

SRC-DVR Meeting Minutes

September 8, 2025
Zoom Meeting

Introduction:

- The meeting was called to order at 1:03 PM.
- Members/Guests were welcomed and participated in an ice breaker activity.
- The agenda was reviewed and shared, and a discussion regarding Additions to the Agenda was included.

Minutes:

- The council discussed the July 2025 draft minutes. A change was requested to reflect a typo, minutes should read Jennifer Kimble and not Jennifer Williams.
- A motion was made and seconded, all members were in favor of accepting the minutes with requested change.

How VR Helped Someone

- VR was working on clients that are interested in administrative positions. They went to Town at Bangor Savings. They discussed and pointed out a few different careers they're interested in and learned about starting a job at the said facility.
- Another resource that was mentioned was the Driver Ed Program where lots of councilors have been working with. This can be a powerful tool for independence because they offer a lot of support that is essential for their clients.

Proposed By Laws

- Allowing voting through email
- Megan was given the authority that if get called away, the discussion will still go on
- Basic background checks for clearance were opposed.
- Megan can vote separately
- Statement about designating substitute was discussed, Chair will make the revision to the bylaws.
- A motion to accept the bylaws with the amendment was made, seconded and passed with all in favor.

Proposed FY 2026 Budget and Vote

- A report about SRC-DVR spending and budget was delivered. An Excel Spreadsheet was shared.
- A discussion included stipends/honorariums. Funds have been added in the new budget for pre meetings and attendance at an executive committee meeting.
- DVR-SRC Proposed budget was discussed.
- Budget was approved – All in favor

DVR-SRC Proposed Budget		FFY 2026
Administrator Salary	\$	3,312.00
Stipends	\$	3,000.00
Website Maintenance	\$	1,248.95
Subscriptions & Licenses	\$	494.48
Equipment	\$	-
Supplies / Printing	\$	500.00
Accommodations	\$	1,000.00
Fiscal Agent	\$	2,828.00
Travel/Lodging/Meals	\$	3,500.00
5 Councils	\$	-
	Total	\$ 15,883.43
Expenses Detail:		
Administrator Salary	hourly wage	\$ 23.00
Estimated DVR SRC Hours	12 hrs/mo	144
Total Admin Pay	annual	\$ 3,312.00
Fee to Temp agency (%)		25%
	subtotal	\$ 4,140.00
Stipends		
Avg 4 members / month	\$	2,400.00
<i>full attendance at both work groups and business mtgs</i>		
one member of EC meetings	\$	300.00
pre-meeting for all business mtgs for all members	\$	300.00
	subtotal	\$ 3,000.00
Website Maintenance		
Domain name registration (Maine Hosting Solutions)	\$	59.95
Website hosting	\$	379.00
Shining Star web software	\$	360.00
Website maintenance	\$	450.00
	subtotal	\$ 1,248.95
Subscriptions & Licenses		
Annual Zoom Workplace license	\$	169.49
Annual MS365 License (split to DBVI)	\$	35.00
Annual Geek Squad support (split to DBVI)	\$	90.00
Other subscriptions TBD	\$	200.00
	subtotal	\$ 494.48
Equipment	Computer & necessary	\$ -
Supplies / Printing	Printing of handouts,	\$ 500.00
Accommodations	Interpreting, translation,	\$ 1,000.00
Fiscal Agent	Maine Parent Federation	\$ 2,828.00
Travel/Lodging/Meals	Hotel, mileage, and food	\$ 3,500.00
5 Councils Collaborative	Placeholder for future use	\$ -

CAP Update

- October is the National Disability Awareness
- Discussed employment and reasonable accommodation

- 3 presentations mentioned which talks about Employment Rights, How to Access Accommodation, The Process you can use, and How to Make VR work for you. These presentations are free.
- A referendum was also discussed where it mentioned the struggle of people with disabilities when voting, the reduced rights for people with disabilities, and those that are not registered to vote. There are 8-10 staff in the state that are doing outreach that helps them navigate the process.
- A voting machine training was added to the discussion – A tool to make voting accessible.

Representatives' Update

Allison - Parent Training and Information Center/ Maine Parent Federation

- MPF collaborating with schools and families as new school year begins
- Current Projects:
 - P2P Grants
 - Empower the Learner tool
 - Training for Healthcare Transition
 - Collaborated Trainings, and more

Andrew - Statewide Independent Living Council

- Preparing for Budget
- Annual training in couple weeks
- Updating website
- Waiting members being on board

Jennifer - Community Rehabilitation Provider /Maine Health

- Mentioned about (2) Working Benefits Navigator Training
- Oct 1 Project – to include more interactive and online trainings
- Behavioral Health Services
- Mentioned about including employer outreach PowerPoint discussion for next meeting/agenda.

Patty - Maine Career Center

- Starting new Construction Trade and some workshop

Directors Report (Samantha Fenderson)

- CSAVR 100 Stories in 100 days
- CSAVR Fall conference- Elissa Rowe, DBVI Director, and Sam Fenderson invited to be on panel to talk about the collaboration between the two Divisions on Pre-Employment Transition Services
- RSA highlighting a success story from every State

- CredQuest:
Construction

- Credential: OSHA-10 (2 days)
- Dates: September 4–5th at SafetyWorks in Augusta
- Work Experience: September 12–13 with Granite Corp — putting skills into action

 Human Services

- Credential: Mental Health First Aid (6 hours)
- Date: September 7th in Auburn
- Work Experience: Details still being finalized, but there *will* be a hands-on component

 Retail Services

- Credential: Retail Fundamentals (4 hours)
- Date: September 7th in Augusta
- Work Experience: REDI training at Walgreens, September 12–13 in Augusta

 Culinary

- Credential: ServSafe (7 hours)
- Date: September 7th in Augusta
- Work Experience: Work experience at Britt's Café, Augusta

 CPR & First Aid (All Tracks)

- Date: September 8 in Augusta
- A great credential for any workplace and a valuable addition to any resume

- Transfr Googles- Virtual Reality Googles to explore careers that traditionally you can't shadow to be used in Career Exploration Workshops and with transition population
- Postings- RCII: 3 Portland, 1 Lewiston, 1 Presque Isle
- Intake Unit- Adding additional RCII and transitioning paper applications to intake unit
- IPS- Individual Placement and Support- DVR working with OBH to deliver IPS to applicable clients.
- Employment Tours- Guptill's Logging Supplies- Machias, DuraMag Bodies- Waterville, Fix It, Build It, Be It- Solar, Common Sence Housing- Eddington
- Summer Intern- Carolyn Kinney wrapped up her internship. Assisted several regions and transition programs
- 2 year MI training: Co-Occurring Collaborative Serving Maine and Health Education Training Institute
- BES/BIS rules- September 25th Public Forum:

On September 3, 2025, the Secretary of State published two notices about proposed changes to rules that concern Vocational Rehabilitation (VR) and our clients related to the: 1) Brain Injury Extended Support Program Rules; and 2) the Basic Extended Support Rules. We will be emailing clients, Community Rehabilitation Providers (CRPs), and other stakeholders to make them aware of these changes and the information below will shortly be posted on the Department of the Secretary of State's website (<https://www.maine.gov/sos/rulemaking/notices/2025-rule-notices>) The Bureau of Rehabilitation Services (BRS) is currently seeking public comment on proposed changes to the following Rules:

- 1) The first is a notice about a change to **Chapter 5, Brain Injury Extended Support Program Rules** concerning how the program is to provide ongoing extended support to individuals with brain injuries who are VR consumers with the most significant disabilities once training has been completed. The program provides financial assistance to providers of ongoing support and/or employers to help defray the additional cost incurred providing job coaching, training and supervision on a supported work site.

The primary purpose of the rule change is to:

- A. Update definitions to align with the wording in the Code of Federal Regulations (34 CFR § 361.5) for;

Supported Employment means competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working on a short-term basis toward competitive integrated employment that is individualized, and customized, consistent with the unique strengths, abilities, interests, and informed choice of the individual, including with ongoing support services for individuals with the most significant disabilities –

- i. For whom competitive integrated employment has not historically occurred, or for whom competitive integrated employment has been interrupted or intermittent as a result of a significant disability; and
- ii. Who, because of the nature and severity of their disabilities, need intensive supported employment services and extended services after the transition from support provided by the designated State unit, in order to perform this work.

And

Extended Support Services means ongoing support services and other appropriate services, needed to support and maintain an individual with a most significant disability in *supported employment*, that –

- (i) are provided singly or in combination and are organized and made available in such a way as to assist an eligible individual in maintaining supported employment.
- (ii) are based on a determination of the needs of an eligible individual, as specified in an individualized plan for employment; and
- (iii) are provided by a State agency, a nonprofit private organization, *employer*, or any other appropriate resource, after an individual has made the transition from support provided by the designated State unit.

- B. Realigning case management roles and responsibilities from the Regional Manager to the Division Director or their designee.
- C. Decreasing maximum annual expenditures for services from \$8,000 to \$7,500 to align with the Brain Injury Extended Support (BIS) Rules.
- D. Adding wording related to an individual's return to Vocational Rehabilitation Services; and
- E. Updating eligibility requirements by removing references to current recipients of Extended Support Services who do not meet the eligibility requirements.

2) The second proposed rule change concerns **Chapter 6, Basic Extended Support Rules** concerning how the Basic Extended Support Program is to provide ongoing support needs to VR consumers with the most significant disabilities once training has been completed. The program provides financial assistance to providers of ongoing support and/or employers to help defray the additional cost incurred providing job coaching, training and supervision on a supported work site.

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- (iii) are provided by a State agency, a nonprofit private organization, *employer*, or any other appropriate resource, after an individual has made the transition from support provided by the designated State unit.

- B. Realigning case management roles and responsibilities from the Regional Manager to the Division Director or their designee.
- C. C. Increasing maximum annual expenditure for services from \$3,000 to \$7,500 Basic Extended Support (BES) Program Rules.
- D. D. Adding wording related to an individual's return to Vocational Rehabilitation Services; and
- E. E. Updating eligibility requirements by removing reference to current recipients of Extended Support Services who do not meet the eligibility requirements.
 - The proposed rule changes are available on both the Maine Department of Labor and the Maine Secretary of State websites:
<https://www.maine.gov/sos/rulemaking/notices/2025-rule-notices>
 - The Public Hearings on these Rules will take place on September 25, 2025 at the Maine Department of Labor's Office located at 45 Commerce Drive in Augusta. The BIS Rule hearing will be at 2:00 pm and the BES Rules hearing will be held at 3:00 pm.

Priority Topics

- Recap from Work Focus Group Meeting
- What we accomplished FY 2025
 - 8 New appointed members

- Onboarded some officers
 - Conducted new member orientation
 - Creating new website – still working on it
 - Network events
 - 6 regular meetings, 6 focus work meetings
- Area of Need/Focus FY 2026
 - Membership Committee and Nomination
 - Policy review
 - Working towards collaborating with VR
 - Focusing on advocacy
 - Working on state plan early next year
 - Working on consumer satisfaction, data, and providing input
 - Sam suggested systematic discussions and going back to consumer survey.
 - Casework Supervisor Review
 - Jen added that it is helpful to dedicate some time to what we're looking at, and some goals for the next meeting.
- Goal ideas
 - Data, Policies, and Consumer Satisfaction
 - Membership - business seats
 - Additional Trainings on certain topics
 - Resources on website that are easy to follow and understand
 - Accessible Trainings
 - Megan mentioned getting the information about job coaching and understanding the source of the problem.

The meeting was adjourned at 3:00PM.

Work Focus Group Meeting: October 20, 2025 at 1:00

Link: <https://us06web.zoom.us/j/83570670312>

Next Business Meeting: November 10, 2025 at 1:00, pre- meeting 12:30

Link: <https://us06web.zoom.us/j/81489318039>

