**Employment First Maine Coalition**

**MEETING MINUTES *First Draft 6/12/13***

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| **Date of Meeting** | Monday June 10, 2013 |
| **Time** | 10am-noon |
| **Location** | DHHS Conference Room, 41 Anthony Avenue, Augusta |
| **Facilitator** | Betsy Hopkins |

**Present**

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| **Name/Affiliation** | **Name/Affiliation** |
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| Lisa Soucie, High Hopes Clubhouse | Brad Strause, Alpha One |
| Leticia Huttman, Consumer Affairs, DHHS | Dennis Fitzgibbons, Alpha One |
| Drew Bolduc, MVRA | Peter Phair, NAMI Maine |
| Debbie Gilmer, Maine APSE | Tyler Ingalls, Speaking Up For Us |
| Rick Langley, Disability Rights Center | Julie Moulton, Speaking Up For Us |
| Karen Fraser, BRS/DOL | Janine Collins, Maine State Rehabilitation Council |
| Betsy Hopkins, DVR | Ann Long, Maine Parent Federation |
| Lisa Sturtevant, DHHS | Gail Fanjoy, KFI |
| Christine Robinson, DHHS | Jeanie Coltart, CDE |
| Jim Phipps, Iris Network |  |

**Discussion and Issues**

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| **Topic** | **Next Steps/Notes** |
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| 1. **Update on the status of the Employment First Maine legislation (LD 1352)**

Betsy reported on the successful public hearing before Labor, Commerce, Research and Economic Development, where all testifiers were in support of thelegislation and compelling testimony was provided by people with disabilities regarding their experiences in seeking to return to work or explore work for the first time. The bill has been amended twice. One amendment removed the consensus model language regarding decision making and replaced it with requirements for majority votes, quorum, meeting notices and the power to adopt bylaws. The other amendment addressed coalition membership, adding the director (or designee) of the Manufacturer’s Association of Maine to the membership list. | Handout (attached): State of Maine Legislature, Summary of LD 1352Handout (attached): Legislative amendments |

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| **Topic** | **Next Steps/Notes** |
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| 1. **Update on the newly announced PROMISE grant**

Betsy presented on this initiative to have Maine join Vermont, Massachusetts, and Connecticut in applying for the grant. This is a joint initiative of US DHHS, DOL, and SSA funding states to “develop and implement model demonstration projects that promote positive outcomes for children who receive Supplemental Security Income and their families…Outcomes include: graduating...ready for college and a career, completing postsecondary education and job training, and obtaining competitive employment in an integrated setting…”The collaborating New England states must enroll 2000 child SSI recipients between the ages of 14-16.Letter of intent is due June 20, 2013, and the grant application is due in August.  | Handout (attached):Overview of PROMISE grant |

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| **Topic** | **Next Steps/Notes** |
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| 1. **Brainstorming exercise re roles/expectations of participants in coalition going forward**

Karen facilitated this conversation and helped the group identify the following “job description” aspects of coalition roles. For Members: 1. Demonstrate a high level of commitment to the ideal of integrated employment as an opportunity for *all* people with disabilities, and commitment to the promotion of that ideal
2. Commitment to attend meetings
3. Commitment to serve as a conduit of information and to share information with your constituency/organization and with the EFM group
4. Participate in election of chair and vice chair
5. Participate in at least one workgroup
6. Review materials and come to meetings prepared
7. Vote on matters before the coalition
8. Participate in defined project plan process
9. Represent the larger voice of people with disabilities, avoid narrow interests

----------------------------------------------------------For the Chair:1. Call meetings with proper advance notice
2. Facilitate or delegate facilitation of meetings
3. Prepare meeting agendas in consultation with “steering committee”
4. Ensure minutes are taken, distributed/posted
5. Call for votes
6. Maintain current list of coalition members
7. Work to build consensus around issues
8. Represent the coalition, serve as point of contact
9. Serve one year term at least
10. Coordinate workgroup activities

-------------------------------------------------------------  For Vice Chair:1. Assume duties of chair if chair not available
2. Serve at least one year term
3. Assist chair in performance of duties

------------------------------------------------------For Disability Rights Center:1. Serve as active voting member
2. Provide logistical support, including website/listserv maintenance
3. Provide administrative support
4. Provide accommodation/support to participants

--------------------------------------------For Workgroup participants:1. Agree to work within defined project plan process

------------------------------------------------For Steering Committee members:1. Advise chair re agenda development
 | ----------------------------It was discussed and agreed that workgroups may include invited participants who aren’t coalition members, butworkgroup leaders will be coalition members.-------------------------------It was discussed and agreed that steering committee would be comprised of chair, vice chair, and leaders of workgroups. |

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| **Topic** | **Next Steps/Notes** |
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| 1. **Brief discussion of workgroup areas**

In previous discussions the group has identified possible workgroups as:Legislation/rule changeDataTransition/children’s issuesCommunication groupBusiness/Employer groupWorkgroups will have defined project plans, within their scope, and will coordinate information and activities with the larger group. Bylaws will need to address workgroup structure, membership, etc. |  |

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| **Topic** | **Next Steps/Notes** |
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| 1. **Discussion of group structure and bylaws development**

Karen facilitated a wide-ranging discussion that raised the following issues:1. Should the coalition membership comprise a minimum of 51% people with disabilities and family members?
2. How does the coalition fulfill its requirement to “strive to ensure that at least ½ of the coalition members are person with disabilities?”
3. Must workgroup/steering committee membership comprise a makeup of 50% of people with disabilities as well? If not, does that threaten the integrity of the process?
4. How is membership determined? Can a member named in statute designate one or several designees to attend? How will the group’s work proceed smoothly if different people are coming in and out of the discussions? What are the responsibilities of designees/alternates to be fully briefed and prepared? Must an organization name a member/designee for purposes of compiling an official membership list?
5. Will the vice chair head a workgroup?
6. It was agreed that Rick, Betsy, and Jeanie would comprise a group to develop draft bylaws for review/edit/approval by the group incorporating possible solutions to these questions.
 | LD 1352, Part B, Sec. B-1 |

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| **Topic** | **Next Steps/Notes** |
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| 1. **Discussion of regular fixed meeting time**

It was agreed that the coalition would meet on the second Monday of the month at 10am-noon. |  |

**Action Items**

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| **Action** | **Assigned Person** | **Due Date** |
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| Develop Bylaws draft for group review | Rick, Betsy, Jeanie | 7/8/13 |
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**Next Meeting**

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| **Date of Meeting** | **Monday, July 8, 2013** |
| **Time** | **10am-noon** |
| **Location** | **DHHS, 41 Anthony Avenue (Conference Room C), Augusta** |

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