

SILC EXECUTIVE COMMITTEE TELECONFERENCE MEETING
SEPTEMBER 4, 2013- NOON

Members present: June Hermanson, Chairperson , Jim Brown, vice-Chairperson and Astghik Iknatian, DSU Representative.

Staff present: Peggy Williams, Julie Clay and Kathy Brook

Mike Mayer was contacted regarding his knowledge of the best way to contact Donell Neiss, SILC Secretary. Julie has not been able to reach her by phone or receive a response via mail or email. Donell is also chairperson for the Nominations committee. He has not been able to reach as a Summit board member either.

FUTURE SILC MEETING STRUCTURE- NOVEMBER 19-20, 2013

The November meeting topics were discussed including: completing the Goals and Objectives in the SPIL for the first year; electing a secretary; interviewing SILC applicants; asking what training methods and formats the members would like to receive additional training; provide an update on the 2014-16 SPIL, provide a list of options to reduce the IL program budget and discuss the IL Symposium outcomes by those who attended.

PROGRAM BUDGET AND RECOMMENDATIONS FOR THE DEFICIT

It was reported that the new expenses from the SILC would be the honorariums of \$12.50 for those members who attended the SILC teleconference meeting on August 14, 2013. Member need to submit vouchers to receive this honorarium.

The 5% sequestration cut is approximately \$19,000.00. VR has agreed to cover this cost for 2013. However, the VR will soon have to follow the Order of Selection process and this may reflect a change on their spending.

Julie described the IL Program budget and recommendations for the deficit. The final deficit amount will not be available until October. However, the projected deficit is \$17,289.00. Options were discussed to cut the IL Program staff position, delete the CIL Customer Satisfaction Survey for 2014, combine the site review travel for MILP and Summit with a possible RSA visit. The rent decrease could not be estimated because the Division may not move. Karie Whitlock, DETD Budget Analyst said that there was not much more of the budget to cut.

SILC MEMBER NOMINATIONS PLAN

A timeline was set for the nomination process.

September 17-20: Send recruiting information for SILC applicants to SILC members and other organizations.

October 1: Receive returned applications

October 10: Forward returned applications to SILC members for their review and ask them to select their top two applicants and send their names to Julie.

October 20: Make selection of applicants to interview

November 1: Invite applicants to interview via phone during the November 19-20 SILC meeting

November 11: Set up interview day and times

November 19-20: Interview applicants and select the top two names and forward them to the DPHHS director.

SILC TRAINING

Methods were discussed regarding addressing the SILC members' training needs. This will be on the agenda for the November SILC meeting.

Members who have not been active will be contacted.

IL PROGRAM MANAGER UPDATE

Julie briefly went over the activities that have been completed or worked on during August. These activities were listed on the Executive Committee meeting agenda.

The next meeting is scheduled for Wednesday, October 2, 2013 at noon.