

SRC-DBVI¹ Minutes

Date & Time: December 18th 2024 (10am – 12pm)

Location: Zoom Meeting

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

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

Guests: Kelly Chadbourne, Megan Marquis, Kirsten Connelly, Lynn,

Recorder: Branden Densmore **Next Meeting:** February 19th 2025 **Minutes Approved:** Yes!

Topic	Discussion	Action	Responsible
Introduction	SRC-DBVI meeting was <i>called to order at 10:01</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>
Minutes	SRC-DBVI discussed the October 2024 draft minutes. No corrections were identified, and the minutes were accepted as presented.	<i>Send October minutes to webmaster for posting on website.</i> <i>Create December draft minutes.</i> <i>Distribute December draft minutes to council members.</i>	<u>Branden Densmore</u> <u>Branden Densmore</u> <u>Branden Densmore</u>

¹ State Rehabilitation Council - Division For The Blind And Visually Impaired

² *Indicates Ex Officio, Non-voting member

Topic	Discussion	Action	Responsible
Director's Report	<p>Staffing: Elissa Rowe is celebrating her first full year as Director of DBVI.</p> <p>DBVI has experienced a lot of staff turnover due to retirements, promotions, and people moving on. Staff continue to cover vacancies as needed.</p> <p>DBVI has one O&M³ position open and is working on succession planning for these positions.</p> <p>There are two vacant VRC⁴ positions open in southern Maine. One is posted and there are interviews happening on the other.</p> <p>There are six VRC positions in DBVI, the VRC with the longest tenure is five years.</p> <p>BEP⁵ Update: BEP will be engaging in strategic planning in 2025 to grow the program.</p> <p>SRC members are welcome to participate in this.</p> <p>Corrective Action: DBVI has resolved all corrective actions and is in full federal compliance with RSA⁶.</p>	NONE	NONE

³ O & M -> Orientation and Mobility Specialist

⁴ VRC -> Vocational Rehabilitation Counselor

⁵ BEP -> Business Enterprise Program

⁶ RSA -> Rehabilitation Services Administration

Topic	Discussion	Action	Responsible
Agency Updates	Time was provided for agency updates but none were provided.	<u>NONE</u>	<u>NONE</u>
Priority Topics	<p>Membership: Reviewed and discussed new membership roster that showed corrections that need to be made with the Secretary of State.</p> <p>The roster also identified seats that need to be filled to comply with Federal Regulations.</p> <p>It was noted that a Membership Committee Needs to be formed, and that growing membership needs to be a priority in 2025. The Membership Committee may need to create updated marketing tools, especially for prospects in Labor and Industry. Potentials included folks from Walgreens, Walmart, CVS, etc.</p> <p>Annual Report: The SRC-DBVI Annual Report is due by the end of December, but it was agreed that it may need to be submitted in January.</p> <p>Action Steps were identified to finish up the report.</p>	<p><i>Create draft email for Boards and Commissions to have new members appointed.</i></p> <p><i>Communication With Secretary Of State regarding corrections to the Boards and Commissions roster.</i></p> <p><i>Get documentation from Darcy, David, and Kelly Chadbourn regarding SRC-DBVI appointments. Use this in communications with Secretary Of State Office.</i></p> <p><i>Write a letter and send to Branden to include in Annual Report.</i></p> <p><i>Go through past minutes and isolate accomplishments of SRC-DBVI for the Federal Fiscal Year of 2024.</i></p> <p><i>Create updated membership list with seats numbers and member titles, and add to report.</i></p>	<p><u>Branden Densmore</u></p> <p><u>Branden Densmore</u></p> <p><u>Branden Densmore</u></p> <p><u>Elissa Rowe</u></p> <p><u>Branden Densmore</u></p> <p><u>Branden Densmore</u></p>

Topic	Discussion	Action	Responsible
Announcements	<p>Honorariums are offered to members in attendance who are not otherwise compensated for attendance.</p> <p>The next SRC-DBVI meeting is on December 18th.</p>	<p>Contact Branden to receive honorarium at srcscribe@gmail.com</p>	<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