

# Employment First Maine Coalition

MEETING MINUTES

DRAFT VERSION

<b>Date of Meeting</b>	<b>September 9, 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>
Karen Fraser, BRS/DOL	Sitara Sheikh, DVR
Lisa Sturtevant, DHHS	Gail Fanjoy, KFI
Debbie Gilmer, Syntiro, Maine APSE	Jeanie Coltart, CDE
Jan Breton, DOE	Rick Langley, Disability Rights Center
Kathy Despres, SILC, Cares Inc.	Betsy Hopkins, DVR
Jen Ardito, SRC, Cares Inc.	Jenna Mehnert, NAMI Maine
Margaret Carr, Turtle Cove Consulting, New Directions for Maine Families	Leticia Huttman, DHHS
Rachel Dyer, MDDC	Chris Robinson, DHHS
Jim Phipps, Iris Network	Ann Long, Maine Parent Federation
Janet May, CCIDS	Christine McKenzie, MMC
Carrie Lemos, Clubhouse representative	Mel Clarrage, CDE, State Workforce Investment Board
Kim Moody, DRC	Julie Moulton, SUFU

## Discussion and Issues

<b>Topic</b>
<b>1. Coalition membership discussion</b>
Betsy presented information on the development of the formal Coalition

membership roster. She is doing work to clean up that list and clarify designees.

- a. Some work remains regarding identifying and inviting representation (outlined in statute) to “2 persons who are parents of persons with disabilities” and “a certified rehabilitation provider that provides integrated community-based employment or customized employment services.” It was agreed that for our purposes “parent of a person” should be understood to mean a person under 21. Ann Long volunteered to help with that recruitment. It was suggested that an invitation be sent to Cullen Ryan at CHOM and to parent organizations, special education directors, and to groups working with transition age young people.

Betsy has the CRP master list and can extend invitations to providers via that list.

The membership form will be edited to include these membership categories. We will develop an online fillable membership form to be distributed via email.

- b. Lisa suggested reaching out to WIPA staff in hope of having a benefits counselor serve on the Coalition.
- c. Betsy will update the group on membership development next time.

## Topic

### 2. Bylaws review

Rick led a walk-through of the third bylaws draft for final edits and revisions.

- a. It was agreed that no language in the bylaws ought to exceed that of the statute, and that the Coalition would maintain bylaws language stating that the Coalition shall “*strive* to ensure that at least half of its members are persons with disabilities.” There was a discussion about the importance of establishing a plan for reaching out to people with disabilities and that in the invitation and membership recruitment process the Coalition will emphasize the priority and

importance of developing a membership representing individuals with disabilities. The formal membership form will be amended to include an opportunity for an individual to disclose a disability status if they choose.

- b. It was agreed that it would be helpful to define work group membership – how one becomes a work group member, the voting rights of members, whether someone who participates maybe only once or for a brief period of time in a work groups deliberations is a “member” and has voting rights, etc.
- c. It was agreed that the steering committee’s role needs to be defined and the secretary ought to be included in the membership of the steering committee.
- d. Kathy suggested striking language (Article 2, section 6) regarding removal of a Coalition member and relying instead on section 5 to address this. The sense of the group was that the provision of section 6 was unnecessary.
- e. Rachel pointed out the need to revise the term “chairman” throughout the bylaws document.

Topic
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<b>3. Work Group discussion</b>
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| <ul style="list-style-type: none"><li>a. Debbie presented a draft regarding work group structure and focus areas (this is the “Work Group Tasks” document on <a href="http://employmentfirstmaine.org">employmentfirstmaine.org</a> located at “Meeting Handouts”). The group conducted an exercise regarding work group development. Debbie will revise the work group document based on this input.</li><li>b. It was agreed that each work group would develop work plans as an outline of project management, including developing priorities for the group’s work, deadlines, etc. Each work group will have co-leaders.</li><li>c. It was suggested that the Communication work group develop a plain language one page summary of the EFM Coalition.</li></ul> |
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<b>Topic</b>
<b>4. Next Steps – Elections, Work Group development, scheduling</b>
<p>a. A nominating committee was developed (Kim, Debbie, Rachel) to begin the process of developing a slate of candidates for Coalition positions, group leaders, etc. The nominating committee will report back at the October meeting.</p> <p>b. In October we will vote to finalize the bylaws and make them effective.</p> <p>c. Future meetings:  October 11, 2013 10-noon  November 8, 2013 11-1pm  December 13, 2013 11-1pm  (The move to 11am will allow time for work groups to meet in the morning prior to Coalition meetings.)</p>

<b>Topic</b>

<b>Topic</b>

**Next Meeting**

<b>Date of Meeting</b>	Friday October 11, 2013
<b>Time</b>	10am - noon
<b>Location</b>	DHHS, 41 Anthony Avenue, Augusta