

## SILC EXECUTIVE COMMITTEE MEETING MINUTES

October 2, 2013 at 12:00pm

Members present: June Hermanson, Chairperson and Jim Brown,  
Vice-Chairperson

Staff present: Julie Clay, Peggy Williams and Kathy Brook

### **Budget**

Julie reviewed the budget and commented on how the sequestration could affect IL services. There are many moving targets including the final amount for IL services, there is sequestration and the closing of the government. Julie mentioned phasing in various budget options at different points of time when the projected deficient is evident.

June suggested having a discussion at the SILC November meeting regarding addressing options to cover the \$20,000 deficient. The SILC needs to make a decision and put it in writing with three plans of action. She wanted the options to be listed on the November SILC agenda.

June wanted to make sure that Jim Marks was on the November meeting agenda to update the SILC regarding the federal activities, including funding.

When discussing the option to eliminate the satisfaction survey to save about \$2,000 and the cost of using IL and VR staff time, June commented that she thought the satisfaction survey was a required activity of the SILC and could not be cut. The centers do some type of satisfaction measurement of services but she didn't think that those results could be used by the SILC. The use of the satisfaction survey results was discussed. The results of the survey are from CIL consumers, and do not include input from other people with disabilities. It was suggested that the SILC could provide recommendations and strategies on how to outreach to other organizations in order to receive a diverse representation of the state disability community.

June suggested that the SILC should be asked if they want the continuation of the satisfaction survey.

Julie reported that Elizabeth Akinola of RSA said the SPIL has been approved. The RSA upcoming site visits have not been finalized, however she plans to contact Julie in the spring of 2014.

### **Nominations**

Stacy Otterstrom is updating applications for all governors' committees. She will contact me with updated SILC applications.

June asked Julie to contact Melissa Kase regarding developing questions for the applicants.

### **Future Meeting Structure**

The meeting structure needs to be interactive. June requested that the IL budget and historical review be moved to Old Business on the November agenda. A proposed plan of action needs to be developed with activities to meet SPIL goals and objectives to review and make decisions. A handout with a list of goals, bulleted objectives, and suggested action steps to meet the objectives needs to be developed for the meeting.

October 2, 2013

SILC Executive Committee Agenda

#### 1. IL Program Budget and Recommendations for the Deficit

- A. Update of IL Budget: The previous cumulative amount is \$295,459.00 for the budget period of 10/1/ 2012- 9/30/2013. This will be the same amount if the sequestration is in effect. Clay Calton, DETD Budget Analyst Supervisor, stated that, David Steel of the Department of Education had projected that Montana IL program would receive \$311,000.00 and with the sequestration cut of 5%, the budget would be approximately \$295,000.00. Last year the DETD believed that the sequestration would last a year and now the national sources say that it will last until 2021. Jim Marks stated during the meeting we had focusing on the IL Program budget that there are so many moving factors involved with the VR and IL funding that it is hard to make final decisions regarding cuts. He suggested that we look at options for keeping the quality of services in place.

If the federal government shuts down, funds will be available on a continuing resolution until March 2014. The DETD will need to fund activities with general funds. The 3% raise in the state employees' salaries, increase of cost allocations and indirect costs will impact the IL

budget. The VR program receives a COLA but the IL program will not receive a COLA. Due to the uncertainty of knowing future funding for VR, especially when going into the Order of Selection, it's hard to know how the VR monies can be used to help the IL program. If the IL program manager position and assistant is decreased by FTE, then a corresponding portion of activities will need to be decreased. Some decreases to consider are:

1. Eliminating the satisfaction surveys would save about \$2,000.00 and IL staff time and VR staff in-kind time.
2. Cutting the site review visit for this year to coincide with the possible RSA visit to the same CILs in the upcoming year. Savings estimated at \$1,000
3. The  $\frac{1}{4}$  cut to the IL program manager position and assistant is \$20,478.00. Assumption: Hours lost in IL budget are picked up by another DETD program.
4. CIL's budgets are decreased by 4%, savings is \$9,195.12.
5. When asked for additional recommendations to decrease the deficit for the IL program administration, Karie said that there isn't much more to cut.

## 2. SILC Member Nominations Plan

- A. SILC position description with Governor's website for Boards and Councils, along with the SILC questionnaire was combined into a recruitment package and sent to SILC members, CIL directors, task force chairpersons, the VR distribution list (approximately 125 people) and the Friends of Rehab (approximately 85 people). Kathleen Coward of Helena and Elizabeth Varnum of the Summit Hamilton branch office called on September 23 expressing their interest in applying for a SILC membership. During this week, the

following people have contacted me regarding their interest in the SILC membership and/or SILC activities.

Lori Gaustad of Pluk

Rebecca Blend

Quentin Johnson- Helena

Jerry West- NCILS Board of Directors- Denton

Ruthie Hill- Senior Companion Program – Helena

Melinda Hoskins- Job Service and a member of NAMI- Helena

Elizabeth Varnum- Summit Hamilton office

Kathleen Coward- Helena

Most of the people who expressed interest communicated with me after the SILC recruitment announcement was sent to the Friends of Rehab. Unfortunately, the attachments that contained the SILC questionnaire and the Governor's website for application on Boards and Councils were not attached to the announcements. Some time was spent on responding to each individual regarding the need to complete these two steps. Also, a timeline regarding the receipt of the applications to the interviewing of the top applicants during the November SILC meeting was described.

Mr. Johnson informed me that he had completed the Governor's website application and has described his interest and background in an email message. He said that he does not have the Word software to complete the SILC questionnaire. It seemed that the relevant information needed was included in his introductory email.

Does the executive committee want the completed SILC applications as they come in to review?

On September 25 I was informed that Mary Olson's nomination was approved by the Governor's Office.

Timeline for SILC Nominations

September 17-20- Send information to SILC members

October 1- Receive applications via email

October 2- SILC Executive Meeting

October 10- Applications returned

October 20-

November 1- Invite applicants to interview during SILC meeting

## November 19-20 Interview via phone

### 3. Future SILC Meeting Structure- November 19-20, 2013

The first meeting will focus on describing the SPIL, goals and objectives, and planning strategies to complete the objectives. The objectives that need to be completed by the first year of the SPIL are listed in a separate document and examples of draft activities are listed as examples. Realistic activities could be discussed and strategies developed. It could be done online before the November meeting and members share their ideas during the meeting.

### 4. SILC Member Training

Continue updating the website. Tom and Mike were invited to describe the outcomes of the IL symposium and the IL task forces during the November meeting.

### 5. IL Program Manager Update

#### September Activities:

- Governor's Report draft copy with changes on task forces and satisfaction survey language.
- Updated a list of upcoming training workshops and internet resources for the SILC.
- Sent SILC manuals to Astghik and Mary.  
Set schedule for SPIL Evaluation Committee meetings and asked SILC members to join the committee.
- Develop recommendations for IL program budget decreases. Received input from Jim Marks, Peggy, Clay and Karie. Prepared recommendations for the Executive Committee at the October 2 2013 meeting.
- Continue working on Part B contracts
- Conducted NCILS Site Review on September 11-12. Reviewed several CSRs, interviewed consumers, board members, staff and executive director.
- Send agenda and materials to executive committee for Oct 2 meeting

- Wrote Amanda Haley to request her availability to attend the SILC meetings.
- Participated in the Wrap up Task Force Webinar.
- Forwarded legislative updates from NCIL to the SILC.
- Developed an agenda for the SILC Executive Committee meeting and draft November SILC meeting.
- Finalize corrections and send SILC meeting minutes to members and post on website
- Send 2012 Satisfaction Survey to CIL Directors and SILC members for revision
- Attend NATF Webinar.
- Sent LIFTT site review report to LIFTT chairperson and executive director
- Reviewed NCILS Site Review paperwork
- Drafted activity sheet for first year of SPIL.
- Conducted SILC recruitment activities.
- Received number of mailing labels for satisfaction survey.
- Approved CIL invoices for payment.
- Attended Self-determination Task Force meeting.
- Attended Region 8 meeting.