**2nd Quarter FY 2017 Statement of Work Report**

**Michigan Statewide Independent Living Council**

**Agreement#: MRSIL-17-99001**

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| **Required Activities** | **First Quarter Progress:** |
| Jointly develop and sign the State Plan for Independent Living (SPIL) | * Proposed Draft Language for the SPIL to select a single DSE was developed in collaboration with MRS/BSBP. Language was approved and posted on Misilc.org.
* Amendment will need to be submitted in the 3rd quarter to prevent an impact in IL Funding
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| Monitor, review and evaluate the implementation of the State Plan (SPIL) | * The newly formed SILC SPIL Committee met during the 2nd quarter. Review topics were the SPIL Amendment and Common Disability Agenda (CDA) Event planning.
* Committee meeting was open to the public.
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| Coordinate activities with other entities in the State that provide services similar to IL Services such as entities that facilitate the provision of or provide long-term community-based services and supports. | * The SILC Advocacy Coordinator continues to do a great deal of coordination and collaboration with various entitles around the state for CDA Planning.
* SILC has scheduled six CDA events for the 3rd quarter. All of these events are being held in collaboration with entities in the state that provide services to persons with disabilities.
* SILC Staff continued to work in collaboration with Disability Network Michigan (DN/M), the Michigan Council on Rehabilitation Services (MCRS) and the DD Council.
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| Facilitate coordination and working relationships between SILC and Centers for Independent Living (CIL) though out the state. | * SILC Advocacy Coordinator has been working with the CILs to promote and assist with CDA events. CILs working with SILC in the 2nd quarter were: SAIL, Disability Network Mid-Michigan, Disability Network West Michigan.
* The SILC Council finalized a scholarship procedure which will assist CILs with resources to assist CILs. These scholarships’ will go into effect in the 3rd quarter.
* NetCil software to speed up quarterly reporting was completed for 1st quarter usage. SILC staff met with MRS to evaluate the effectiveness of the program and design an CIL dashboard to assist in determining service levels.
* SILC staff provided NetCil support to all CILs in the network during the 1st quarter.
* Per the SPIL, SILC will be hosting an accessibility strategic planning event with CIL members and SILC Council members during the 3rd quarter.
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| Ensure that all scheduled business meetings of the SILC are open to the public and advance notice is provided. | * The February SILC Council business was open to the public
* The March SPIL Committee was open to the public via teleconference.
* Notice was posted 30 days prior to the meeting at the SILC office, [www.misilc.org](http://www.misilc.org) and [www.misilctext.org](http://www.misilctext.org)
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| Submit reports are requested by federal and state authorities including the Section I, 704 annual report to ACL. | * SILC Submitted the Part I 704 report on behalf of the SILC Chair/MRS/BSBP Director
* SILC Provided numbers and support to the DHHS Boilerplate report on IL Services.
* SILC worked collaboratively with DN/M to provide data support to complete their annual report.
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| Hold Hearings and forums as the Council determines necessary to carry out the duties of the SILC | * No hearings or forums were conducted during the 2nd quarter.
* Planning is in place to conduct 6 CDA events during the 3rd quarter.
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| Prepare a resource plan including staff and personal to carry out the functions of the Council. | * No activity during the 2nd quarter. SILC is in the first year of a three year MRS/DHHS Contract.
* SILC Staff conducted a finance committee meeting and reviewed the current budget status.
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| Supervise and evaluate staff and personnel performing duties. | * Current staff annual evaluations were prepared during the 2nd quarter of FY 2017.
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| Facilitate operation, management, updating and coordination of the NETCIL Management system. | * During the 2nd quarter of FY 2017, the SILC Executive Director designated over 140 hours toward the NetCil system. This was a little over 1/3rd of the Directors time.
* SILC Staff facilitated the NetCil Database workgroup on a monthly basis. This included agenda creation, meeting minutes, and group facilitation.
* Conducted on-site NetCil assistance and training at: Detroit, Port Huron, and Midland
* Worked with database developer Ed2c to start the process of assisting another center to move to virtual server system
* Made software upgrades to statewide database system. This includes a new analytic package which will assist in data evaluation.
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| Additional Responsibilities in SPIL | * Goal 1, Objective 1 – Bi-Annual report not issued during the 2nd Quarter of FY 2017
* Goal 1, Objective 2 – Common Disability Agenda. (CDA) SILC advocacy coordinator presented CDA public forum time frame to the council. SILC will be hosting 6 events during the 3rd quarter.
* Goal 1, Objective 3 – Strategic planning event will be held on April 21st during the 3rd quarter. SILC Staff worked with facilitator and DN/M CEO to design the event.
* Goal 2, Objective 3 – Reporting research underway. Report is due to council in 4th quarter FY 2017
* Goal 3, Objective 3 – Reporting research in progress. First draft expected for May 2017 Council Meeting.
* Goal 3, Objective 4 – No progress during the 2nd quarter.
* Goal 3, Objective 1 – SILC Think Tank. There is no currently assigned topic for the the think tank.
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Submitted by:

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Executive Director

Michigan Statewide Independent Living Council