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

**October 17, 2022**

**Zoom Meeting**

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

**SILC Voting Members Absent**: Mark Pierce

**SILC Ex-Officio Members Present**: Lisa Kisiel (BSBP), Annie Urasky (DODHH).

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

**Guests Present**:

**SILC BUSINESS MEETING**

J. Lampman called the meeting to order, 6:01 pm. J. Lampman welcomed Council members, introductions were made. A quorum was present.

**CONSENT AGENDA**

The October 17, 2022, Agenda was reviewed.

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

**NEW BUSINESS**

Executive Director Annual Evaluation

* Jan Lampman provided an overview of the executive director annual evaluation results.
* Over the winter months Steve Locke is going to do a lunch and learn series with the CIL directors around the state, spend time with them, have lunch and get to know what is happening at their centers and how that feeds up into our next SPIL.
* Once spring and summer comes around, we will attend community events and CIL events that are happening around the state. We will continue to support outreach on a statewide level that we have been doing on a one-on-one basis with the CIL directors over the winter months.
* The recommendation is that we provide Steve with the maximum wage increase we put into our budget, which is 5% due to two things. One a combination of his progress on the strategic goals of our organization in the last year and the implementation of the current SPIL goals and also that rebuilding of relationships with the centers for independent living.

***Motion by J. Davis, seconded by G. Ashlock to approve a 5% cost of living increase to Steve Locke based on his annual performance review.*** Motion passed unanimously.

MiSILC MPHI Memorandum of Understanding – Emergency Preparedness

* This is an initiative that the Council supported about a year and a half ago when you authorized us to write a letter of support to the Michigan Public Health Institute for Emergency Preparedness for the aging population and people with disabilities.
* One of the members of our Emergency Preparedness team is Dr. Fayana Richards from MPHI.
* MPHI approached SILC with this memorandum of understanding for SILC to provide technical assistance to this effort, emergency preparedness for people who are in the aging population and the disability population in the amount of about $20,000 in a grant form that we would bill against the Executive Director hourly rate.

***Motion by M. Kulasa, seconded by F. Animikwam to accept the MPHI Memorandum of Understanding as presented.*** Motion passed unanimously.

Personnel Handbook Update

* SILC no longer has a physical office and staff is working from home. There have been some expenses that we've incurred not being in the office, cell phone usage and home internet.
* We are adding a new section, Home-Based Employment: In the event SILC dissolves its formal office space and employee workspaces become home-based on a long-term and/or permanent basis, SILC may reimburse 100% of employee’s reasonable costs for cellular phone/internet services and costs for home-based reasonable accommodations. SILC phone lines and extensions will be forwarded to employee cell phones for all business calls.

***Motion by S. Deible, 2nd by A. Andres to approve the Personnel Handbook Home-Based Employment section as presented.*** Motion passed unanimously.

**INFORMATION SHARING AND ANNOUNCEMENTS**

* Annie Urasky announced the upcoming Division Advisory Council has a meeting next Friday from 1:00 pm – 5:00 pm. It will be our first in person meeting since the pandemic and we will also have a virtual option available. If you can't physically be there or you need an accommodation due to a disability. You all are welcome to come.
* Please share the Voc Community Needs Assessment Survey and our Statewide Independent Plan Survey through your networks.
* Disability Network Southwest Michigan through its Youth Advocacy Academy has gotten an official declaration, a Senate resolution past that October 21st of each year is going to be Disability Awareness and Education Day in the State of Michigan.

Public Comment ~ None.

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

**ADJOURNMENT**

*SILC Business Meeting adjourned at 6:44 p.m****.***