

EmploymentFirstMaine

Steering Committee Meeting Minutes

Draft Version

Date of Meeting: Friday, December 12, 2014
Time: 11am – 1pm
Location: MDOL, 45 Commerce Drive, Augusta
Facilitator: Betsy Hopkins

Present

Name/Affiliation	Name/Affiliation
Betsy Hopkins, DVR	Rick Langley, DRC
Rachel Dyer, MDDC	Lisa Sturtevant, OADS
Debbie Gilmer, Syntiro, APSE	Jan Breton, DOE
Lisa Soucie, High Hopes Clubhouse	Tyler Ingalls, SUFU
Jon McGovern, SUFU	Janet May, CCIDS
Shannon Hartman, Creative Works	Sherry Beck-Poland, DHHS
Cathy Bustin, MCD	Gail Fanjoy, KFI
Kathy Despres, Cares, Inc., SILC	Leticia Huttman, SAMHS
Karen Fraser, BRS	

Discussion and Issues

1. Ground rules discussion

Betsy: based on last time and concerns expressed about discussion and not being heard, would like to propose to Coalition a ground rules document to guide future discussions. Ground rules would capture process for fair discussion, understanding we may not agree on everything, need to be fluid and able get work done and move ahead. Many organizations represented, creates a challenge for us. Agree to develop ground rules for conducting meetings going forward? Create a draft today and bring back to larger coalition next month? Lisa agreed to scribe the conversation:

Every person. Every talent. Every opportunity.

EFM Ground Rules draft 12/12/14

1. Before speaking – raise hand, identify yourself, then comment
2. Start on time
3. Personal responsibility to stay up to date on information (if you Missed a meeting, etc.)
4. Agree to review agenda/minutes/materials prior to meetings; be Prepared.
5. Agenda will contain action items such as a vote
6. Items that are identified as to be voted/acted on will be framed by Steering committee (as much as able). Something substantial – ie a vote on “systems change” needs to be presented in advance in writing/ posted.
7. In an emergency, the information forwarded may call for an email process and vote within a quicker timeframe.
8. EFM Coalition voting members will come to meetings with an understanding of voting abilities
9. Content, format, or accommodation questions/needs will go to Communication Group from an EFM member
10. Coalition will go for consensus but may need to ... (bylaws activated)
11. Personal responsibility to keep comment concise, to the point, being aware of time constraints
12. agreed to send a reminder email to group when minutes are posted, etc. – will come from Communication Group
13. Facilitator/Communication team member will clarify, and restate comments as appropriate, to assist group in understanding discussion

Group agreed that some of these points are proper ground rules while others are best practices for good group work, may not necessarily lend themselves to “rules.” Agreed to edit and share draft with Coalition in January.

It was agreed that upcoming votes/decisions could be highlighted in minutes and notices going out. Tyler suggested 2 week notice on voting item. Betsy: 2 weeks when we can, but allowing for emergencies. Debbie: In some cases, that may be less than we’ve been operating on to date.

Kathy: SILC has process allow for email vote, they agreed on using a process that doesn’t delay business of EFM.

Rachel and others: electronic voting option would make sense. Email voting, allow for time to review, process, and vote, should be workable. Bylaws allow it? Need to amend them?

Betsy: re building consensus when able: Goal is to build it when we can, but in times when we don't have it, will move to traditional Roberts Rules, voting etc.

Debbie: important to recognize that by design the work groups were intended to be places to do detailed, focused work – to share large amounts of info, work and make decisions in short time periods and turn work around, etc. Need to not lose this model as working everything in depth in full Coalition will likely slow down all of our work and we have a lot. Consensus building discussion can be slow.

Lisa: time keeper model? Stricter time limits?

Agreed facilitator role is to make time limits happen within reason and fairness.

Kathy: would help to have notices about things being posted, ie minutes.

Cathy Bustin: need to be mindful of people with various disabilities, processing issues, operate in a way that accommodates needs.

Janet: possible ground rule re facilitator or communication team member, paraphrasing or summarizing items to assist in processing conversation, moving things ahead?

2. EFM work plan development

Betsy: Groups have done work to develop goals, with three year plan in mind. October minutes have the combined work group list of recommendations, based on year 1, 2, 3 and legislation, policy, or other category. Betsy proposes putting the info together in template similar to one used by policy work group for easy reference. Work groups to make recommendations, flesh them out with next steps included...get details to Betsy for entering into the template.

3. ODEP Leadership Mentoring project – report

Debbie: Summary of project is on EFM website. State team just returned from planning Conference. Requested support and technical assistance on 1915(i) state plan amendment, and planning re transition plan under final CMS rules due March 17.

Identifying agencies that want to serve as mentors.

Lisa: re systems development piece: chose 4 subject matter experts. Providing instate technical assistance on the ground in Maine up to 130 hours in ten months. Team interviewed 8 experts, chose 4 based on what they said they could do.

Re development of 1915(i): using Stephen Hall and Lisa Mills as experts. Re rate setting, CMS, etc. Providing additional 8 hours a month for 10 months re that.

6 amazing experts in Maine as soon as January; need to get a plan to them in a week.

Possible to use expertise to help EFM too? Use them with steering committee? Full group? Training/technical assistance for us?

Leticia: not definitely decided that they're going forward on (i) plan amendment but will allow SAMHS to research other state plans that have been approved, help develop language for Maine, etc.

Anyone is welcome to join the Vision Quest team, participate in calls, etc. Will be posting other good resources that come out of this.

Gail: another opportunity: anchor notification. (need clarification here). Good for EFM to promote to MACSP and other providers.

Gail to send brief comment to include in what Debbie writes up on capacity building piece.

4. Work group reports

Capacity Building

Debbie: Scheduling a January meeting.

Transition

Jan: Jim Martin attended last transition group meeting. Overlaps with his transition group within the department.

Data

Rachel: Met last month, materials are posted.

Debbie: of 57 billion spent on day service, 1.5 billion spent on employment. Can we identify Maine's break down? Use this number and our ability to move it as a measurement of our success?

Lisa: Talked to Ricker re data group's letter. Lisa meeting with childrens services, OADS, SAMHS, re employment across the board.

DOL appointed Karen Fraser to be data person. Info from CWRI, VR, etc.

Lisa: Realistic we can move the needle within three year life of the coalition? One option getting systems to support the work, tracking good outcomes, etc.

Definitely need data for any phase-out legislation. Met with Pam Megathlin from Labor Standards - she agreed to assign someone to get baseline data. Number of certificate holders, how many people, primary disability, length of time there, who are the 350 people, etc. She can access that info. Need to decide what further questions we have for her?

Business Engagement

Lisa: Developed 5 basic recommendations and shared them in October. Now need to look at them and see which need interim steps to be fleshed out. 4 business events starting in March, but run out of funding in June. DOL/DHHS funding. If that business to business work is to continue, need to make a recommendation to continue that funding. Presentation at Samoset at the May human resources event – focusing on HR professionals, diversity hiring.

How do other recommendations get summarized for January? Deadline to get that reporting back? Is coalition report about action taken to date? All recommendations live in that document? Recommendations need to be voted on by Coalition.

Jan: Items were reported on but not discussed then.

Kathy: Need to build in time to discuss and talk them through. Need to go to larger group for vote.

Lisa: Possible to extend January meeting to do that work? Get info out to people with time to get up to speed and vote. Review and vote on year one recommendations in time for report?

Debbie: Thought that the work group structure was designed to provide a place to do detailed vetting and review in the groups. How is it feasible to do this detailed work in larger group?

Betsy: Bylaws require bringing back to Coalition. Betsy to get recommendations out to group in formatted document. Looking at year one recommendations for vote. In January, chairs will present top recommendations for year one – with everyone prepared and able to vote on January 9.

Agenda should include this action item and mention voting to happen.

Betsy: re extending the meeting? Start at 11 and run til 2pm? If snow, plan for email vote.

Kathy: way to reach out to Coalition members? More than just chair's contact info posted? Reason not to share all member's names and contacts?

Betsy: recommend using survey monkey for electronic voting when needed.

Policy group

Betsy/Rick: Shared federal bill with group members for feedback. Using a s a template for starting point.

Maybe technical assistance is available to address concerns around harming people who are currently working?

Candidate slate to be sent out with notice re vote to occur on January 9.

Next Meeting: Coalition Meeting

Date of Meeting	Friday, January 9, 2015
Time	11am to 2pm
Location	MDOL, 45 Commerce Drive, Frances Perkins Room