# 1/5/22 MISILC Executive Committee Meeting

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>> JAN LAMPMAN: Yeah, I will connect you. Okay.

It is 6:02. So, shall we call this meeting to order? At this point does anyone need any accommodations that are not already being provided. Hearing none, then let's do the roll call Tracy can you do that for us?

>> STEVE LOCKE: Just really quick I got a text from Jamia, just a second ago. She will be joining the meeting in just a minute, she is a little bit behind, so she is coming on.

>> JAN LAMPMAN: Thanks maybe by the time we get to her name in the roll call she will be on.

>> TRACY BROWN: All right Jan Lampman? Present. Will Harrison. Present. Stephanie Deible? Present. And Jamia will be joining us shortly. You have a quorum.

>> JAN LAMPMAN: Perfect, thank you so the first thing we need to do today is look at the agenda for the upcoming business meeting which is scheduled for January 19th on Zoom. So did everybody I think Tracy sent out the proposed agenda. Could folks have a ‑‑ like pull that out if you like or do, we want to screen share it? What do you think?

>> STEVE LOCKE: Tracy can screen share it for us.

>> JAN LAMPMAN: Why don't we do that and go through and make sure we have everything that we want on this agenda. I already.

>> TRACY BROWN: Can you guys see it?

>> JAN LAMPMAN: I'm still seeing the executive committee agenda.

>> TRACY BROWN: Let's see. All right, for some reason it keeps telling me that it paused.

>> JAN LAMPMAN: Uh‑huh, oh, I don't know what that means. Oh, there you go.

>> TRACY BROWN: Let me try again.

>> JAN LAMPMAN: Okay, okay, perfect, thank you. So, you know we will have the usual, the call to order and the accommodation, you know, the normal beginning of the meeting stuff. Getting the roll call and then on our consent agenda we have the approval of the agenda, approval of our minutes both our September 15 and also remember our December 20 special meeting. I will always remember it as the day that my tire blew on U.S. 10. So, there you go. And then our executive committee meeting minutes obviously the financial reports which we will also have an audit report I believe in this agenda as well. That's correct? Yes, right here below it.

>> STEVE LOCKE: Yes, we are trying to set up the exit conference for next Thursday or Friday of next week. We are just waiting for Carrie to respond, and Tracy is on that, so Stephanie Jan and I will be on that with Carrie for that exit conference and then Carrie will be at the business meeting to present that audit to the full Council.

>> JAN LAMPMAN: Perfect. And then we will have our normal Executive Director report obviously. And that we will do the consent agenda and go right in the audit report which will be perfect. And then we have staff committee report. Staff and committee reports. And I wondered about public, or we have here policies and bylaws is that because it's a standing item?

>> STEVE LOCKE: Yes.

>> JAN LAMPMAN: We have not done anything.

>> STEVE LOCKE: It is, and what we still need to do, Jan, is when Mindy was treasurer, we had tasked her and a team to revise the financial policies.

>> JAN LAMPMAN: Got you, okay.

>> STEVE LOCKE: So, she has offered her assistance to Stephanie to continue doing that so I'm going to round up Stephanie and Mindy and maybe one or two other Council members to really go over those financials and look at some standard financial policies that were put out by ILRU to really beef up our policies. So that is something that is coming down the pike.

>> JAN LAMPMAN: Okay so there will be a financial policy committee then and then we will get reports from them at later dates.

>> STEVE LOCKE: Yes.

>> JAN LAMPMAN: Then we will do our ex officio reports before the break so hopefully everybody can stay on, and they don't feel like they are the last part of the meeting. That is perfect. And then we will go into our SPIL monitoring. I wonder, Steve, we talked about having the educational part of the program. Were you thinking that would go under new business?

>> STEVE LOCKE: Well, we used to have a standing agenda item for Council development, Council education or Council training.

>> JAN LAMPMAN: Right.

>> STEVE LOCKE: I want to put a placeholder in here probably earlier in the meeting if Kelly Winn is able to join us so we can get her in the meeting earlier. So, for all of you to bring you up to speed, I had talked with Jan about inviting Kelly Winn who is the Executive Director of Disability Network Oakland Macomb. They are the CIL awarded the part C grant from the Blue Water CIL. Oakland Macomb took over as of October 1st last year and want to invite Kelly to be the guest speaker to bring the Council up to speed about the unique programs that CIL provides and also how that service roll out is happening since they took over the Blue Water service area. I think that would be important for the Council to hear. Unfortunately, Kelly is on vacation until the 13th of this month. And I sent her an e‑mail and a text yesterday. To see if she would be interested in doing that. Typically, she always is. So, I'm looking forward to hearing from her on the 13th. I'd like to put a placeholder in there to offer her 15‑20 on the agenda just to bring the Council up to speed on how that is rolling out.

>> JAN LAMPMAN: You want to do that earlier. Do you want to do it ‑‑ do you want to do it before the ex officio reports or when we come back from break after the SPIL monitoring what do you think?

>> STEVE LOCKE: I will talk with Kelly based on her time availability. Sometimes earlier in the meeting is better for her especially at this late notice for her.

>> JAN LAMPMAN: Right.

>> STEVE LOCKE: I will circle back with the executive committee once she touches base with me on the 13th and we will finesse the agenda to factor in where she can fit in if that is okay with all of you.

>> JAN LAMPMAN: That is fine, I can see her going right after the audit too. We don't want to keep our auditor, we pay them, we don't want to keep our auditor pastime. We want to get them in and out and do it after the audit if she would prefer that too.

>> STEVE LOCKE: That would be great.

>> JAN LAMPMAN: Perfect so does anybody have any question about that? Or any concerns about adding that into our agenda?

>> JAMIA DAVIS: No, I think it's great. Hi, everyone, I'm late a little bit.

>> STEVE LOCKE: Hi Jamia.

>> JAN LAMPMAN: And I mean I don't know we would have anything to add. Is there anything that has emerged since we created this that we would need to put under new business? Because that buys us our 15 minutes, right?

>> JAMIA DAVIS: Should we talk about the outreach efforts at all with the contract, or no?

>> JAN LAMPMAN: I feel like.

>> STEVE LOCKE: I'm going to talk about that in my director's report. So, we will have that under there. I think under information sharing and announcements we are going to daughter about the SILC Congress that is being proposed for May. Because there has been a lot of interest from Council members in attending that. And I just want to reemphasize that we have the early bird registration through February as we see how this COVID peaks and valleys and what everybody's comfort level is and try to find out if there is going to be a virtual option for the Congress as well. I'm really hopeful for the May Congress and attending in person. I plan on going in person. But again, I'm going to wait until probably the end of February before I decide to register for it. Just because it's such an uncertain thing at this point with the way that things are going. I'm fully vaccinated and boosted. I feel good about that. But you know, it's an evolving situation. So.

>> JAN LAMPMAN: Agreed. So, we will agree about that. Are there ‑‑ and so we will ‑‑ we are and Stephanie you will do a report on the strategic planning committee.

>> STEPHANIE DEIBLE: Steve and I have a meeting to go over some of those things so yes.

>> STEVE LOCKE: What I have been doing is working on the smart goals for the strategic plan. And what I'm using of the basis of that is actually our SPIL goals. And connecting those back with the strategic plan because it does not make sense to have a strategic plan that is not locked into our main document for the purpose why we exist. And so, I'm working through those and then I asked Stephanie if she would meet with me a week from this Friday via Zoom to make sure that I'm on the right track with what we're doing in terms of linking that strategic plan back to the SPIL and then flushing those out through a smart process.

>> JAN LAMPMAN: I'd love to see those as could are putting them together would that be okay.

>> STEVE LOCKE: Yes.

>> JAN LAMPMAN: I'm a goal writer.

>> STEVE LOCKE: We could use your help; I don't like working in a vacuum.

>> JAN LAMPMAN: That is kind of my jam.

>> STEVE LOCKE: Awesome.

>> JAN LAMPMAN: Okay so good. Anything else that folks think we want to make sure gets captured and included on the agenda?

>> STEPHANIE DEIBLE: I just have a question. I know that the auditor is going to come and speak toward the beginning part of the meeting. Is there anything specifically related to that, that I need to be prepared for? Or is she going to handle all the things related to that specifically?

>> STEVE LOCKE: Typically, Stephanie she will handle all of that. But that is what our exit conference is going to be about next Thursday or Friday of next week. She is going to go through the whole audit, what she found, what was good, what may need correction. So, you're going to have all that information but then when it comes down to the actual business meeting, she is going to walk through everything herself and present it to the Council. So, we are going to ask for a motion to accept the audit and then also approve and authorize the submission of our form 990 to the IRS. Because that will be due at the end of this month also. So, you're going to have an opportunity to ask all those questions and get an informed during that exit conference and any findings that she might have had at that time.

>> STEPHANIE DEIBLE: Okay.

>> STEVE LOCKE: Yeah.

>> JAN LAMPMAN: And then when we do the committee reports, you would -- you might want to update us on what is happening like with current financials.

>> STEPHANIE DEIBLE: Yep.

>> STEVE LOCKE: Stephanie you and I can go over the latest financials prior to the meeting also. And just so all of you know, we do have next week meeting set up for all the SPIL team members and the SPIL teams themselves to meet again before the Council meeting in two weeks. And that will be incorporated into my direct report as well in writing. And then verbally all of our team leads will give a verbal report out during those ex during the SPIL monitoring portion of our agenda.

>> JAN LAMPMAN: Right, perfect. Okay, so I think we need a motion, right, to approve this agenda.

>> STEVE LOCKE: Yes.

>> JAN LAMPMAN: So, I would ask for a motion to approve the agenda.

>> WILL HARRISON: I will support the motion.

>> JAN LAMPMAN: Okay, and do we have a second?

>> JAMIA DAVIS: This is Jamia and sorry.

>> JAN LAMPMAN: That is okay Jamia go ahead.

>> JAMIA DAVIS: This is Jamia Davis, I second the motion.

>> JAN LAMPMAN: And then do we have a roll call vote on executive committee, or do we just do an aye?

>> STEVE LOCKE: Or just any discussion since the second.

>> JAN LAMPMAN: Right, okay, discussion? Any further discussion? We had a lot of discussion before the motion even so okay hearing no discussion, can we have can we call for the vote? So, all in favor we can do a roll call, we are small we can do a roll call.

>> TRACY BROWN: Jan Lampman? Yes. Will Harrison? Yes. Stephanie Deible? Yes. Jamia Davis? Yes. Motion carried.

>> JAN LAMPMAN: Awesome we have on the agenda an update on the strategic planning process, so Steve was that going to be you or Stephanie or both of you?

>> STEVE LOCKE: We kind of just went over it actually ahead of time as far as where we are at with it and developing the smart goals and that Stephanie and I are going to solidified those. And I think Stephanie to kick it back to you do we still need to approve our mission and vision statement? I thought that we had already done that at some point. But if we have not formally done it.

>> STEPHANIE DEIBLE: I think it was approved at one of our Council meetings I'm not sure when.

>> STEVE LOCKE: I think that might have been done back in September.

>> STEPHANIE DEIBLE: Yes, I believe so.

>> STEVE LOCKE: What we will do under strategic plan is talking about the process we are going through for developing those smart goals for those goals within the strategic plan, so they dovetail back with the SPIL.

>> JAN LAMPMAN: Okay sounds good. Very good. And then you said that the public relations will get discussed in your Executive Director report.

>> STEVE LOCKE: The outreach project, statewide outreach.

>> JAN LAMPMAN: So, I know at our December meeting that was approved, that contract was approved, yes.

>> STEVE LOCKE: Yes, it was.

>> JAN LAMPMAN: Okay so and I know that was right before the holiday break so there probably has not been any communication yet but might be by the time, we have our Council meeting.

>> STEVE LOCKE: We've had a lot of communication back and forth between IDEA 39, they presented their contract and I sent it out to some of the reviewers on the executive committee. Jamia pointed out that some of the language in the contract said that the venue for any legal disputes would be in the state of Indiana. We got them to correct that to Michigan. I also asked them in the first section of the contract to incorporate my reference the RFP south because that delineates the services that we are looking for. And to also incorporate by reference their proposal itself so that we don't lose any of those services. I also asked them to provide us with a certificate of professional liability insurance showing the Council and our nonprofit as additionally insured. Once I receive those things, I will go ahead and sign it on behalf of the Council, and I anticipate doing that within probably by tomorrow once they get to that me. She sent it back to the attorneys asking for that certificate of insurance. So once we have that signed, we already have a team of CIL members and SILC members that are going to be part of the workgroup that ushers this project through. And it's going to be a collaborative process. Between the CILs and SILC. With this contractor launching designing, launching, and then evaluating this whole outreach process. I'm really excited about it.

>> JAN LAMPMAN: It's very exciting. Did you send me, do I know the list of the people, or should I know the list of the people or no?

>> STEVE LOCKE: Yeah, it went out in an e‑mail. Tracy has that list for the CILs. I believe we have Yvonne, Diane, Alex G from Ann Arbor.

>> JAN LAMPMAN: Okay.

>> STEVE LOCKE: For Tracy, help me out here, who else do we have?

>> JAN LAMPMAN: Here we go. I'm looking. You sent an e‑mail?

>> STEVE LOCKE: I did. Let me see here.

>> TRACY BROWN: We have Yvonne, Diane, Alex G, Lisa Kisiel, Frank Animikwam and Jamia Davis and Jan Lampman.

>> STEVE LOCKE: We also have Will.

>> JAN LAMPMAN: Perfect.

>> TRACY BROWN: We have Will.

>> STEVE LOCKE: Yes.

>> JAN LAMPMAN: Really good group.

>> STEVE LOCKE: That is going to be the team. So once the contract is signed, we will send out a meeting doodle to everybody that is involved to get our initial meeting set up and then we are going to talk about the scope of the services and what our hopes are for the results of this and then start designing with the contractor and moving forward through this process for statewide outreach.

>> JAN LAMPMAN: Perfect. Okay, yep.

>> STEPHANIE DEIBLE: Steve, did you already send the meeting invite to meet with the auditor or no? Because I don't have that on my calendar.

>> JAN LAMPMAN: We got a doodle, but I did not see a meeting invite. I think we just had the doodle.

>> STEPHANIE DEIBLE: Making sure I did not miss something.

>> JAN LAMPMAN: Still waiting for the auditor; is that correct?

>> STEVE LOCKE: We are because Jan and Stephanie, you already responded to it. It will be January 13 or 14. We are waiting for the auditor to respond, and Tracy is on that. She already has sent her a private e‑mail. And Carrie already stated she is available all day on the 13th and 14th so we need her to pin it down and we will have that squared away by tomorrow.

>> JAN LAMPMAN: Okay and then when were you thinking we would start having our first when do you think timeline was when we will have our kickoff meeting for the outreach project?

>> STEVE LOCKE: I would like to get it scared away for next week once the contract is signed. Next week or the following week I don't want to delay this any further because the timeline the contractor is on is starting actually January 3rd. And wrapping up by June of this year. So.

>> JAN LAMPMAN: We need to get cracking. Who needs to sign that contract?

>> STEVE LOCKE:

>> JAN LAMPMAN: Do I need to.

>> STEVE LOCKE: I can have you sign it. They sent it to me, but I can have them change it, so the chair is the one signing it.

>> JAN LAMPMAN: Yeah, I was just curious I didn't know who should sign it. Very good. Well, we will get that taken care of sounds great. Okay anything else that we need to cover tonight before I mean our meeting is in two weeks, so anything else that we need to cover tonight. If not, we don't have any members of the public. Do we have any public comment? I will have to stay it out loud.

>> TRACY BROWN: No.

>> JAN LAMPMAN: So, with that I guess I would accept a motion to adjourn. Unless you want to hang out all night.

>> STEPHANIE DEIBLE: I motion to adjourn this is Stephanie.

>> JAMIA DAVIS: This is Jamia I second the motion to adjourn.

>> JAN LAMPMAN: Okay, I feel like we've had enough discussion if whether we should adjourn so can we get an all-in favor?

Aye. Okay awesome thank you guys.