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

**Date & Time:** July 8th 2024, 1pm – 3pm

**Location:** Department Of Labor, 45 Commerce Dr., Augusta Maine, Francis Perkins Room

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

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|  **Council Members[[2]](#footnote-2)** |
| **P** | Cheryl Peabody | **E** | Patty Ngara |  |  |
| **P** | Issac Gingras |  |  |  |  |
| **P** | Samantha Fenderson\* |  |  |  |  |
| **P** | Mary Adley |  |  |  |  |
| **P** | Darcy Gentle |  |  |  |  |
| **P** | Allison Wiest |  |  |  |  |
| **E** | Sierra Wood |  |  |  |  |

**Guests**: Andrew Maclean, Angeline Hamele, S. Phoenix, Megan Marquis, Jenny Ardito

**Scribe:** Branden Densmore **Next Meeting:** September 9th 2024 **Minutes Approved: YES!**

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| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Introductions** | Meeting was called to order at 1:05 pm. Members/guests were welcomed, and introductions were provided. | NA | NA |
| **Guest Speaker** | Andrew Maclean, chair of the SRC-DBVI[[3]](#footnote-3), presented to the council; he reported on his activities at the spring NCSRC[[4]](#footnote-4) conference in Maryland. He provided a brief history, and explained that there were 50 or so people in attendance from various States – the only other New England State represented was Connecticut. | *For more on the history of NCSRC,* [*CLICK HERE*](https://www.ncsrc.us/history)*.* | Interested Parties |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Guest Speaker** | Andrew mentioned that he is working on a joint SRC training for the October meeting, and is considering bringing in someone from the NCSRC board to present. The other topic he discussed was Branden Densmore’s new position as Administrator and Webmaster for both SRC-DVR and SRC-DBVI.He reviewed the draft job description and expanded responsibilities, most of which was performed by Cheryl Peabody. Here are a couple examples of Branden’s new responsibilities mentioned:* Preparing Agendas
* Managing Zoom
* Coordinating With Boards And Commissions For New Members
* Conducting Outreach

*Note: Cheryl Peabody’s term expired and she is stepping away from both SRC-DVR and SRC-DBVI.*By creating this Administrator position, they hope to have more continuity instead of volunteers who come and go. | NONE | NONE |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Guest Speaker** | Andrew noted, from his experience with NCSRC, that different State SRCs have different structures and practices. Some are Nonprofit 501c3 organizations, others have full time staff, etc.Andrew estimated that this new position will be 10 hours per month at $23 dollars per hour. Branden will continue as an Independent Contractor. | NONE | NONE |
| **Minutes** | The council discussed the January 2024 SRC-DVR minutes. A quorum could not be established, so the acceptance of the minutes was tabled. | *Create draft July minutes and send to council members for review.*  | Branden Densmore |
| **Financial Report** | Cheryl provided a set of budgets for review.Again, there was no quorum, so the acceptance of the budgets were tabled. | *Send out budget for council members to review and vote on via email.* | Cheryl Peabody |
| **By-Laws** | The council briefly discussed the SRC-DVR By-Laws. Cheryl explained that the By-Laws say that the council needs 50% +1 members in attendance to establish a quorum. This needs to be Amended, as well as other issues potentially.  | *Locate updated version of By-Laws and review.* | Cheryl Peabody& Branden Densmore |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **By-Laws** | Cheryl also informed the council that, to make an Amendment to the By-Laws, a written notice of the change must be provided before the change. | NONE | NONE |
| **Director’s Report** | **State Plan**: Council was informed that the VR portion of the State Plan was “conditionally” approved, i.e., it was approved but two issues need to be addressed.*The first issue was that the Annual Reports need to be provided, which is an easy fix.* The second issue is around the SRC-DVR membership, a more complex and challenging problem.**Membership**: There are many seats vacant, council needs more people with disabilities (and employers).Asked for assistance brainstorming ideas on what to do. It was also noted that Branden could conduct outreach in his new position.50% of council membership need to be people with disabilities, and besides Cheryl we have none. | *Send email to Branden with ideas around increasing membership* *srcscribe@gmail.com**.**Send Branden most current SRC-DVR membership roster.**Locate past minutes (where council brainstormed ideas to increase membership) and promo flyer. Send to Branden.**Reach out to networks to people with disabilities, and send contact info to Branden who will send them Zoom link for next meeting.* | Members And GuestsSamantha FendersonCheryl PeabodyMembers And Guests |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Director’s Report** | Some ideas on increasing membership were forthcoming: 1. We need more than a flyer.2. Focus on young people: collages, social media, etc.3. VR needs to better advertise to their clients; clients DO NOT realize the SRC exists. Same with CAP[[5]](#footnote-5).4. We need to establish a membership committee to address the challenge. 5. MPF advertises SRC-DVR on Facebook but they don’t get any response. We need to think outside the box.6. We need to create a more motivating message for our outreach efforts.It was noted that the Governor Appointment process is problematic. Boards and Commissions had only two staff and recently lost one. They manage applications for over 200 groups, and only get one hour with the Governor per week, and sometimes Governor wants to discuss something else.  | *Contact Boards And Commissions to establish report with remaining staff member.* | Cheryl And Branden |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Director’s Report** | *Side Note: According to Federal Regulations, the Governor may appoint a 3rd party to accept or decline applications*.Issue raised about putting better recruitment links on both the Council and VR websites – it’s unclear with no direct link. Doesn’t follow web accessibility guidelines through WCAG.There are 4 seats unfilled for Business, Industry, and Labor. | *Contact Issac Gingras about “Flagging” SRC applications with Commissioner to try and speed up appointment process.* *Explore recruitment links on* [*maine.gov/rehab/dvr*](maine.gov/rehab/dvr) *and* [*mainesrc.org*](https://mainesrc.org/)*, thinking about how to improve.**Get list of employers who attended the Maine Employers Summit, which can be found* [*HERE*](https://www.maineemployersummit.com/)*. Get list to Branden.* | Branden DensmoreBranden DensmoreIssac Gingras |
| **Election Of Officers** | The SRC-DVR currently has NO officers. The need for nominations was expressed, and that current members have full plates. Allison Wiest discussed the possibility of becoming chair, time commitment, responsibilities, etc. *Note: The scope of officer positions outlined in By-Laws. It says a member must be a member for a year before they can be an officer.* | *Connect with Cheryl to further discuss chair requirements.**Send out email to members for vote on Allison becoming Chair.* | Allison WiestCheryl Peabody |
| **Customer Satisfaction Survey** | Market Decisions doing a presentation for leadership tomorrow.  | NONE | NONE |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Customer Satisfaction Survey** | Another presentation is being planned TBA for Region Managers and supervisors, to strategize and prioritize goals/actions.A number of concerns were expressed by guests in attendance about the survey.1. Downward trends across the board.2. The results identify communication problems which is vague and misleading because the problem is that email are not being returned.3. Report puts a positive spin on results, and issues are not heard.4. Randomization process for selecting survey takers may not represent the diversity in disability world. | *Send out full survey report for review.**Look into randomization survey process to make sure disability diversity is represented.* | Samantha FendersonSamantha Fenderson |
| **Announcements** | Honorariums are offered to members not compensated for attendance. The Annual SRC Training is tentatively set for October 21st. The next SRC-DVR meeting is scheduled for September 9th. | *Contact Cheryl to receive Honorarium.* | Any Member Not Compensated |
| **Topic** | **Discussion** | **Action**  | **Responsible** |
| **Announcements** | DRM[[6]](#footnote-6) is creating a Post-Secondary Accommodations training. Disability Pride Day on July 19th at Mill Park in Augusta. | *Email Megan Marquis with questions or to request a training at* *mmarquis@drme.org* | Any Member Or Guest |
| **Public Comments** | Time was provided for public comment. A guest brought up issue that VR needs to better define what “startup” means so clients can have greater clarity.There needs to be a clear, repeating agenda item for DRM to discuss trends | *Add DRM update to next agenda.* | **Branden Densmore** |
| **Adjournment** | The meeting was adjourned at 3:02 pm. | NA | NA |

**People & Organizations Represented**

**SRC-DVR Council Members:**

**Isaac Gingras – State Workforce Board**

**Allison Wiest – Maine Parent Federation**

**Patty Ngara – Disability Advocate**

**Darcy Gentle – Wabanaki Vocational Rehabilitation Program**

**Mary Adley - Department of Education**

**Sierra Wood – Vocational Rehabilitation Counselor**

**Members Of The Public:**

**Andrew Maclean – Chair SRC-DBVI**

**Angeline Hamele – Disability Advocate**

**S. Phoenix – Disability Advocate**

**Megan Marquis – Disability Rights Maine**

**Jenny Ardito – Goodwill Industries**

1. SRC-DVR 🡪 State Rehabilitation Council, Division Of Vocational Rehabilitation [↑](#footnote-ref-1)
2. \*Indicates an Ex Officio non-voting member [↑](#footnote-ref-2)
3. DBVI 🡪 Division For Blind And Visually Impaired [↑](#footnote-ref-3)
4. NCSRC 🡪 National Coalition Of State Rehabilitation Councils [↑](#footnote-ref-4)
5. CAP 🡪 Client Assistance Program [↑](#footnote-ref-5)
6. DRM 🡪 Disability Rights Maine [↑](#footnote-ref-6)