

# Employment First Maine Coalition

**MEETING MINUTES**

**DRAFT VERSION**

<b>Date of Meeting</b>	<b>Friday, December 13, 2013</b>
<b>Time</b>	<b>10am-noon</b>
<b>Location</b>	<b>DHHS, 41 Anthony Avenue, Augusta</b>
<b>Facilitator</b>	<b>Karen Fraser</b>

**Present**

<b>Name/Affiliation</b>	<b>Name/Affiliation</b>
Lisa Sturtevant, DHHS	Avery Olmstead
Debbie Gilmer, APSE/Syntiro	Karen Fraser, BRS/DOL
Rick Langley, DRC	Kim Moody, DRC
Chris Powers, MDCC	Janet May, CCIDS
Jeanie Coltart, CDE	Kathy Despres, Cares, Inc./SILC
Jim Phipps, Iris Network	Leticia Huttman, DHHS
John Allen, Iris Network	Bethany Goding, Career Opportunities/Mobius
Lisa Soucie, High Hopes Clubhouse	Anne Nadzo, Goodwill
Meg Dexter, Charlotte White Center	Jan Breton, DOE
Drew Bolduc,	Betsy Hopkins, DVR
Tyler Ingalls, SUFU	Chris Robinson, DHHS
Brad Strause, Alpha One	Riley Albair, DRC
Ralph Poland	Suzanne Boras, DHHS
Julie Moulton, SUFU	Valerie Smith, DSOAB
Rachel Dyer, MDCC	

## Discussion and Issues

### Introductions and Minutes Review

Betsy facilitated introductions. The minutes were reviewed and approved.

### Membership discussion

Rick reviewed the current membership list. This will be developed into the formal coalition roster and will be posted on the Employment First Maine website.

Only three spots on the statutorily-named membership list (24 total) were unclear as to their status. Rick agreed to confirm the status of the representative for the Commission on Deaf, Hard of Hearing, and Late Deafened, and Lisa agreed to connect with the Manufacturers Association of Maine and the Business Leadership Network, and to report back next time.

### Work Groups – Discussion of next steps

Debbie and Karen presented an overview of the “work plan” document that has been found useful in project definition. Currently on the website exist the 6 work group charters. Based on those charters, the 6 groups (data, policy, capacity building, communication, business/employer, and transition) will develop work plan based on Karen’s template to flesh out the scope of the groups’ work, their priorities, how best to measure the work, etc. The blank work group project template and meeting minute template will be posted on the site as well for team leaders.

Karen walked through the project plan and discussed how it helps the work group (and the larger coalition) define our work. What is in/out of scope? What are our deliverables? Who is affected by the work? Successes? Risks? Things that are out of our control? Considering the three year life of the coalition, this is a good way to document the planning and work of the initiative.

Karen will be available to the work groups as they develop plans, to help keep things moving and activities in focus.

Debbie discussed the functionality of Google Docs, which allows meeting

remotely, logging on and reviewing work if you miss a meeting. Is it accessible? Can't edit documents at multiple sites. Debbie to check on drop-box functionality. Jim reports some difficulties with Google Docs in the past. Not sure re the accessibility of Wikispaces. We should assess this.

It was agreed that it would be best to have a DHHS representative on each work group.

Team leaders will be responsible for making notes happen and getting them to Rick to post on the site.

#### Communication work group report

Karen's Communication work group will capture action items, info to share, figure out how to get info disseminated, decide to whom, identify stakeholders, share the work of the groups, etc. Communicate back to group, to stakeholders, to policy makers. Also, discuss messaging, branding, logo ideas.

Communication group will review options for video conferencing and other access issues.

#### Data work group report

Rachel reported that the data group has reviewed its charter. The group has agreed to meet in person, before regular coalition meetings. Focused today on the work plan. They've begun the process of identifying missing expertise and to strategize about that. Would like to know, from other groups: what do you need re data? How can we avoid creating something new and identify what already exists, the purposes of that information, the audience it is intended for. Is it to demonstrate progress? Make the case for more funding? Identify needs?

Data group supports linking the Snapshot: Maine Workers with Disabilities data handbook, to EFM's site.

Current group members: Lisa, Christine McKenzie, Kathy, Val.

#### Legislation/Policy work group

Kim reported that the group currently includes Chris Robinson, Jeanie, Meg Dexter and Dick Brown. Need to recruit more folks to engage in policy review

and advocacy. The group realized how little we know across systems about what already exists for diverse policies. We need representation from relevant state agencies and input from them about what is in place already. Agreed that the group needs to collect policies that are out there, whether being implemented or not. Kim will be drafting a letter requesting policies from departments.

The policy group intends to use the template to structure its work. Ideally would have a resource to share documents remotely. Kim proposes that work groups meet monthly, and the full group meet every other month, with reports back, etc.

Kim intends to have DRC representation on relevant work groups, i.e. Atlee Riley on transition, involve Kristin Aiello, etc.

The policy group discussed DHHS employment policy, which is good and has the support of the administration. What can we do to keep momentum on that? Is there a comparable transition policy? Good policies that have stagnated, that possibly could be re-issued and have new life? Ways to keep them in the public/press attention?

Need to collect best nationally via APSE, ODEP.

Kim asks that people interested in policy, or aware of good candidates for the group, let her know.

#### Business/Employer work group

Lisa reports that big rule changes are happening regarding changes to waivers that will support more employment. Going to public hearing and will need support. These changes resulted from LD 28 report, which this group should have. Lisa will provide it and update the group next time.

Group is assessing what things coalition wants business engaged in. Plan to engage with the business they are already working with to get feedback from them. Using contacts to get input for the group. Lisa has talked to Garret Oswald re his business connections. Will have data needs. Drew has expressed interest in the group.

### Capacity Building work group

Debbie's group includes Leticia, Bethany, Janine, Gail and Riley. Have discussed the need to recruit others who should be at the table, including VR, training directors, broadening the providers involved. The group discussed the challenge in determining needs and establishing what are current capacities. What is needed to get where we want to be? How to assess providers, state and community case management, special education and transition, guidance counselors, needs of people with disabilities and families, etc. Some action items agreed to: Bethany to seek family members. Debbie to get other EF state needs assessments. The Mass blueprint to post online. That plan has millions for professional development, closing sheltered shops in '15 in Mass, and report has transformation info.

Debbie participated in the ODEP community of practice call this week. Heard presentation re autism advocacy, youth training, self-advocacy in Tennessee, parent advocate from Washington. There is an online recording of Ari Ne'eman's presentation we can share/view. Lessons coming out of that re capacity to change. Maybe revisit Maine's employment advocate group, expand that group?

Debbie will be contacting Serena at ODEP for update and can report next time on the status of the mentor/guidance project.

### Transition work group

Jan reported that the group is preparing to have its first meeting. Will include Atlee or Karen from DRC, Pete Phair, Sitara Sheikh, Suzanne Boras from SAMHS. Lisa will get Ricker to send someone.

There is much work to be done re collaboration with other agencies.

### Future Coalition meeting schedule

After some discussion it was moved and agreed that the full group would meet *every other month*, while work groups would meet (in person or remotely) every month. Beginning in January, full Coalition will meet Jan 10. In February, work groups will meet, and steering committee and anyone interested will meet on the second Friday (Feb 14). Those interim months where the steering

committee meets will be used for reports back and planning, with complete reporting back to the larger group happening at full coalition meetings. Minutes of all meetings, full and steering committee, will be posted on the website. Notices will go out as always.

January meeting and beyond will be at Frances Perkins room at DOL (Commerce Drive), 11am to 1pm.

### **Next Meeting**

<b>Date of Meeting</b>	<b>Friday January 10, 2014</b>
<b>Time</b>	<b>11am – 1pm</b>
<b>Location</b>	<b>Frances Perkins room, DOL, 45 Commerce Drive, Augusta</b>