

SILC EXECUTIVE COMMITTEE MEETING- MARCH 6, 2014
3:30-4:30PM- TELECONFERENCE
Meeting Notes

1. IL Program Manager Priorities

The SILC Executive Committee was given the responsibility to review and recommend the IL program managers priorities after the SILC voted to decrease the position from 1.0 FTE to .75 FTE during the November SILC meeting.

June sent her suggestions in an email message before this Executive Committee meeting. One of her recommendation was the CIL satisfaction survey needs to be kept as an IL program manager job responsibility. The SILC has the responsibility to ensure that people with disabilities are aware and have access to IL services. They also need to know that these services are being provided. The survey also includes the statewide needs assessment. Some of the CILs conduct satisfaction surveys on various components of their services.

Mary suggested revamping the survey. Julie mentioned the costs accrued from the high number of undeliverable mailed surveys which are returned to the DSU. A suggestion was made to research with other states on how to use technology to help with getting better survey results, such as an online survey placed on the SILC website? Other populations to identify and assess their IL needs are people with disabilities, who do not use the CIL services and the reasons/barriers. The survey identifies services people with disabilities use and assesses their satisfaction levels. SILC could focus on developing and distributing a stand-alone statewide needs assessment partnering with various organizations and agencies and ask questions. For satisfaction purposes, we need to survey just the people receiving Part B, Part C and general fund services, not the people receiving SDPAS services.

Another area to decrease in the IL program managers' duties is the time spent on the SILC training activities. Instead focus the program manager's time on providing training opportunities information and availability and allow the members to choose opportunities which meet their training needs.

Since the SILC isn't as involved in Legislative Day/Rally Day events as the CILs staff, the IL program manager doesn't need much time on these two events. The SILC should be involved in these activities as a partner. For example, the SILC could schedule its meeting in conjunction with Legislative Day and be a partner in the event. Some SILC members helped in the coordination of greeting legislators at lunch; asking them to sign a guest book; set up SILC table at Rally Day and put up maps. Mary agreed with June, that in the future Julie doesn't need to be involved with either event.

An identified priority is to have the IL Program Manager participate on the Legislative/Advocacy Committee phone calls to receive the task forces' updates. Then these updates could be shared with the SILC. Also, there is a need to spend more time with task forces and Legislative/Advocacy Committee to work together to meet the goals and objectives of the SPIL.

The Nomination Committee members are responsible for identifying strategies, to recruit, interview and recommend applicants to serve on the SILC. The Nominations Committee will share these strategies with the IL Program Manager who is responsible in carrying out activities to meet the identified strategies. Materials need to be distributed to Committees for review. Julie will make follow up calls to the Governor's office to verify the status of applicants ensuring the SILC membership composition is in compliance.

The SPIL, which is written every three years, takes approximately 200 hours of the program manager's time. During the other two years the IL Program Manager works with the SPIL Evaluation Committee to review the progress of the SPIL on a quarterly basis. Since the SPIL needs to be written on a consistent basis throughout the three year period until the next new SPIL is due, then less hours will be needed, this frees up time for other projects. The progress report is written and shared at each SILC meeting.

There are unplanned activities for the IL program manager to complete. For example: The distribution of Part C funds over the COLA which is needed by RSA. Additional time is spent to ensure compliance with RSA requests such as planning and conducting a public hearing to obtain public comments and write a SPIL amendment.

2. Public Comments on CIL Funding statement- March 28

The SILC will hold a separate time slot from 4-4:30pm to discuss Part C monies and the amendment to the SPIL.

3. CIL Funding Statement

A draft equalization funding for CILs statement was developed. The statement was posted on the SILC website and the DPHHS e-calendar along with the public comment period within the Town Hall meeting on March 28, 2014.

Ideas regarding Equalization of Funding:

Equalization of funding for Montana CILs is the practice of ensuring that the combined budgets are the same for each of the four centers. For the purposes of this SPIL, equalization of funding for CILs will consider the combined monies from Part B, Social Security, Part C, and General Fund. Funding from grants such as MYLF, MYTransitions, WIPA, SDPAS or any other fee-for-service dollars are not included in the equalization calculations.

When additional funds become available through COLAs, provider rate increases or other revenue sources, all four centers will receive increases. The total funding from Part B, Social Security, Part C and General Fund will remain equal among the centers. For example, if one center receives a larger Part C COLA, that center's general fund or Part B funding will be adjusted so that the total funding among the centers is the same. Should a decrease in funding occur the decrease will be applied so that the total funding for each center, will remain equal. In some cases, a decrease in one funding source may result in an adjustment to a different funding source. However, the total funding for each center will remain equal.

If/when all CILs in Montana have a combined funding (Part B, Social Security, Part C, General Fund) balance of \$500,000* AND additional funds become available, the SILC will determine if those new funds will be used to fund additional SILC activities or provide grants for special projects for unserved/underserved populations.

* This dollar amount was verified by contacting Billy Altom of APRIL.

Julie suggested that it would be helpful if the CIL directors would contact the DETD when they receive a decrease or increase of funding from Part C for their Center.

4. February 6, Executive Meeting minutes

Julie will send out a revised version of these minutes for review.

5. Budget Information- Karie Whitlock reviewed the February 28, 2014, IL Program Budget and described the budget deficit. The Part B award is \$339,278.00. She suggested reviewing to help in understanding the information. In order to be in compliance with the SILC membership composition, two new members may need to be added which will increase the SILC meeting expenses. Indirect costs average about \$1800 a month. The total indirect costs are projected to be \$23,500.00 for the year.

A decision needs to be made regarding the Part C distribution of \$9,292.00. One suggestion was to divide the amounts between LIFTT and NCILS because they receive less of the COLA amount.

June requested the SILC have a Budget 101 class presented during the May SILC meeting to explain all funding sources and where they come from.

6. SPIL Evaluation

The members thought that the quarterly report was too long and needed to be more concise.

7. Candidate Survey

Julie reported that she received some questions from Shyla Patera and Joe Burst. These ideas were combined and forwarded them to Peggy for review. The format of the questionnaire was discussed and it was decided write a two page document with short issue statements. They discussed if the purpose of the document was to educate or obtain opinions of the candidate/legislators.

It was decided to list seven issues using no more than three sentences. The document will be sent to Jessica Rhoades, DPHHS, for review.

Next meeting will be April 3, 2014.