

Indiana Statewide Independent Living Council (INSILC)  
**MINUTES 02/08/2017**

Indiana Government Center South  
Conference Center – Conference Room C  
402 W. Washington Street, Indianapolis, Indiana 46204

**INSILC Members Present:** Fred Vaiana, Peri Rogowski, Bill Fama, Peter Ciancone, Bonnie Bomer, Cynthia Rockwell, Erin Hall, and Kevin Burk (via phone), Chris Cleveland, Kortney Bond

**INSILC Members Absent:** Derek Deckman

**Guests Present:** Tonya Resler, Amber O’Haver, & Luke Britt

**Access to Public Record Act & Open Door Law Presentation:** Prior to calling the meeting to order, Indiana Public Access Counselor, Luke Britt, gave a presentation on the rules and regulations pertaining to Indiana’s Access to Public Records and Open Door laws. The role of the Indiana Public Access Counselor is to act as a liaison between the public and a governing body. Mr. Britt invited any members of the public present to contact him for inquiries or concerns pertaining to these laws.

**Code of Conduct Statement:** Chair Chris Cleveland read a statement regarding public conduct during meetings of INSILC, which was developed to aid the Council to conduct business and run meetings effectively. Members of the public are to remain respectful to those speaking and keep side conversations to a minimum. The Chair of INSILC will decide if there is to be public comment and the time limit for public comment. Public comments may be made only when recognized by the Chair and should be made to the Chair. There is to be no disruptive behavior, and if said behavior occurs, the Chair may issue a verbal warning. If the behavior continues, the Chair may call for a recess and request the removal of disruptive member(s) of the public. Written comments and questions are accepted and encouraged.

- I. **Welcome and Call to Order:** Chair Chris Cleveland officially called the meeting to order at 1:30 pm.
- II. **Pledge of Allegiance:** INSILC Members and Guests recited the Pledge of Allegiance.
- III. **Roll Call:** Erin Hall (Indiana Department of Transportation (INDOT) - State Agency Rep., Non-Voting Member), Peter Ciancone (Center for Independent Living (CIL) Rep, Voting Member), Bonnie Bomer (State Agency Rep., Non-Voting Member), Cynthia Rockwell (Secretary, Voting Member), Fred Vaiana (Vice-Chair, Voting Member), Chris Cleveland (Chair, Voting Member), Amber O’Haver (INSILC Executive Director), Bill Fama (Voting Member), Tonya Resler (Independent Living Program Director, FSSA/BRS - Guest ), Peri Rogowski (DSE liaison, FSSA/BRS, Non-Voting Member), Kevin Burk via phone (Treasurer, Voting Member).
- IV. **Additions to & Approval of the Agenda:** Chair Chris Cleveland commented a shift being made in the proposed Agenda bringing the agenda item, INSILC Bylaws, to the top. Amber O’Haver remarked that an agenda item for drafts of an Access to Public Records Request/Form and Public Comment policies/procedures need to be added to the agenda. A motion to approve the agenda with these changes/additions was made by Peter Ciancone. The motion was seconded by Fred Vaiana and the motion was passed.
- V. **INSILC Amended Bylaws:** Chair Chris Cleveland put forth the amended INSILC bylaws for comment/discussion. There were no comments/discussion made. A motion to approve the amended INSILC Bylaws was made by Cynthia Rockwell. The motion was seconded by Bill Fama

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and the motion was passed. Immediately following the approval of the amended INSILC Bylaws Council Member, Kevin Burk, joined the meeting via phone.

- VI. Statement of the Chair:** A Statement of the Chair was given indicating that per the newly approved INSILC Bylaws, roll call votes will now be conducted for the remainder of the meeting's agenda voting items, as a result of Kevin Burk joining the meeting via phone. Also, due to possible inclement weather, there would be no public comment at this meeting.
- VII. Approval of Minutes:** Chair Chris Cleveland asked for a motion to approve the October 2016 meeting minutes. A motion to approve the minutes was made by Cynthia Rockwell. The motion was seconded by Fred Vaiana and the motion was passed via roll-call vote.
- VIII. Old Business**
- A. SILC Congress Conference (January 17-20, 2017):** Cynthia Rockwell commented that the conference was very informative and that she appreciated information regarding sources of funding and programs that other State SILCs use. Amber O'Haver thanked everyone who was able to attend. Chair Chris Cleveland thanked everyone and also added that the conference was very useful.
  - B. INSILC Retreat:** Chris Cleveland thanked those who participated and remarked that it was a nice event. Fred Vaiana also extended his thanks to those attending. Amber O'Haver solicited future retreat ideas; ideas are welcome via email/phone. Peri Rogowski added additional positive comments on the Retreat.
  - C. Governor's Council on Disabilities (December 2016):** Amber O'Haver remarked that the Governor's Council was grateful for support and added that the conference was sold out for the first time. She also commented that there were more people with disabilities in attendance than in the past at what typically tends to be more of a provider pull event and that having more folks with disabilities was a positive change.
- IX. Treasurer's Report:** Kevin Burk gave the Treasurer's Report and shared that details can be found in the documents that were provided to the Council. Mr. Burk explained that, although it appears that we do not have positive cash flow, the report does not account for deposits made in January. Fred Vaiana asked for clarification for the reason behind using cash basis instead of accrual basis for providing information on cash flow. Amber O'Haver responded that the purpose is to show that we are building cash flow. Mr. Vaiana asked whether the figures with the January deposits would be available at the next meeting. Ms. O'Haver responded that they would be available. A motion to approve the Treasurer's Report was made by Bill Fama. The motion was seconded by Peter Ciancone and the motion was passed via roll-call vote.
- X. New Business**
- A. Council Meetings:** Chris Cleveland remarked that the Council will move to meeting every other month after the March 8<sup>th</sup> meeting. In between meetings, committees will meet and then give updates at future meetings. This will help facilitate the operation and efficiency of the Council. The remaining meetings of 2017 are March 8, May 10, July 12, September 13, and November 8. These dates will be added to the web site once approved by the Council. A motion to approve the new schedule was made by Peter Ciancone. The motion was seconded by Bill Fama and was passed via roll-call vote.
- XI. Updates, Reports, Comments**
- A. 704 Update:** Amber O'Haver commented that the deadline for the 704 report has been postponed from January 31, 2017 to March 26, 2017. The report will be available for vote/approval on the March meeting agenda.

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- B. Independent Living Final Rule:** Amber O’Haver explained that the new Independent Living Final (IL) Rule was published in the Federal Register in October 2016, and went in to effect in November 2016. The new rules and responsibilities of the SILC were discussed at the January INSILC Retreat. Ms. O’Haver asked Council members to retain this information in their Council binders. ACL will continue to provide guidance for the new IL rule.
- C. Vendor Contract:** Amber O’Haver explained that, at the time of the preparation of the agenda, she was expecting to have the contract finalized by this meeting; however, there remain some points that still need to be addressed/finalized. The contract should be available for review at the March 8 meeting. A motion to table a vote on the vendor contract was made by Peter Ciancone. The motion was seconded by Cynthia Rockwell.
- D. Council Member Staff Monthly Expense Report:** Amber O’Haver reminded Council members that there is a new sample sheet with updated information for expense reports. She reminded those wishing to be reimbursed to submit reports for review by the 5<sup>th</sup> day (or the immediate following Monday/next official business day if the 5<sup>th</sup> falls on a weekend or holiday) of the month following the incurred expenses.
- E. 2017 W-9 and Deposit Form:** Amber O’Haver reminded members to complete a new W-9 form for 2017 for claiming expenses. This is also true for direct deposit forms and stipend eligibility, which are found in the INSILC expense reimbursement workbook.
- F. INSILC FFSA Contract:** Amber O’Haver shared that the new contract began on January 1, 2017 and ends on September 30, 2018. Council members have received a copy of the contract via email. She added that, like the prior contract, the Council may roll over unused funds into the next CPID period; however, funds left at the end of the contract may be lost if not used during the contract term. The source of the funds for the contract/INSILC operations remains the same, Innovation & Expansion (I&E) funds.
- G. Upcoming Conferences:** Amber O’Haver provided a list of upcoming conferences and reminded Council members that they may request funds to attend, preferably months in advance for out-of-state conferences:
  - 1. Fair Housing Center of Central Indiana (FHCCI) – April 6, 2017 (Indianapolis, IN)
  - 2. National Council on IL (NCIL) – July 24-27, 2017 (Washington, DC)
  - 3. Association of Programs for Rural Independent Living (APRIL) – October 20-23, 2017 (Spokane, WA)
  - 4. Indiana Governor’s Council for People with Disabilities Annual Conference – Indiana Conference on Disabilities (December 2017)
  - 5. New SILC member training is online; Council can pay registration fee.
- H. Executive Director Report:**
  - a. Amber O’Haver provided her ED report, commenting that people should feel free to contact her for further information or clarification.
  - b. Technical support from ILRU has been instrumental in aiding INSILC in determining what an effective SILC is, and she would eventually like to bring them out in the summer for in-depth training with the Council.
  - c. The Council is caught up on its claims submissions (since the transition to a 501c3 and splitting from its fiscal agent) and is now on track.
- I. Outreach Committee Report:** Committee Chair, Chris Cleveland, commented the committee is excited to work with Pivot Marketing and to get our message out to the public.

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- J. SPIL (2017-2019) Committee Report:** SPIL Committee Chair, Peter Ciancone, commented that there were fruitful conversations during the January INSILC Retreat and that there was discussion of assigning people to specific SPIL responsibilities. There was also discussion of partnering with ally organizations to address unserved IL areas in the State.
- K. DSE Report:** DSE Liaison, Peri Rogowski, informed the Council that there is a new Secretary of Indiana FFSA, Dr. Jennifer Walthall. She explained that Vocational Rehabilitation is overseeing a grant for traumatic brain injury (TBI) that was awarded to the Rehabilitation Hospital of Indiana (RHI). RHI has teamed up with the Indiana Department of Corrections since a large portion of incarcerated individuals have a prior TBI. This program helps parolees get support before returning to community. Additionally, Ms. Rogowski reported she was selected to be on the Indiana Homeland Security Team for functional access during times of crisis and disaster.
- L. CILs Report:** Peter Ciancone, the WILL Center (CIL) Executive Director, will gather input from the other CIL Directors for future meetings via a CIL Input/Feedback form.
- M. Indiana Disability Rights (IDR) Report:** Bonnie Bomer, a Lead Advocate for IDR, stated that they are looking into/working on sheltered employment in Indiana and Employment First legislative initiatives. They are also available to CILs and CIL consumers for support and advocacy.
- N. INDOT Report:** Erin Hall, ADA Coordinator for INDOT, commented that there have been positive changes in leadership. They will implement new sub-recipient monitoring procedures. All cities, towns, and counties that received federal funds from INDOT must have Title 6 and ADA transition plans in place. She remarked that this was an opportunity for coordination. There was some discussion about the authority of INDOT over facilities. Ms. Hall commented that INDOT does not have authority over facilities outside of jurisdiction; however, they can direct them to guidance.
- O. Bureau of Developmental Disability Services (BDDS) Report:** Amber O'Haver introduced and welcomed new BDDS Representative for the Council, Kortney Bond, and invited her to share anything about herself if Ms. Bond felt like doing so. Ms. Bond stated she was a BDDS Program director and explained in her job BDDS she monitors referrals to BDDS and aids in providing choices for Indiana consumers with disabilities.
- P. Access to Public Records Request & Form and Public Comment Policies/Procedures:** The Council was presented with draft of new Access to Public Records Request & Form and Public Comment policies/procedures. Ms. O'Haver commented the drafts were based on recommended samples/best practices provided by other nonprofits/organizations/agencies. A motion to approve the drafts of the new Access to Public Records Request & Form and Public Comment policies/procedures was made by Peter Ciancone. The motion was seconded by Cynthia Rockwell and the motion was passed via roll-call vote.
- Q. Announcements:**

  - 1. Amber O'Haver commented that she hired a new Administrative Coordinator, Amy Allen Sekhar, who will begin February 20, 2017.
  - 2. Pivot Marketing will hold a focus group for input during the 3<sup>rd</sup> or 4<sup>th</sup> week of March and more information will be sent out soon.

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3. Materials for March Disability Awareness Month are now available from the Governor's Council for People with Disabilities.
4. Transit Day (Indiana Citizens Alliance for Transit) is February 21, 2017 at the State House. INSILC will have a booth, and members are welcome to attend.

**XII. Adjournment:** Peter Ciancone motioned to adjourn the meeting. Cynthia Rockwell seconded the motion and it was passed via roll call vote. The meeting was adjourned at 2:30 p.m. The next INSILC meeting is scheduled for March 8<sup>th</sup> at 1:00 p.m. in the Indiana Government Center South, Conference Room C.