

SILC COUNCIL QUARTERLY BUSINESS MEETING MINUTES
September 26, 2020
Zoom Meeting

SILC Voting Members Present: Frank Animikwam, Allen Beauchamp, Jamia Davis, Stephanie Deible, Theodore Dorsette, Yvonne Fleener, Charles Harrison Jr, Melinda Kulasa, Jan Lampman, Theresa Metzmaker, Mark Pierce.

SILC Voting Members Absent:

SILC Ex-Officio Members Present: Lisa Kisiel (BSBP), Bill Addison (MRS), Annie Urasky (MDCR).

SILC Staff: Steve Locke, Tracy Brown.

Guests Present: Joe Harcz, Aaron Andres, Carol Bergquist, Jacqueline Tahinen, Thomas Quasarano.

SILC BUSINESS MEETING

Y. Fleener called the meeting to order, 10:00 am. Y. Fleener welcomed Council members, Ex-Officios and guests, introductions were made. A quorum was present.

AGENDA

The September 26, 2020 Quarterly Business Agenda was reviewed, amendment was made to remove the SPIL monitoring report.

Motion by C. Harrison, seconded by J. Lampman to approve the September 26, 2020 Agenda as amended. (Roll call vote: Yes ~ F. Animikwam, J. Davis, S. Deible, T. Dorsette, C. Harrison, M. Kulasa, J. Lampman, T. Metzmaker, M. Pierce) Carried.

The June 13, 2020, June 25, 2020 and August 22, 2020 SILC Council Business Meeting Draft minutes were reviewed.

Motion by F. Animikwam, seconded by J. Davis to approve the June 13, 2020, June 25, 2020 and August 22, 2020 SILC Council Business Meeting Draft minutes as presented. (Roll call vote: Yes ~ F. Animikwam, A. Beauchamp, J. Davis, S. Deible, T. Dorsette, C. Harrison, M. Kulasa, J. Lampman, T. Metzmaker, M. Pierce) Carried.

Freedom of Information Act and Open Meetings Act Overview Presentation by Thomas Quasarano, Attorney General's Office.

Aaron Andres was recognized for his MiSILC Service. SILC wanted to take a minute to recognize his work, contributions to the Council and his contributions to the independent living movement.

Staff Report ~ Steve Locke

- Our fiscal year will end on September 30th and we are preparing to close out our financial contract with MRS. We are also preparing our year-end statements for the Council's review and approval. We are in the second year of a three-year contract with the ALG Group out of East Lansing for auditing services and the preparation and submission of our form 990. At the end of every calendar year, SILC and the DSE are required to collaboratively submit to ACL our Annual Performance Report. I met with Bill Addison to lay out the review by MRS the DSE and the council with our intent to submit this to ACL by December 1st with a December 31st deadline.
- Our FY2020-21 contract with MRS has been fully executed and I received a final copy yesterday.
- A Request for Quotes was issued for redesigning SILC's website for ADA and 508 compliance two weeks ago and proposals were due yesterday. We received three proposals and we will begin the review process on Monday. Proposals are going to be evaluated and summarized according to the criteria that was in the request for quotes. And that will be forwarded to the appropriate committee for expenditure approval in accordance with our financial policies.
- During a September 21st call with the Office of Independent Living Program, they indicated SPIL approval letters being sent out next week to every state SILC Chair. Letters will be very specific with what updates our state would need to make if we are given a conditional approval.
- I'm working with the CIL Network User Group, for capturing data for the objectives in the new SPIL. That's a monthly reoccurring meeting to bridge the gap between CIL data collection and recording on the statewide independent living plan.
- Regarding SPIL monitoring, the final 2017-2020 report will be in October. Our current SPIL ends September 30th.
- Upcoming training opportunities for the council. SILC members are encouraged to participate in one national conversation every three years. An Implicit Bias virtual training is being offered with Raymont McCoy on October 20th and 27 from the 10 a.m. to 12 p.m. eastern time on both days.
- ILRU hosts what they call SILC speak monthly peer calls. Those calls are one hour and typically run from 3 p.m. to 4 p.m. on the third Thursday of the month. www.ILRU.org is a huge repository of information related to independent living.

There are on-demand video trainings. It's a massive archive of anything related to independent living.

- At the end of our agendas moving forward there will be an opportunity for council members to share your experience with doing those trainings on your own. What you found of value and other information that you would think would be valuable for other council members to know.

Executive Committee Report ~ Yvonne Fleener

- The Executive Committee met on September 8, 2020.
- Meeting minutes are available at www.misilc.org

Financial Report ~ Mindy Kulasa

- The Statement of Financial Position, Year to Date Budget and check register were reviewed.
- One of the biggest challenges when we are all placed in a fiduciary position of oversight of other's funds. We have a fiduciary duty to maintain the accuracy, integrity and transparency of those funds. And I've done a review with Steve. One very difficult part of this is that the SILC office is two people. It's Steve and it's Tracy. And so, a very important internal office principle is segregation of duties.
- I will be meeting with Steve, Tracy and the accountant in October to learn all of the integrated financial systems to help maintain the segregation of duties.

Motion by J. Lampman, seconded by M. Kulasa to accept and place on file the Staff Report, Executive Committee Report & Minutes and Finance Report as presented.

(Roll call vote: Yes ~ F. Animikwam, A. Beauchamp, J. Davis, S. Deible, T. Dorsette, M. Kulasa, J. Lampman, T. Metzmaker, M. Pierce) Carried.

Michigan Rehabilitation Services (MRS) ~ Bill Addison

- My name is Bill Addison. About three years ago, our previous director Sue Howell appointed me as a representative of MRS on to this council. After Sue retired, the new director Tina Fullerton continued this with me to make me the point person.
- I am an MRS Division Director. Some of my responsibilities are the oversight of SILC's contracts and CIL contracts. We do monitoring and evaluation. We look at the federal regulations and build internal controls to make sure our contractors, which SILC is one of those, have a method to comply with the requirements.
- MRS established a new FY2021 contract with SILC last week.

- MRS is open and providing remote services.

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

- I am the Field Services Director for the Bureau of Services Blind Persons. We have three divisions within our bureau. The Field Services Division, which is all things programs including the Independent Living Older Blind Program. The Administrative Services Division, which is budgets and resource plans and our Training Center Division, in Kalamazoo that provides services to individuals referred by the Field Services Division.
- We also manage the youth low vision program, which is a program designed for young people, babies through age 14, to provide wearable devices while they're in the education program. After age 14, we encourage them to participate in our potentially eligible or pre employment transition services programs that are designed to enhance the opportunities for young people to engage in post-secondary training once they're finished with school.
- BSBP is working with Disability Network Capital Area surveying individuals who have received BSBP services to determine how those independent living services are received. And as in any customer satisfaction process, how to improve and build.
- Our training center has been a big partner this summer by providing a ton of resources and opportunities for training to prepare our college students who have returned mostly to virtual services.
- BSBP Central Office and Regional Office will be relocating to the Michigan History Museum in Lansing in the Braille and Talking Book Library.

Michigan Department of Civil Rights (MDCR) ~ Annie Urasky

- My name is Annie Urasky, I am the Director of the Division on Deaf, Deafblind and Hard of Hearing with the Department of Civil Rights.
- Our office has been focusing on communication barriers for the deaf, deafblind and hard of hearing community regarding the use of masks as you can see it prevents you being able to see lip reading and other body languages and so, we're doing a lot of educational efforts. Trying to encourage people to use face shields, clear masks or plexiglass.
- The Department of Civil Rights has a new executive director, his name is James White.
- The deadline to complete the state census has been extended to October 31st.
- The Americans with Disabilities Act 30th Anniversary was in July and unfortunately, because of the coronavirus, we could not host an in-person event. Some of the state agencies partnered to provide monthly sessions. In the month

of August, the Department of Civil Rights, Michigan Rehabilitation Services, Department of Labor and Economic Opportunity, the Bureau of Services for Behind Persons, the Equal Employment Opportunity Commission and the Small Business Administration of Michigan, partnered to host four different virtual sessions. All four sessions were recorded. The address is

www.michigan.gov/ada30

- One specific concern that we're getting in regard to communication access is that we're trying to figure out placement for a deaf individual who may want to be around other deaf individuals whom they can sign and communicate with. So, there are new concerns that we're starting to see come up more often. And so, where are we going to get this data from for the deaf/deafblind individuals who live in group homes, who may live in a nursing home or may live in assistive living centers but are isolated.

IL Network Update ~ Mark Pierce

- The CIL directors continue to meet biweekly. These meetings are very helpful to know what's going on across the state and the CILs. The biggest thing going on with CILs right now is to close out FY2020.
- Reopening is slow with the CILs. Most services and programs are being offering virtually. There are some CILs that are open where small groups can come in and have small meetings. Exercising the safety precautions from the CDC.
- I would like to share that the Consumer Needs Assessment booklet is out. That's through MRS.

NEW BUSINESS

Operational Policies and Procedures

- Discussion.
- The Draft Operational Policies and Procedures will be sent back to the Operational Policies and Procedures Advisory Committee for further edits and will be brought back to the full Council at the October 2020 meeting.

Motion by J. Davis, seconded by F. Animikwam to adopt the Operational Policies and Procedures as presented. Motion suspended.

Financial Policies and Procedures

- In October, a Financial Policies and Procedures Advisory Committee will be created to review the current financial policies.
- Mindy Kulasa will chair this committee and we will need two or three Council members to join in with us on this process.

- Bill Addison is interested in participating on this, he is an expert on CFR200 administrative rules for contracts and a great resource.

Establish FY2021 Meeting Dates

- FY2021 SILC Council Business Meeting dates will be October 21st, 2020, January 20th, 2021, March 17th, 2021, June 16th, 2021. SILC Council Annual Meeting September 15th, 2021. Meeting Time 5:30pm – 8:30pm.

OLD BUSINESS

None.

Public Comment was given by two individuals.

<http://www.misilc.org/s/92620-CART-Transcript.docx>

OTHER:

Jamia Davis suggested adding “Member Education and Information Sharing” under other to have a place on the agenda where we can share what we are learning, so as Council members you know part of the expectation is that you are getting educated on Council related issues using ILRU or other available trainings.

ADJOURNMENT *SILC Business Meeting adjourned at 2:06 p.m.*