

Maine Developmental Disabilities Council

May 21, 2025 Meeting Minutes

Meeting called to order at 9:00 AM

Agenda Item	Handouts	Highlights	Motions
Welcome, Introductions	Agenda	Abbott started the meeting with a brief review of the meeting rules and roll call for attendance was completed by Kile. Quorum met with 21 members.	See attached table
Executive Directors Report	ACL Letter Update Boards and Commissions Memo of Understanding Member Application and Audit Procedure Disability Accommodation Procedure Membership Support Council Meeting Procedure	Nancy reviewed the Administration for Community Living's observations of procedures and information put out by the Council. The recommendations led to the writing of the Memo of Understanding with Boards and Commissions, the Membership Application and Audit Procedure, the Disability Accommodation Procedure, the Membership Support Procedure and the Council Meeting Procedure to document what will be done by Council Staff, Boards and Commissions and Council Members for Membership in the Council. Nancy pointed out that the staff worked extremely hard to get the information organized and make the procedures understandable with forms to back up processes.	
Break		The Council had a short break	
Council Business			
Meeting Minutes	02.12.2025 Meeting Minutes Draft	Brief discussion about how to question meeting minutes. A suggestion was made to define discussions in meetings.	Maryann P. Motion to accept meeting minutes for 02/12/2025. Kaitlyn J 2 nd short discussion 19 yes, 2 abstain Motion passed
By Laws	Draft By Laws 2025	Toni gave a brief introduction about the length of time it took to get a completed version of the By Laws and her efforts to move things along.	Stacy LaFlamme motioned to

		<p>Discussion began and included a concern about the definition of ‘unexcused’ under Article 5 – Membership - Section 5.5 Line A. The 1st motion was made to amend the bylaws with definition of “unexcused’ about attendance by a member.</p> <p>Continuing discussion was held about Article 8 - Executive Committee, Section 8.2 Responsibilities Line B. The 1st motion added that the Executive Committee would require input from the full Council and the Executive Committee would share the evaluation of the Executive Director with the Council at the following Council Meeting. Many members spoke against having all Council members required input for the Executive Director Evaluation and to have the evaluation shared during an open public meeting.</p> <p>It was decided by the Co-Chairs that each amendment would be motioned and voted on separately for clarity.</p>	<p>amend the By Laws to include a Definition of Unexcused. 2nd by Cheryl Hathaway. 21 Yes, 0 No, 0 abstains. Motion passed Staci Converse, motioned to amend the By Laws to include Executive Director evaluation input and evaluation would be shared with the Council. Jon M 2nd the motion 5 Yes, 15 No, 1 Abstain Motion failed Staci Converse, motioned to amend the By Laws to include Executive Director evaluation input, Jon M 2nd the motion. 21 Yes 0 no 0 Abstain</p>
--	--	--	---

			<p>Motion passed Monique Stairs motioned to accept the By Laws as amended. Jon M. 2nd. 21 Yes 0 No 0 Abstain Motion passed to accept By Laws as amended.</p>
Appointment of Nominations Committee Chair by Co-Chairs		The co-chairs appointed Jon McGovern as chair for the Nominations Committee and Jon accepted. The following Council members volunteered to be on the committee: Abbott Philson, Maryann Preble, Marc Roix, Jennifer Marks and Kaitlyn Johanson. A monthly standing meeting will be scheduled.	
Membership Support Discussion		Discussion was had about different ways the Membership Committee could support members including mentors or meeting buddies, Plain language guides and explanations of the meeting processes for in person and ZOOM meetings, roles and responsibilities of council members, Robert's Rules guide, explanation of voting process and regular orientation meetings. The following Council members volunteered to be on the committee: Abbot Philson, Tracey Webb, Andrea Dole, Shaun Nixon. Regina Bowie stated that she would like to be a mentor. An email will be sent out asking for more suggestions in the future.	
Executive Committee Report	Committee Meeting Minutes from 03/28/25, 04/17/25 and 04/24/25	No Discussion	
Conflict of Interest Policy	Annual form for declaring Conflict of Interest	Nancy reviewed the need for Conflict of Interest Yearly forms to be filled out and why it is important.	

Finance Committee Report	Budget Versus actual, Balance Sheet through 06.30.2025	No discussion	
Requests for Agenda Items for next meeting		None	
State Plan Update		No discussion	
“We’re Here all Year” video project		Nancy and Rachel presented the idea to be done in partnership with Community Center for Community Inclusion and Disability Studies at the University of Maine and Disability Rights Maine. \$15,000.00 would be reallocated in the budget for this project which comes from Maine Parent Federation sharing rent. In depth discussion on what the videos will include, who will see the videos and how the videos will be produced.	Monique S. Motion to reallocate funds and move forward with project. Regina B. 2 nd the motion. 21 Yes, 0 No, 0 abstain Motion passed
Public Comments		Mayuko Maeda thanked the Council for having her. She observed a good meeting with every one giving input.	
Lunch		Lunch was served	
State Plan Planning		Rachel and Nancy highlighted the State Plan Overview & State Plan Update that was discussed at the Orientation Meeting to get every on up to speed on what has been done.	
		State Plan Planning overview – Rachel reviewed the steps and timing leading up to completing the State Plan for 2026-2031.	
		Systems Jeopardy – Members were dived into 3 teams to play. Each team decided on a name – The Fighting Advocates, The Upside Down and Backwards, and The DD Warriors. A competitive game was played and the score was The Fighting Advocates with \$9600, The Upside Down and Backwards with \$6400 and The DD Warriors with \$1400 as they decided not to wager and answer final Jeopardy! Good fun for all!	

		Break	
	Public Input Idea Sheet	Collecting Public Input Activity	
	Meeting Evaluation	The Council was encouraged to fill out Conflict of Interest Forms, Reimbursement Forms and Meeting Evaluation to wrap up the meeting	
Adjourn			The meeting adjourned at 3:35 PM

Attendance: Abbott Philson, Kile Pelletier, Tracey Webb, Jon McGovern, Stacy Smart, Stacy Atter, Jessica Creedon, Andrea Dole, Jennifer Marks, Kaitlyn Johanson, Maryann Preble, Sue Russell, Staci Converse, Maria Cameron, Monique Stairs, Regina Bowie, Stacy LaFlamme, Cheryl Hathaway, Marc Riox, Kristine Adams

Members absent: Craig Patterson, Leigh Lardieri, Coutnay Schadtle, Stephanie Vincent, Nicole Achey

Staff: Nancy Cronin, Rachel Dyer, Brenda Charneski, Toni Wall

Quorum present? Yes (21 present)

Public: Mayuko Maeda

Guests: Stephanie Pelletier, Dick Witham, Susan Fowler

Next meeting date and time: July 9, 2025 at Maple Hill Farm, Hallowell, ME (8:30 AM pre-meeting) 9:00 AM – 4:00 PM

	YES		Attend	Meeting minutes from: 02.12.25	By Laws	By Laws Amendment Definition of unexcused	By Laws Amendment ED Evaluation Council Input & Shared w/Council during mtg	By Laws Amendment ED Evaluation Council Input	By Laws Final as amended	We're Here All Year project
	NO									
	Abstain									
01	Craig Patterson	OADS (DHHS)	X	X	X	X	X	X	X	X
02	Leigh Lardieri	DOE	X	X	X	X	X	X	X	X
03	Shaun Nixon	DOL		Yes	1st	Yes	Yes	Yes	Yes	Yes
04	Jon McGovern	self advocate		Yes	Yes	Yes	2nd	2nd	2nd	2nd
05	Stacy Smart	self advocate		Yes	Yes	Yes	Yes	Yes	Yes	Yes
06	Stacy Atter	self advocate		Yes	Yes	Yes	Yes	Yes	Yes	Yes
07	Kile Pelletier	self advocate		Yes	No	Yes	No	Yes	Yes	Yes
08	Jessica Creedon	Parent of Child		Yes	Yes	Yes	No	Yes	Yes	Yes
09	Andrea Dole	Parent of Child		Yes	No	Yes	No	Yes	Yes	Yes
10	Jennifer Marks	Parent of Adult		Yes	No	Yes	No	Yes	Yes	Yes
11	Tracey Webb	Parent of Child		Yes	Yes	Yes	No	Yes	Yes	Yes
12	Courtney Schadtle	Parent of Child	X	X	X	X	X	X	X	X
13	Stephanie Vinson	Parent of Child	X	X	X	X	X	X	X	X
14	Kaitlyn Johanson	self advocate		2nd	No	Yes	No	Yes	Yes	Yes
15	Maryann Preble	self advocate		1st	No	Yes	No	Yes	Yes	Yes
16	Sue Russell	UMO CCIDS		Yes	No	Yes	No	Yes	Yes	Yes
17	Staci Converse	DRM		Yes	No	Yes	1st	1st	Yes	Yes
18										
19	Maria Cameron	NGA VOA NNE		Yes	No	Yes	No	Yes	Yes	Yes
20	Monique Stairs	NGA SUFU		Yes	No	Yes	No	Yes	1st	1st
21	Regina Bowie	self advocate		Yes	2nd	Yes	No	Yes	Yes	Yes

22	Nicole Achey	Parent of Child	X	X	X	X	X	X	X	X
23	Abbott Philson	self advocate		Yes	No	Yes	No	Yes	Yes	Yes
24										
25	VACANT	IDEA								
26	Stacy LaFlamme	OCFS (DHHS)		Yes	No	1st	A	Yes	Yes	Yes
27	Cheryl Hathaway	CSHN (DHHS)		Yes	No	2nd	No	Yes	Yes	Yes
28	Marc Riox	self advocate		A	No	Yes	No	Yes	Yes	Yes
29	Kristine Adams	Parent of Child		A	A	Yes	No	Yes	Yes	Yes

Current 26	16 needed for Quorum	21	19 Yes , 2 Abstain	7 Yes, 13 No, 1 Abstain	21 Yes	5 Yes, 15 No, 1 Abstain	21 Yes	21 Yes	21 Yes
			Passed	Failed	Passed	Failed	Passed	Passed	Passed