmaster for posting on website.</i>  <i>Create October draft minutes.</i>  <i>Distribute October draft minutes to council members.</i>	<u>Branden Densmore</u>  <u>Branden Densmore</u>  <u>Branden Densmore</u>

<sup>1</sup> State Rehabilitation Council - Division For The Blind And Visually Impaired

<sup>2</sup> \*Indicates Ex Officio, Non-voting member

Topic	Discussion	Action	Responsible
FFY 2025 Elections	<p>The council discussed officer positions and asked for nominations from the floor.</p> <p><i>Andrew Maclean was nominated to continue his role as Chair, and Allen Kropp was nominated to continue his role as vice-chair.</i></p> <p>There were no nominations for the treasurer position.</p> <p><u>A motion was made</u> (and seconded) to elect Andrew chair and Allen vice-chair for ffy 2025.</p> <p><u>The motion passed:</u></p> <p>8 In Favor</p> <p>0 Opposed</p> <p>0 Abstentions</p>	NONE	NONE
Director's Report	<p><b>Staffing:</b> Elissa has completed her first year as Director Of DBVI, and continues to face the Staffing challenge as a priority. They have lost 1/3 of staff over the past year mostly due to retirement, losing a lot of institutional knowledge.</p> <p>Anette Stevens has filled the position of Assistant Director formerly held by Peter Diplock. She has hit the ground running, handling administrative tasks like contracting, invoices, etc.</p> <p>Isabelle Baily left her Region 3 Rehabilitation manager position.</p>	NONE	NONE

Topic	Discussion	Action	Responsible
Director's Report	<p>There continues to be a national O&amp;M<sup>3</sup> shortage, and Maine is no exception. More retirements then anticipated, and DBVI is strategizing for short- and long-term solutions.</p> <p>There are currently 11 O&amp;M positions in Maine – 3 are active and 3 are on leave. DBVI has 1 more coming in after their summer internship. Also, one DBVI staff person has started their O&amp;M education, and another interested person has contacted them about starting their educational journey, which is good for a long-term solution.</p> <p><b>BEP<sup>4</sup>:</b> Good news. Hired a new manager from Mississippi for Cross Café site. Currently Cross Café has micro market services, and in December they will open fully.</p> <p><b>Corrective Action:</b> Great news; DBVI is no longer under the RSA corrective action plan. Congratulations were expressed to Elissa and staff!</p>	NONE	NONE
Guest Speakers	<p>Two speakers presented information to the council.</p> <p>First was Brendan Williams: he was recently elected as chair of SILC<sup>5</sup>.</p>	NONE	NONE

<sup>3</sup> O&M -> Orientation And Mobility Specialist.

<sup>4</sup> BEP -> Business Enterprise Program.

<sup>5</sup> SILC -> Statewide Independent Living Council.

Topic	Discussion	Action	Responsible
<b>Guest Speakers</b>	<p>Brendan shared a PowerPoint presentation about the Independent Living movement and SILC's role.</p> <p><i>Note: The mission of the SILC is very much aligned with the mission of the SRC. The need for collaboration was highlighted.</i></p> <p>The second speaker was Roger Fuller, Webmaster for the SRC. He presented information about a new website he would like to create. This would involve transferring platforms, moving from WordPress to First Magic.</p> <p>There was a Q &amp; A session.</p> <p>The council considered voting on the new website, but the vote was tabled for the next SRC-DBVI business meeting.</p>	<p><i>Set up an Executive Committee meeting to discuss the updated website further.</i></p>	<p><u>Branden Densmore</u></p>
<b>Priority Topics</b>	<p><b>CAP</b><sup>6</sup>: DRM<sup>7</sup> hired a new employment attorney which is wonderful for the disability community. This attorney will help with any employment issues that might come up, like trouble accessing accommodations, discrimination cases, etc.</p> <p><b>Membership</b>: Discussed problematic, outdated DBVI roster from Boards &amp; Commissions.</p>	<p>Contact DRM by phone or email with any disability related legal issues: <a href="mailto:advocate@drme.org">advocate@drme.org</a> or <a href="mailto:deafservices@drme.org">deafservices@drme.org</a> or <a href="tel:207.626.2774">207.626.2774</a>.</p>	<p><u>Any Member</u></p>

<sup>6</sup> CAP -> Client Assistance Program.

<sup>7</sup> DRM -> Disability Rights Maine.

Topic	Discussion	Action	Responsible
Priority Topics	Confusion expressed around the roster, membership term start/expiration dates, seats, appointment process, reappointment process, etc.	<i>Set up an Executive Committee meeting to discuss membership issues.</i>	<u>Branden Densmore</u>
	A Membership Committee is needed to cut through the confusion and put solid system in place.	<i>Connect with Jessi Write about becoming a SRC-DBVI member. Send application packet.</i>	<u>Branden Densmore</u>
	Tabled for next business meeting.		
	Also discussed the need for a Revised New Member Orientation – the one we have isn’t understandable. The council put a green light on the project.	<i>Study 2019 Guidebook for SRC Chairpersons, Members, and Administrators.</i>	<u>Branden Densmore</u>
	<b>Committees:</b> Council discussed the committee structures. It was agreed that the focus was (and will be) three committees primarily.	<i>Visit NCSRC<sup>8</sup> website for up to date trainings and SRC Orientations.</i>	<u>Branden Densmore</u>
	1) Executive 2) Program Assessment 3) Membership/Outreach	<i>Compile relevant information, and quickly recreate SRC New Member Orientation Slide Deck using A.I. to speed up the process. Make it easy to understand, concise, and memorable.</i>	<u>Branden Densmore</u>
	<b>Annual Report:</b> The SRC-DBVI Annual Report is due December 31 <sup>st</sup> 2024 for the prior fiscal year.	<i>Set up an Executive Committee meeting to discuss Annual report process.</i>	<u>Branden Densmore</u>
	<b>Annual Training:</b> Date for training is TBA. <i>Idea: Instead of training, it could be a work session.</i>	<i>Email Andrew with ideas for Annual training.</i>	<u>Any Member</u>

<sup>8</sup> NCSRC -> National Council Of State Rehabilitation Councils.

Topic	Discussion	Action	Responsible
Priority Topics	<b>FFY 2025 Budget:</b> A proposed budget was presented for FFY 2025. A vote to accept the budget was tabled for next meeting.	NONE	NONE
Announcements	Honorariums are offered to members in attendance who are not otherwise compensated for attendance.  The next SRC-DBVI meeting is on December 18 <sup>th</sup> .	<i>Contact Branden to receive honorarium at <a href="mailto:srcscribe@gmail.com">srcscribe@gmail.com</a></i>	<u>Members Not Compensated</u>
Adjournment	Meeting was adjourned at 11:47 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**