**SILC COUNCIL/CORPORATION SPECIAL BUSINESS MEETING DRAFT MINUTES**

**September 14, 2022**

**Zoom Meeting**

**SILC Voting Members Present**: Aaron Andres, Dr. Frank Animikwam, Glen Ashlock, Allen Beauchamp, Jamia Davis, Stephanie Deible, Melinda Kulasa, Jan Lampman, Theresa Metzmaker, Mark Pierce.

**SILC Voting Members Absent**: Charles Harrison Jr.

**SILC Ex-Officio Members Present**: Lisa Kisiel (BSBP), Shawan Dortch (MDE), Bill Addison (MRS), Vendella Collins (DD Council).

**SILC Staff:** Steve Locke, Tracy Brown.

**Guests Present**: Travis Poland

**SILC BUSINESS MEETING**

J. Lampman called the meeting to order, 5:30 pm. J. Lampman welcomed Council members, introductions were made. A quorum was present.

**CONSENT AGENDA**

The September 14, 2022, Quarterly Business Consent Agenda was reviewed.

***Motion by A. Andres, seconded by J. Davis to approve the items of the Consent Agenda as presented.*** Motion passed unanimously.

**STAFF/COMMITTEE REPORTS**

Executive Director Report ~ Steve Locke

* The Executive Director’s written report can be accessed at [www.misilc.org](http://www.misilc.org) under Council Meetings and Materials.

Strategic Planning Committee ~ Steve Locke

* SILC wrapped up the strategic planning process in August 2021 which resulted in updated vision and mission statements. SMART goals have been created for strategic plan goals that align with our current SPIL. After the Council held our annual retreat at the end of August 2022, it was decided that the balance of strategic plan goals will be aligned with SILC goals created in the next SPIL.
* The Outreach Team has been meeting weekly with the principle and staff of Idea39 and we have made great progress. We have completed the following:

Social Media ~

1. SILC’s August social media channels featured DNEM, DNWM, SAIL. We continue to highlight different CILs each month.
2. Print ads went out in four CIL service areas who serve some of the most rural. We plan to continue this next year when our budget refreshes.
3. We have been purchasing targeted ads and boosted posts on FB and IG. Some are statewide and others are regional according to content from the CILs.
4. We still need consumers to interview from CILs. I will have a sign-up sheet at all upcoming community events.

Community Events ~

1. We have 10,000 rack cards cross branding CILs and SILC with 500 being printed in braille.
2. Purchased stickers, flashlights, pens promoting independent living to give out at community events.
3. We have a new portable tent and table, Shine a Light vinyl banner, and tablecloth with the SILC logo.
4. I set up a SILC information table at seven CIL ADA celebrations across the state in July that included DAKC, AACIL, TDN, DNEM, DNMM, DNCA, and DNSWM.
5. Tracy set up SILC’s information booth at Disability Pride Detroit on August 23.

Financial Report ~ Stephanie Deible

* We have closed our Adventure CU bank account and transferred the funds to our Chase Bank account. Currently we have just over $33,000 in our Chase Bank account and look good financially.

Financial Policies Workgroup ~ Stephanie Deible

* A Financial Policies Workgroup was formed to look at our financial policies. We have met a handful of times to review SILC’s financial policies and we have draft Reimbursement Policy for you to review, discuss, and potentially approve tonight. Based on previous conversations during SILC Council meetings, reimbursements have been something we have talked a lot about. The other financial policies will be reviewed and updated by the workgroup and will be brought to the Council at a later date.
* Discussion and suggestions were made.
* The workgroup will meet and modify some language and send it out to the full Council next week for review. Once all are in agreement, a special Council meeting via Zoom will be held to approve the Draft Reimbursement Policy.

FY2023 SILC Budget ~

* Our FY2023 SILC Budget has been approved by MRS and BSBP. A few changes in the budget include wage increases based on cost-of-living increases, an increase in Tracy's wage. She has been working extremely hard and with the SILC for a long time and hasn't received a wage increase, travel reimbursements, Youth Leadership Forum that is happening next year $15,000 has been set aside specifically for that, Outreach, and SPIL support.

***Motion by G. Ashlock, seconded by M. Pierce to approve the FY2023 SILC Budget as proposed.*** Motion passed unanimously.

**EX OFFICIO REPORTS**

Michigan Rehabilitation Services (MRS) ~ Bill Addison

* Indicators that we periodically track to tell us how we are serving the public is new applications, eligibility and exit employed. MRS has been receiving more applications every year. In 2019, which is the peak just before COVID, new applications were at 1190. In 2020 it dropped down to 578. Right now, in 2022 we are back up to 935 applications. In July 2019, 1200 people were eligible for services. And again, when COVID hit it dropped down the next year down to 493. The good news is now in 2022, eligible clients that walked through the door in July reached 925. In 2019 we had 623 employed. And again, during 2020 COVID it dropped to 273. In 2022 we are back up to 445.
* MRS attended the Michigan Works Conference.
* FY2023 CIL contracts are in process right now. Our objective is to have these completed before October 1st, 2022.

Bureau of Services for Blind Persons (BSBP) ~ Lisa Kisiel

* BSBP first of all, last year from April 1 through June we served 890 people. This year and for that same time period we served 893 people. August data indicates that we are serving 927 people to date. Those do include our potentially eligible students, which are around about a hundred that don't have necessarily open VR cases, but they are receiving preemployment transition services from the Bureau.
* In August, we had 8 preemployment transition programs. And we had over 75 people participating in those.
* We also keep track of success stories, and we are going to be celebrating on October 14th our Excellence Awards. That is where we celebrate those individuals that our counselors and teachers have nominated to receive an excellence award. That award is for community partners, for business, for customers who obtain integrated employment, our Independent Living older blind customers and also some Independent Living Part B customers.
* In July, we helped 27 people to be eligible and wrote 29 IEPs. In August, we helped 21 individuals to be eligible and wrote 13 IEPs.
* During the program year of 2022, we assisted 61 people and obtained competitive integrated employment. So that's up from last year at that time which was 54.
* Also want to do a pitch for our Independent Living Older Blind customers. We have been able to we serve over 500 individuals in Michigan who are blind and over 55 and maintaining assisting them in maintaining their independence within their homes. So that they will never have to transition to a lesser environment of living because of their blindness.
* We also want to always celebrate our relationships that we have with our centers for Independent Living because without you all you know there are a lot of things that we are not able to do.

Michigan Department of Education (MDE) ~ Shawan Dortch

* Currently the Office of Special Education priority areas working with technical assistance with the ISDs and the member district over the next year around free and appropriate public education and the least restrictive environment. Our office is going to delve deeper in regulations and work to develop ISD monitoring and sample evidence to show that every student with an IEP is receiving FAPE in the least restrictive environment. It's a big task and working hard with that as well as indicators such as transition and disproportionate students with IEP.
* Michigan also received their Part B IDEA determination from the Federal Government. And that determination is made up of results and compliance indicators, Michigan did receive needs assistance in implementing IDEA so that is why we are doing so much in supporting districts, implementing their IEPs, and coming up, with technical assistance to do more support for member districts and ISDs.

Developmental Disabilities Council ~ Vendella Collins

* Starting October 1, we will be be utilizing the COVID vaccine money that was given to us by the Administration of Community Living. We have two upcoming projects, both regarding expanding the Public Health Workforce. Montcalm Care Network where that particular entity is expected to hire a community coordinator to really respond to the social isolation that is being felt by some folks with IDB. And the other project is at the Detroit Health Department. They are going to be hiring a community health worker to serve as a disability health specialist.
* We are continuing our work with the issues that are prevalent in Michigan. Right now, I think most of you probably know the elder abuse task force was working on this issue and has a report out that some advocates and I'm going to include our office as an advocacy group that really is approaching this differently, There were some points we disagree what the elder abuse task force on and we are sending out letters to the legislature to let them know our thoughts about the guardianship issues because we really are hoping that the elder abuse task force will focus on supported decision making than they actually did.
* Another piece of legislation we are working on is the Telehealth for people with disabilities. During the height of the pandemic people were offered access to telehealth and some of those rights were really being restricted since we are not in a pandemic state anymore, we are working to make sure that people with disabilities continue to have full access to telehealth.
* We are working on as part of the state plan for this year is to create a think tank around services that people, and the public mental health system receive that extents past behavior health services, sometimes moving into educational services to VR services. But really creating a report card around what people are actually experiencing.
* We are part of the Michigan Vaccine Partnership; Michigan Developmental Disabilities Institute and many other entities have received money to encourage more vaccines. This is not just for COVID it's for all vaccines in order to live a healthy life.
* We have two new staff, a communications person that is Travis Chapman and Arden Moffett who is our administrator support.

IL Network Update ~ Mark Pierce

* The CIL Directors had an opportunity to meet with Dr. Erica McFadden who is the Director of the Office of Independent Living Programs along with Dr. Jennifer Johnson who is the Deputy Commissioner, Administration on Disabilities, ACL and with Peter Nye who handles all the Federal funds and our ACL grants. The directors talked about the innovative ways and diverse ways they had to serve their area during the pandemic. They were really impressed with the unity of the network.
* The network is in the 4th Quarter. Our federal funds have to be spent by September 30th, 2022, along with vaccine funds that we received from the feds.
* DN Capital area has a new employee, Travis Poland. He replaced Maria on Emergency Preparedness team.

**SPIL MONITORING**

Advocacy and Leadership ~ Steve Locke

* Theresa, Jon, Vendella Collins and I were able to have a phone conversation to start talking about the 2023 Youth Leadership Forum. Jon is taking the lead on that. We were able to get $15,000 in SILC's budget to help support that effort. But the bigger question and Vendella and Theresa both have a lot of experience with this, is that we want to do a full blown YLF in 2024. Vendella indicated that it's going to cost between $300,000 and $400,000 to do this correctly. So, we are going to form a planning team to start looking at financial resources, locations, and then curriculum also for that.

Diversity and Inclusion ~ Mark Pierce

* We are going to have Darlene King be at our director’s meeting this coming Friday to go over a survey the Directors put out concerning the CILs. And from that hopefully they can give us some type of plan on moving forward with D&I.
* And carry it into the next SPIL.

Personal Care Attendants ~ Jan Lampman

* The $2.35 an hour COVID bonus that direct support professionals were getting has been baked into the budget for next budget year starting October 1. We still feel like that target starting wage needs to be around 18 an hour. And we are only at about an average across the state of around 14.50 ish and know we still have room to grow. We were hoping to get something in a supplemental that would further bump it up from the 2.35 and that did not happen. The Direct Support Professional Coalition is making a formal request to the legislature that there would be at least a bonus retention bonus for all direct support professionals to be paid out with the idea that when the new legislature comes in January that we will redouble our efforts to get permanent increases so that we are at that rate that really will hopefully attract employees.
* Other strategies that we've been really looking at is working at the department level to convince them they really need to do some rate setting and increase those rates that they are paying out to PIHPs that go directly to the direct support professional workforce.

Emergency Response ~ Frank Animikwam & Mark Pierce

* We will be focusing on emergency preparedness in response to pandemic but also natural disasters. We have been meeting for a little over a year now. And along the way we have helped with focusing on our internal partnership and also looking a little bit more externally with partnership with the Red Cross as well as the regional FEMA representative. And so, bringing them on board helps us to tap into networks and resources outside of what we can provide from SILC and our CILs or partner with CILs.
* We have met a couple times since our last quarterly meeting, and we are continuing to move forward on our five pillars initiative which is a framework. I direct you to the June meeting minutes for our quarterly meeting. And it kind of outlines in that section those five pillars. The framework we are using because when we first met, we were kind of wondering where we go from here. And looking back several years ago and SILC there was an initiative to focus on emergency preparedness, so we brought those five pillars from that work team and brought it forward and are having that be our focus.
* More specifically, is looking at like 911 red alert, other types of networks where those with disabilities or if their family with someone with a disability they can access those so they can be in an alert system for when natural disasters occur. And then working with the CILs to provide tool kits. And you know, for to respond better and be prepared for emergencies.
* Highlighting on our partnerships too we are looking statewide I mentioned a couple of the national ones but also local and regional as well as natural disasters may look different across our state from someone living in the UP Northern Michigan or even down state in the city there are different types of disasters occur.
* One thing that I'll just highlight, and you know I will leave that to Steve if he wants to expand upon it after Mark gives an update from the CIL perspective but just on a new initiative from the last meeting in August, we had Fayana Richards join us a team member from Michigan Public Health Institute out of Okemos, Michigan. And they have a lot of staff that focus on public health projects. And one of the projects that I believe they reached out to us to partner on is the Healthy Aging 2021 call. And so, it's helping to meet the need for the aging and aging people with disabilities as they statistically and historically have shown to have a disproportionate support and resource access when it comes to natural disasters. And so that is one kind of specific project that we are in support of for a proposal.
* Our next meeting is September 26th.

**NEW BUSINESS**

FY2023 SILC Outreach Contract

* Idea39 proposed a one-year contract. Starting October 1st for $74,000. The breakdown is $20,000 to potential hard cost budgets like rack cards and digital billboards along I75. The stickers, flashlights, and pens we had done up, the cross-branding rack cards. They have given us the same price as we are currently at this year. There is a two-year optional extension on this as the Council's pleasure. Once we get to this point next year, if you are satisfied with their services and want to continue, we can go that route. If you are not satisfied and want to cast the net again, we have the option of doing that. We budgeted $75,000 in the budget that you just passed for statewide outreach for next year. When I explained this to the executive committee, they seemed supportive of it. And so, we brought it to you for your consideration.

***Motion by A. Andres, seconded by J. Davis to approve the FY2023 Idea 39 Outreach Proposal as presented.*** Motion passed unanimously.

Steve Locke Evaluation

* Jan Lampman will be sending out a survey to all of our Council members, our Ex Officio members, the CIL Directors, and other partners to get feedback. And then the Executive Committee will put together his review and then come back to this Council with our recommendations for any kind of wage acknowledgments, salary increases, things of that nature.

Election of SILC Executive Committee Officers

* Slate of Officers was reviewed. Chair ~ Jan Lampman, Vice-Chair Jamia Davis, Secretary ~ Aaron Andres and Treasurer ~ Stephanie Deible.
* There were no nominations were taken from the floor
* Jan Lampman, Jamia Davis, Aaron Andres and Stephanie Deible accepted their nominations.

***Motion by A. Andres, 2nd by M. Kulasa to approve the Executive Committee as presented.*** Motion passed unanimously.

FY2023 SILC Council Meeting Dates & Times

* We will be meeting face to face and will offer a virtual option through Zoom.
* SILC staff will reach out to the CIL Network for locations to hold our meetings.
* We will be meeting on Fridays from 12:00pm to 3:00pm a working lunch will be provided.
* FY023 meetings dates will be January 13, March 10, June 9, and September 8, 2023.

***Motion by A. Andres, 2nd by S. Deible to approve the FY2023 SILC Council Meeting Dates of January 13, March 10, June 9, and September 8, 2023.*** Motion passed unanimously.

**INFORMATION SHARING AND ANNOUNCEMENTS**

* Theresa Metzmaker ~ I just want to show appreciation for the people who ran and that we elected to our Executive Committee. I appreciate the work you have already done and the work you are going to do and congratulations.
* Aaron Andres ~ I have one thing about the care giving issues around the state. I am also part of the Quality Collaborative for the State of Michigan which deals with disabled individuals and care giving crisis and issues with UPCAP. And I would love to get with you, Jan, on what we are doing for PCAs to get more help involving that.

Public Comment ~ None.

***Motion by A. Andres, seconded by M. Pierce to adjourn the meeting.***

**ADJOURNMENT**

*SILC Business Meeting adjourned at 7:51 p.m****.***