

# Employment First Maine Coalition

## MEETING MINUTES

DRAFT VERSION

<b>Date of Meeting</b>	August 12, 2013
<b>Time</b>	10am-noon
<b>Location</b>	DHHS, 41 Anthony Avenue, Augusta
<b>Facilitator</b>	Karen Fraser

## Present

<b>Name/Affiliation</b>	<b>Name/Affiliation</b>
Karen Fraser, BRS/DOL	Simonne Maline, Consumer Council System of Maine
Chris Robinson, DHHS	Mary Lou Dyer, Maine Association of Community Service Providers
Debbie Gilmer, Syntiro, Maine APSE	Lisa Sturtevant, DHHS
Lisa Soucie, High Hopes Clubhouse	Gail Fanjoy, KFI
Janet May, CCIDS	Brad Strause, DBVI SRC, Alpha One
Jen Ardito, CARES Inc	Avery Olmstead, Maine APSE, SILC
Jim Phipps, Iris Network	Mel Clarrage, Commission on Disability & Employment
Margaret Carr, Turtle Cove Consulting, New Directions for Maine Families	Cathy Kidman, NAMI Maine
Kathy Despres, SILC, CARES Inc.	Leticia Huttman, DHHS
Abby Teachout, Manufacturers Association of Maine	Abdi Matan, Horn of Africa Aid & Rehabilitation Action Network
Betsy Hopkins, Division of Vocational Rehabilitation	Ann Godsoe, Goodwill

## Discussion and Issues

## Topic

### 1. Bylaws review/Work groups discussion

- a. Jim requests that the membership form he drafted and attached to his proposed edits be distributed to the group. The form as drafted lists everyone eligible for membership under the statute. It was agreed that we would post the membership form online and review it for next meeting.
- b. Avery proposed consideration of a language change to article 2, section 1, regarding the provision that the coalition “strive to ensure that at least half of its members are persons with disabilities”. He proposes eliminating the word “strive” and replacing it with “shall ensure”. There was a discussion about whether or not we have a strategy to make this a reality, including plans for outreach and coalition development.
- c. Mary Lou raised a concern about the language in article 6, section 2, indicating that “non-members of the Coalition may participate in its work groups but cannot vote...” Jim asked what the basis for this limitation was and requested that we consider changing this provision to allow for voting of all work group participants.
- d. Debbie pointed out that we had earlier agreed to include among the article 6, section 1 listed work groups: data and quality assurance/capacity building.

The discussion of work groups proposed:

Debbie will take a first effort at developing written statements regarding work group scope and focus and share with the Coalition at our September meeting.

Betsy will make first draft of a statement regarding expectations of the chair and vice-chair or co-chair of the work groups.

Rick will draft a statement regarding DRC’s role, clarifying the language in the statute. We should consider place for DRC in bylaws specifically.

Margaret and others discussed their sense of how work groups would structure and flow information and recommendations to the full coalition.

- e. It was agreed that we should remove titles of particular work groups from article 6, section 1 of the bylaws and instead list the broad work group areas only. It was noted that reference to “children’s issues” should be revised to reflect “youth and transition” issues in this section.
- f. It was agreed that the bylaws should reflect at article 1, section 2,

regarding Coalition purpose: a section “k” indicating it is a shared responsibility to work to build consensus in Coalition work at all levels. Additionally, consensus building responsibility should be added to roles of all officers, steering committee members, and work group participants.

- g. It was agreed that article 3, section 3, regarding role of the vice-chair include responsibility to “coordinate work group activities” with the chair.

## Topic

### 2. Elections preparation

- a. Debbie led a discussion on the elections of Coalition officers and the preparation leading up to that. It was proposed that we be prepared to discuss in September the roles and responsibilities of members, work groups participants, officers, chairs, etc. so that people will know in advance of nominations and elections the expectations of these roles. We discussed a timeline of a) review of roles in September, b) entertain nominations in October at the first official meeting, and c) conduct elections in November.
- b. There was a discussion about how best to establish clarity regarding all these roles in advance of elections, and to still allow participation from people who may have yet not joined the coalition. Does this timeline allow for that?
- c. Jim indicated that in his experience the work of a nominating committee would occur in advance of elections. Cathy Kidman endorsed the idea of a voting task group: they would be responsible to hash out a slate of candidates for presentation to the Coalition, then nominations occur “from the floor” and voting. Balloting options were discussed. People have opportunity for private vote? Submit vote via Skype or electronically? Written ballots? Cathy and others supported the idea of an ad hoc task group charged with sorting out voting processes.
- d. Kathy and others indicated that in order for people to get up to speed before voting, it might be best for October to serve as a recap/orientation meeting, then November to take nominations and proceed with voting

either electronically prior to next meeting, or at next meeting.

- e. It was agreed that we need to finalize decisions on nomination/elections timelines and processes, approve bylaws, and develop a plan for welcoming new members and weaving this all together.

## Topic

### 3. Other issues

- a. Kathy requests that we make an effort to conduct fragrance free meetings, and post reminders prior to meeting.
- b. Leticia and others expressed an interest in making a priority of our effort to conduct outreach to potential coalition members and interested parties, and within that outreach to emphasize the importance of making opportunities for people with disabilities to be active participants in all the Coalition's work. We discussed strategies for supporting members in this work in full Coalition and in each of the substantive work groups.
- c. Debbie asked that we be assessing in an ongoing way "who should be here and is not?" and "who is missing from this effort?"
- d. Membership: Kathy Despres indicated she had been designated by the SILC to be its representative to the Coalition.  
It was agreed that Betsy and Rick would review responses to date to the initial invitation letters and conduct follow up to those who haven't yet responded and designated representation. Betsy will report back on membership and the development of the roster at the next meeting.
- e. It was agreed that Betsy and Debbie will develop a Coalition overview/orientation presentation to be presented at the October meeting.
- f. It was agreed that Rick will post to the website the original score-card developed from our first meetings.
- g. In the next weeks, while we are extending invitations to statutorily-named Coalition members and others who should be involved, we have an opportunity to reiterate that now is the time for people to get involved and help form the decisions and plans to be made, to fill the roles to be filled, to develop a more complete structure to the Coalition, etc.

## Next Meeting

<b>Date of Meeting</b>	Monday, September 9, 2013
<b>Time</b>	10am-noon
<b>Location</b>	DHHS 41 Anthony Avenue, Augusta

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