

Indiana Council On Independent Living (ICOIL)
February 9, 2011 at 1:00 p.m.
Indiana Government Center South, Conference Room C
402 West Washington Street, Indianapolis, Indiana

Minutes

Attendance:

Members: Beth Quarles, Carol Baker, Richard Simers, Dee Ann Hart, Jim McCormick

Guests: Al Tolbert, Tracy Laycock, Susanne Nicholas, Nancy Young (Designated State Unit [DSU])

Called to Order:

- Dee Ann Hart called the meeting to order at 1:00 p.m.

Pledge of Allegiance:

- The Pledge of Allegiance was said.

Approval of the Agenda:

- The agenda was approved.

Approval of the Minutes for December 8, 2010:

- Beth Quarles requested that members and guests should be listed separately on the minutes.
- Nancy Zemaitis has one change to the December minutes and she will send it to Carol Baker.
- Dee Ann Hart requested that Carol Baker always send updated minutes to her electronically.
- Minutes will be approved during the next meeting.

Report from the DSU:

Update – Nancy Zemaitis

- Nancy Zemaitis was not in attendance. She had a broken bone in her ankle. Nancy Young gave an update.
- Comments were received from the Rehab Services Agency (RSA) regarding what was submitted for the corrective action plan. There were comments about the bi-laws operating and fiscal policies and procedures for ICOIL.
- Richard Simers, Carol Baker, Jim McCormick, and Nancy Young met to discuss cleaning the language in both documents so that they match. The group will meet one more time to finish the changes. Once the document is complete, it will be sent to the council.
- Site-specific language was requested.
- The fiscal policies will be reviewed and the language will be consistent.
- Some language was possibly added in case more positions are added to ICOIL. Some acronyms are not consistent with ICOIL.

Nancy Young will follow up on Senate Bill 331. **Report from Standing Committee/Ad Hoc Committee:**

Executive Committee

- The committee met and discussed work for the February 3 Legislative Day that ICOIL was sponsoring. The weather did not cooperate on February 3, so the event is postponed until more people will be able to attend and participate.
- During the meeting, invoices and legislative awareness day were discussed. The Brilljant presentation and an assessment/consumer satisfaction assessment were also discussed.

Membership Committee – Dee Ann Hart

- The membership committee has not met.
- Carol Baker gave updates from the governor's office. They want us to have six or seven prospective applicants. If we get one more application, there will be four to send to the governor's office. Three other people said they want to apply, but have not submitted applications.
- Hector Garcia has not submitted an application online and has not contacted Carol Baker.
- Hector Garcia is an excellent candidate. Beth Quarles encouraged the council to see what he can do. He is a paraplegic and creates documentaries. He attempted to go online, but he depends on assistance and was unable to complete the application. He was invited to the meeting today, but he had surgery scheduled.
- Dee Ann Hart, Carol Baker, and Nancy Young interview candidates. Carol Baker stated that they can help Hector Garcia fill out the application if needed.
- Jerry Burkett served on the council long ago and may be a good candidate. Richard Simers will send him a message to see if he is interested.
- The membership committee continues to search for members and appreciates leads from the council. The council wants diversity and the council must be 51 percent compliant with people with disabilities. The candidates should also be familiar with Independent Living (IL).

Finance Committee – Beth Quarles

- The committee will be meeting in the future and will have information that Carol Baker can report.
- Carol Baker passed out the November, December, and January profit and loss report.
- The amounts that show minus are amounts that Carol Baker has not paid herself. Carol Baker did not have the exact remaining balance available.
- In December, M&C Personnel Solutions was reimbursed \$23,562.97 for June, July, August, and September.
- The total amount of the contract is \$97,824.30.
- Carol Baker stated that the contract is a two-year contract and it started June 2010.
- The committee will discuss how much is left and how it will be tracked.

- Dee Ann Hart and Beth Quarles suggested that if there is a council with a transportation provider, to ensure that the council members arrive. If the member cancels 24 hours before arrival, the charge for transportation should not apply. The transportation would be arranged through the council.
- Richard Simers stated that at one point, there was a council member that was flown to and from meetings.
- There are several statewide and local transportation providers.
- Providing transportation is a way of marketing the council to a new candidate.
- When the Governor's Council for People with Disabilities Conference met, Carol Baker checked on the cost of transporting members. For one person, it was \$350. For the council, it would be \$4,200 per year. If the person does not cancel, the state would probably not reimburse the cost.
- It was suggested that someone on the council could call the person within the 24-hour period to ensure that they will attend.
- There are more cost-efficient providers.
- Transportation is an accommodation that may need to be considered for members that do not drive.
- Carol Baker asked if the council would like to discuss exhibit opportunities. She received a flier for an upcoming event; but, to be a presenter, the cost is a minimum of \$300.

Marketing & Outreach Committee – Dee Ann Hart

- Dee Ann Hart stated that there is not a marketing and outreach plan for the next year. Typically, our only exhibit has been the Governor's Planning Council.
- Carol Baker stated that last year, the council supported three exhibits: the Jewish Community Center, Arts Garden, and an event near the airport.
- Traumatic Brain Injury (TBI) has a conference coming up.
- Dee Ann Hart stated that the council needs to focus on counties that are un-served by centers.
- The marketing and outreach committee is open to suggestions regarding marketing and events.
- By March 1, 2011 the marketing and outreach committee is supposed to have a plan put together.
- The statewide Transition Conference was suggested by Beth Quarles. The council has had a display at the conference before. The conference is for teachers to help students that are transitioning from high school into the working community. It is a statewide event.
- The council has never done anything at the state fair. The fair is expensive and someone has to be there for three weeks.
- If anyone has suggestions, they are to please e-mail Dee Ann Hart.
- Carol Baker suggested that the finance committee create a budget, gather the ideas, then weigh the marketing options.
- Carol Baker explained that within the budget, small amounts can be transferred from one bucket to another.
- If all of the funds are not used at the end of two years, the remainder transfers back to the state.

- Carol Baker asked the finance committee to create a budget so that expenses can be estimated.
- The marketing committee would like to thank Brilljent for mailings and outreach for Legislative Awareness Day.

Legislative Awareness Special Committee Update

- Legislative Awareness Day was postponed due to weather. Carol Baker is having difficulty scheduling a new date because the state house is booked. She has spoken to center directors about letting ICOIL share their Legislative Awareness Day. The release of the report has been held. The center directors are meeting on February 24. Carol Baker asked to be a part of that meeting to see if the centers will share their time in the state house. It was suggested to find out if Dr. Ruiz or Dr. Potenville will be presenters. The centers' day is March 31.
- A radio station in Marion, IN asked for an interview when the report is released. David Nelson will do that interview. Everything was canceled without incurring any fees.
- Dee Ann Hart and Carol Baker had spoken to Sue Ellen Jackson Bonner about speaking on behalf of ICOIL at the LA Day. She offered her congratulations to the council and is looking forward to partnering with the council on future endeavors.
- Carol spoke with Jim McCormick and Richard Simers this morning about legislative awareness, as well as David Nelson and Pat Stewart. So far, everyone has been responsive.
- Beth Quarles is in agreement. She stated that to see more collaboration and letting legislators see us work together is a good thing. We serve 52 counties, but 40 are still un-served.
- Kasia Gilliland, from Brilljent, came to the last meeting and is going to come up with a plan for the council after reviewing what other states are doing. The plan will be taken to the executive committee.
- The assessment piece was discussed. There was also discussion about how we can work with the centers to examine how ICOIL and the centers can work together to come up with a customer satisfaction survey. Some suggestions have come up and other states are being researched. The Executive Committee feels it is best to have a planning day to discuss what is wanted.

Planning Committee

- Currently, we do not have a chair for this committee. The chair has stepped down from the council and has not been replaced in a year. In the current state plan, it is stated that the plan should be reviewed quarterly. There is no one to review it. Carol Baker is tracking it, to some degree. As council members, there is a responsibility to make sure the work is getting done.
- There was no discussion about the committee and no volunteers to chair the committee.
- Richard Simers asked how ICOIL is doing with the state plan. ICOIL is out of compliance due to the lack of a committee to review the plan quarterly. Without a committee, the responsibility would fall back to the executive committee. Carol Baker explained that ICOIL has made strides with the state plan because of the outreach, Web site, and other goals. Richard Simers suggested that this issue be addressed at the next executive committee meeting.

Report from Director:

Update – Carol Baker

Web Site Update – Briljent

- Tracy Laycock from Briljent presented the progress made on the Web site.
- There are two main updates to the Web site's functionality: some for visitors, and some behind the scenes.
- The e-mails sent to the new e-mail address will go to Carol Baker.
- Carol Baker is learning how to check the e-mail inbox. She has a call set up with Andrea Light from Briljent to learn how to set up the e-mail inbox so messages are sent to her phone.
- Carol Baker has a copy of the site statistics.
- Portable Document Format (PDF) files are very rarely accessible. Andrea Light is the Briljent on-site 508 compliant officer at Briljent and she is working on the Web site.
- Tracy demonstrated the Web site.
- Carol Baker stated that center directors were offered the opportunity to send events to be posted to the ICOIL Web site.
- Carol Baker sent a list to Briljent of what the governor's council is doing for Disabilities Awareness month to assess what can be added to the Web site.
- Tracy Laycock will make sure that the Web site has been tested with Dragon Dictate.
- Meeting minutes are archived on the Web site after one year.
- All center information has been updated.
- Resources should be in alphabetical order on the Web site.
- There is not a hyperlink to the Resource Act. It should be added to the resources list (specifically, Title 7).
- The Independent Living Research Utilization (ILRU), NCIL, and Association Programs for Rural Independent Living (APRIL) Web sites should be added.
- The Operations tab has information as well.
- The applications are in Microsoft Word and they have to be e-mailed, faxed, or mailed. The Web site instructs people to mail the application to Nancy Young. Voice relay can also be used.
- Carol Baker suggested that it would be nice to have partner dates on the calendar.
- Setting up a Facebook page was discussed at the Executive Committee meeting. It was decided that ICOIL is not ready for a Facebook page.
- Nancy Young stated that the Web site is much easier to read.
- Carol Baker will print the report that explains hits to the Web site. The report shows where the hits came from. Tracy Laycock can find out about how to gather information on the duration of hits.
- It was suggested that there should be a tab where the council can place products and things that it has done, as well as studies.
- Beth Quarles thinks information about what ICOIL has done should be on the Home page.
- There is a disability employment study on the blue banner and it is no longer available once it has been clicked.
- Jim McCormick asked if it is possible to take the study document and put it on the Web site rather than going to the hyperlink for the information. Carol Baker

suggested that the centers be asked if they would like for their information on the ICOIL Web site.

- Dee Ann Hart suggested there be a place to put studies and reports for current and future use. They could be used as a resource and a tool.
- Carol Baker met with Richard Simers and Al Tolbert at the Generations Project and brought information from their presentation called “Building a Home and Community-Based System.” Carol Baker brought one of their books back and offered to let others view it. She also picked up an Indiana Home and Human Services document and asked if ICOIL should join. Richard Simers believes ICHS is a lobby and he participates on a different level.
- The document is available electronically at www.generationsproject.org.

Possible Discussion Items

- P&P's, By-law One more face-to-face meeting will occur and information will be presented to the council.

Public Comments

- ICOIL has a certificate of membership for NCIL for 2011.
- In the December ICOIL meeting, the executive committee decided to act on the 704 Report. They would like the body to approve the committee sanction.
- The NCIL Conference will be coming up.
- Richard Simers proposes that ICOIL should send two prospective new members (i.e., Josh and Justin) in addition to Carol Baker. It is in Washington D.C. at the Grand Hyatt downtown. The conference is being held in June or July (possibly July 16 and 17).
- A motion was presented from Richard Simers that ICOIL should send two effective members to the NICL Conference to learn more about the movement and learn about independent living on the national level. The council will pay for Justin Ogden, Josh Williams, and Carol Baker to attend. Jim McCormick seconded the motion. The motion was passed.
- The decision of the state paying for out-of-state travel is pending. Richard Simers will work with Carol Baker to write a supporting letter to the state to explain why this needs to be done. Richard Simers will speak to Josh Williams and Justin Ogden to see if they are willing, and if they have any needs in order to be able to attend.
- The executive committee has approved the 704 Report and a motion was made for the council approve the 704 Report. Jim McCormick seconded the motion. The motion was passed.
- Nancy Young was thanked for putting the report together. Richard Simers was thanked for the time that he put into it as well as everyone else that worked on the committee.
- The status to reduce the number of ICOIL members from 21 to 11 is still in discussion with the senate.
- Richard Simers is keeping an eye on the Family & Social Services Administration (FSSA) budget information, as well as center directors.
- Al Tolbert asked what the status is of recognizing new centers without state funds. Richard Simers stated that letters were sent out. Carol Baker has received six replies. She hopes to put the information together by next month to compare what other states do and what we do. So far, there are two or three other states that do not recognize

centers with no funding. Carol Baker sent Richard Simers' e-mail which explained that correct questions were not asked of the states as an amendment, and none have replied. Al Tolbert would like this topic added to next month's agenda.

- With recognition comes a lowering of priority for funding because that area will go from an un-served area to an underserved area.

Adjournment

- The next meeting is set for **March 9, 2010** at 1:00 p.m. in Conference Room C in the Indiana Government Center (IGCS).
- Individuals needing disability accommodations must contact the ICOIL Director at least **48 hours** prior to the ICOIL meeting by calling 317-809-0314.