

Executive Committee Meeting Minutes 6-5-14

Members present: June, Mary
Staff present: Peggy, Julie

Agenda Topics:

1. Budget- Julie sent the May budget documents for the IL program to the Executive Committee members earlier for review. At this time there were no questions.

2. SILC August Meeting Topics-

The Executive Committee members identified several topics for the next SILC meeting in August.

- a. Training for new members- Since there may be four new members at the August meeting, more comprehensive training of new SILC members will be included in the agenda. Some identified training topics are the roles and responsibilities of the SILC members; explanation of the IL program budget components and documents; overview of the SPIL and the responsibility of the SILC to monitor and evaluate the current SPIL, in addition to developing ideas for the new SPIL; explanation of the SILC and CILs duties and responsibilities to address the IL needs of people with disabilities living in Montana; and the description of the SILC membership, voting status, and roles of different SILC members.
- b. Increase understanding and participation of SILC members on IL taskforces- Chairpersons of individual task forces will be invited to the August SILC meeting to describe the purpose of each taskforce, its roles and activities. The chairpersons will participate by telephone in 15 minute increments and then there will be a period of time for the SILC members and taskforce chairpersons to interact.

Julie gave an update on the progress of the taskforces informational sheet. Since some of the chairpersons have not responded, Julie will follow up by telephone tomorrow. The task forces' listing will be forwarded to SILC members and Julie will follow up with the SILC members to assess each member's interest in a particular taskforce and ask for their participation with the task forces.

Mary suggested the taskforces develop a "white paper" to give more detail of achieved objectives and activities of each task force in addition to the activities they are currently working on, and planned activities. The "white paper" could also include in the mission statement. These "white papers" could be sent out to the SILC members prior to the August meeting for review. During the SPIL Evaluation Committee meeting, Tom mentioned that the taskforces used to develop a quarterly report, but they haven't completed this activity for a

couple years. Julie will ask if they have done the “white paper” or quarterly report. If they haven’t completed either document, they can report their activities during the SILC meeting.

- c. Education Committee- Needs to give information to Julie to hand out for review.
- d. Veterans Affairs Representative- During the SPIL Evaluation Committee meeting, veterans were identified as an underserved population. A representative for the this population will be invited to the SILC August meeting to conduct some training on what their program is doing for veterans with disabilities. Prior to the meeting Julie will explain the IL history, philosophy, and services available to the veterans representative. Then the representative can incorporate the need for certain IL services in the presentation.
- e. SILC Working Committees- A time will be set aside to discuss the responsibilities of SILC members on the committees, and what the members do. The IL program manager will be responsible for the committees’ administrative work including minutes and setting up the meetings.
- f. Governor’s Report- A rough draft of accomplishments, pictures, stories, and goals will be developed for the August meeting, in order to obtain the SILC members feedback. When the CILs submit their last quarterly report with the number of consumers served and information from the 704 Report, completed in December, this information will be added to the Governor’s Report.
- g. CIL Directors Reports- The SPIL Evaluation Committee identified the objective of cross-training as being unmet. Time will be allocated for the centers director’s to train the SILC members on the four core IL areas, unique services, and activities that each CIL does. The SILC members will understand that the CILs offer services to a specific population of people with disabilities and that the members roles and responsibilities cover all people with disabilities who need to become more independent on an individual and societal basis.
- h. RSA Report- Julie needs to contact RSA on the progress of the SPIL language 3.2 regarding the spending of Part C monies for the equalization of the CIL funding. Also, she will follow up with Felipe on the new objective which was sent to him earlier in the week. The new objective is replacing the candidate survey.
- i. Aspire Project- Peggy described the Aspire project and suggested the SILC invite Mary Taylor, site coordinator, to the August meeting as a presenter.
- j. 25th Anniversary of ADA (2015)- Coordinate with the Education Program on ways to get involved with the activities on a local, state, and national level.
- k. Legislative Day and Legislative Process- The SILC needs to be involved with Legislative Day and Poster Day that are scheduled for January 2015 and March 2015.
- l. August SILC Meeting Introduction- Ask the SILC members during the introduction period of the meeting to identify ways to keep them involved and in contact.

Other Topics Discussed:

1. A recommendation to reformat the SPIL quarterly report was discussed. The goals and objectives which pertain to specific organization need to be organized in order to better understand each organizations responsibility of the SPIL. Now the goals and objectives will be organized as activities responsible by the SILC, CILs, and a collaboration of both. The progress of each objective and activity needs to be shortened into bullet points with highlights and dates to be accomplished. Also, the new layout of the SPIL should identify the ones that have a fiscal outcome, such as the consumer survey, to increase their accomplishment. Julie will have this completed for the August meeting.
2. Julie will try to complete the meeting minutes in a timely basis because activities that are discussed need to be read by people who are responsible for accomplishing them. The SILC meetings are recorded and Julie usually listens to the recording and summarizes the discussions. This takes time to complete the minutes. Julie will review the past meeting minutes to see if the SILC established a conversion model for the sheltered workshop committee and who is on it.

An email with WebEx call information needs to go out next week to keep the members interest. People calling into the meetings works better than Julie linking people into a call.

3. Status of RSA approval of CIL equalization funding to be used for extra Part C monies, as described in the SPIL. Julie received Mike Mayer's language changes and revised it. The SILC approved Mike's changes at the meeting. The SILC wants to go forward with this language change so Julie will talk with Felipe about getting it approved within a week. The Executive Committee would like an update on this as soon as possible.
4. New objective—Julie sent it to Felipe and said that the SILC approved this as a replacement. He was out of the office therefore Julie will call and ask him about the status of the replacement language.
5. Would like to have a draft of the 2014 Governor's Report for the August meeting, so the SILC members can review it. Some items will not be done (number served in Part B). Pictures and stories and accomplishments can be done early.
6. Julie will follow up with RSA and see if the site reviews for Summit and MILP have new dates yet.