SPIL Sub-Team Section 1.3, 5 Meeting

Date: April 24, 2020

Time: 12:00 pm – 12:45 pm

SILC Council Members Present: Aaron Andres, Yvonne Fleener

CIL Members:

DSE Rodney Craig

Staff: Tracy Brown, Steve Locke

Absent: Bill Addison

AGENDA ITEMS

1. Review Section 5 ~ Statewide Independent Living Council, Establishment of SILC

* Steve reached out to Bill and Rodney earlier in the week to get technical assistance.
* The DSE would like this paragraph added to Section 5.2 SILC Resource Plan. “The process utilized by the DSE to ensure timely disbursement of funds for the SILC resource plan and CILs is achieved by following State of Michigan’s administration guidelines for standard of promptness in payment. Upon receipt for reimbursement from the SILC, the DSE has 10 days to process and reimburse SILC and CILs for allowable expenses. This allows for uninterrupted operations and effectiveness.”
* One other suggestion from the DSE is under Section 5.2 add bullet point: Financial Contract with CPA firm to ensure proper allocation and financial documentation.
* Steve made a note to include invoice approval prior to payment release and describe new accounting system separation of duties/checks and balances.
* The DSE would like this paragraph added to Section 5.3 Maintenance of SILC. “The State ensures SILC is established and operational and appointments are made in a timely manner in several ways. The DSE is an ex-officio member of the council and attends all meetings. The DSE’s council membership allows for direct interaction with the council’s business operations and affords the DSE with knowledge of SILC’s status and compliance. Contracts with the SILC and the DSE for resources also contain a quarterly reporting requirement on all SILC standards and indicators. The State ensures SILC has sufficient resources to fulfill its statutory duties though annual budget negotiations.”
* Steve read through the Establishment of SILC. “The SILC was established in 1994 by Executive Order No. 1994-21, subsequently amended by Executive Order No. 2016-11. SILC functions independently of any state agency, including the DSE. in accord with its own bylaws. The board of the corporation are comprised of the officers of the council.”

SILC operates with funding under grants and agreements with staff employed through its private, 501(c) (3) corporation (MiSILC). MiSILC Corporation board service terms match the time of appointment to the council to ensure the council is in independently in control of its own resources.

The SILC Executive Director is supervised and evaluated by the SILC. The Executive Director is an Ex-Officio non-voting member of the MiSILC Corporation. Operationally, additional SILC staff work under supervision of the SILC Executive Director to coordinate efforts carrying out commitments of the SPIL. \*add: The ED and staff of the SILC are employees of the MiSILC Corporation and are not state employees.

* Steve read through Section 5.2 Resource Plan: “The SILC Resource plan is developed in collaboration with DSEs. Annually, the budget is developed after a comprehensive evaluation of the necessary resources to fulfill the mission of SILC, the implementation of the SPIL, and the cost of operations is completed. The draft budget is then presented to the Council for approval. Once the Council approves budget it is presented to the DSE for review, negotiation and approval. The resource plan is created during the 2nd quarter of the fiscal year and presented to the DSE in June of each year.”

“The SILC delegates day-to-day operations to the SILC staff that are responsible to ensure the proper expenditure of funding under the SILC resource plan. This occurs by:

* Yearly audits of SILC finances by an outside auditing firm.
* Adherence to the contact requirements with MRS/BSBP
* Monthly financial reports to the Executive Committee and SILC Treasurer.
* Quarterly presentation of a financial report to the council
* Compliance with SILC financial policies
* Financial Contract with CPA firm to ensure proper allocation and financial documentation.”

“All contracts are evaluated to ensure there are no conditions or requirements which compromise the independence of SILC. Legal opinion is obtained if there is any question of SILCs independence being compromised.”

“SILC resource and work plans are constructed to be reliant on the contracted resources in existence during the State Plan period. SILC staff continually evaluates and presents cost savings options to the council and DSE in order to stay within the approved resource plan.”

* Section 5.3 Maintenance of SILC: “SILC has an ongoing relationship with the Governor’s Appointments Office and provides guidance on regulatory requirements for SILC composition and candidates for potential appointments. SILC maintains an appointments log to ensure regulatory composition requirements and regularly communicates term limits and reappointment dates to the Appointments Office to ensure SILC vacancies are filled in a timely manner. SILC was created by Executive Order with the Council housed within the Governor’s office and independent of any state department ensuring that SILC has the autonomy necessary to fulfill its duties and authorities as evidenced in the bylaws, Articles of Incorporation, SILC staffing is achieved through the SILC’s non-profit corporation acting as the employer of record for SILC staff where the Executive Director and a Director of Operations provide administrative and operational support to the SILC in order for the SILC to carry out its regulatory requirements. Through a resource plan collaborative process with the SILC, the DSE ensures that the SILC has the capacity to fulfill its statutory duties and authorities.”

The DSE has a paragraph they would like added to this section. “The State ensures SILC is established and operational and appointments are made in a timely manner in several ways. The DSE is an ex-officio member of the council and attends all meetings. This council membership allows for direct interaction with the council business operations and knowledge of its status and compliance. Contracts with the SILC and the DSE for resources also contain a quarterly reporting requirement on all SILC standards and indicators. The State ensures SILC has sufficient resources to fulfill its statutory duties through annual budget negotiations.”