

Indiana Statewide Independent Living Council (INSILC)

MINUTES

March 9, 2016 —1:00 p.m.

Indiana Government Center South

Conference Center – Conference Room C

402 W. Washington Street, Indianapolis, Indiana 46204

INSILC Members Present: Thomas Hayes, Peri Rogowski, Bill Fama, Chris Cleveland, Peter Ciancone, Allen Piening, Bonnie Bomer, and Cynthia Rockwell

INSILC Members Absent: Fred Vaiana, Beverly Harding, Jama Bennett, Leslie Hawker, and Erin Hall

Guests Present: Kylee Hope, Amber O’Haver, and Jodeci Gonzalez

- I. Welcome and Call to Order:** Chairperson, Chris Cleveland called the meeting to order at 1:15 P.M.
- II. Pledge of Allegiance:** Indiana Statewide Independent Living Council members and guest recited the Pledge of Allegiance.
- III. Roll Call:** Thomas Hayes, Peri Rogowski, Jodeci Gonzalez, Bill Fama, Amber O’Haver, Chris Cleveland, Peter Ciancone, Allen Piening, Bonnie Bomer, Cynthia Rockwell.
- IV. Additions and Approval to the Agenda:** Chairman, Chris Cleveland opened up to the meeting and asked the Council if there were any additions to the agenda. No additions were offered. Chairman, Chris Cleveland then requested a motion and second to approve the agenda. Peter Ciancone made a motion to approve the agenda. Al Piening seconded and the motion passed.
- V. Statement of the Chair:** Chairman, Chris Cleveland announced that there will be a conference call with a potential SPIL Facilitator at the end of the meeting.
- VI. Approval of Minutes (1-13-16 and 2-10-16):** Chairman, Chris Cleveland requested a motion and a second to approve the minutes from the meetings from January 13, 2016 and February 10, 2016. Cynthia Rockwell made a motion to approve the minutes. Peter Ciancone seconded and the motion passed.
- VII. Old Business**
 - A. INSILC Logo:** Chairman, Chris Cleveland announced that four new INSILC logo examples were presented to the Council at the last meeting and by show of hands

asked the Council to select the logo most favored. The fourth logo example was favored most. Chairman, Chris Cleveland requested a motion to approve the favored logo as INSILC's new logo. Al Piening made a motion to approve the favored logo. Bill Fama seconded and the motion passed.

- B. SPIL (2017-2019) Public Hearing Date/Time/Location:** Peter Ciancone reported that Workgroups have been meeting are working on their parts for input into the SPIL draft to be posted in early to mid-April. A Public Hearing for input into this new SPIL 2017-2019 SPIL draft will be on May 2, 2016 at the Government Center South in Conference Rooms 1&2 from 9:00 a.m. to 11:00 a.m.
- C. Executive/Administrative Assistant Position:** Executive Director, Amber O'Haver reported on the created job description and suggested that a new position be established for a 10 hour a week position to support the Executive Director and the Council for their needs. The position would take notes at meetings and other conduct other administrative/secretarial duties. Cynthia Rockwell questioned if the INSILC budget includes the pay for the position and was answered stating that there was a line item in the budget that allowed room for the position to be added. The question arose how the individual would work without an office. Executive Director, Amber O'Haver stated that the individual would most likely work from home temporarily until a brick and mortar location was established and would have office materials/equipment provided by the Council some of which was already on hand. Chairman, Chris Cleveland stated that individual in the position would be paid \$10.00 to \$15.00 an hour. Bill Fama made a motion to establish the Executive/Administrative position. Cynthia Rockwell seconded and the motion passed.
- D. INSILC Training:** Executive Director, Amber O'Haver stated that the training will be last on the agenda for the meeting.

VIII. New Business

- A. RFA for CIL Services in Southeast Indiana:** Peri Rogowski reported that the Request for Application (RFA) was drafted and sent to the Council for review. Once the Council approves the draft RFA the INSILC Executive Director will post it to the public via the INSILC website. Cynthia Rockwell made a motion to approve and post the RFA to the public. Peter Ciancone seconded and the motion was passed.
- B. Review Expense Reimbursement Forms/Workbook/Procedures:** Executive Director, Amber O'Haver announced that the all members requesting reimbursement have an Excel workbook containing all needed forms for any and all payment and/or reimbursements. A W9 form is to be completed annually and will be kept on file with INSILC. The tabs included in the workbook are a Master Expense Report, Mileage Log with a link to the Rand McNally mileage calculator,

A Conference, Event, Training Request, Stipend Eligibility, Stipend Performance, Personal Attendant Services, Childcare Services, Instructions, W9, & a Checklist. The Conference, Event, and Training Request form will need to be completed and sent to Chairman, Chris Cleveland for approval prior to attending. Those wishing to attend these need to do their best to submit the request for at least 90 days in advance for Out-of-State Conferences. A Direct Deposit form is also included the Excel workbook but INSILC is not doing direct deposit payments yet but is working with its fiscal agent to get this arranged and the Council will be notified once this payment option is available. Reimbursements are paid in arrears and Council members may submit their forms to the INSILC Executive Director at the monthly meetings. Also, at INSILC meetings (as best as possible), these checks will be provided monthly to Council members that have completed/submitted all the appropriate forms/receipts/supporting documentation the month prior. Peri Rogowski announced that the annual NCIL conference will be held July 28, 2016 in Washington D.C. at the Grand Hyatt and for any interested Council members, they needed to get their Conference Request forms in now.

- C. **INSILC Bylaws – Update (Approve at April Meeting):** Peter Ciancone reported on the some of the immediate updated sections in the bylaws; “language from ICOIL to INSILC, INSILC is not a 501c3, all members present for a Quorum, DSU to DSE.” There will be more edits when the SPIL draft is submitted and all suggestions will be discussed and considered in April.
- D. **“Employment First”:** Bonnie Bomer reported on the movement of integrative, competitive employment for individuals with disabilities instead of sub minimum wages in sheltered workshops. Bonnie Bomer suggested that the Council participate with Indiana Association of Persons in Supported Employment (INAPSE) to gain knowledge on sub minimum wages and join the opportunity to support the movement to incorporate and consider other integrated, competitive employment options for individuals with disabilities as opposed to sheltered workshops and sub minimum wage jobs.
- E. **CIL Consumer Satisfaction Surveys:** Bonnie Bomer reported on behalf of the Indiana Protection and Advocacy Services (IPAS) and was interested in knowing more information on how the CIL Consumer Satisfaction surveys are used and how they are impactful. Peter Ciancone explained that the Centers utilize their own data differently to address accomplishing consumer goals and improving service delivery, per the reason for the surveys. The surveys are conducted on an ongoing basis.

IX. Updates, Reports, Comments

- A. **Executive Director Report:** Executive Director, Amber O’Haver highlighted the work she has done for INSILC and noted she emailed the Council her full report earlier in the week in the INSILC Meeting Packet. These highlights included

creation of the Excel reimbursement workbook/forms and an updated SPIL development timeline.

- B. **Peer Committee:** Bill Fama reported on the developed committee and had no updates.
- C. **Outreach Committee:** Chairman, Chris Cleveland reported that the Council will be look into different groups to potentially assist INSILC with its marketing/outreach.
- D. **SPIL (2017-2019) Development Committee:** Peter Ciancone reported that SPIL Workgroups have been meeting and are providing input into developing portions of the SPIL. The Goals & Objectives Workgroup and the Evaluation & Outcomes Workgroup have been functioning well and a SPIL draft should be out by April. Peter Ciancone thanked non-council members who have participated in the Workgroups.
- E. **Update—DSE:** Peri Rogowski reported that the individuals in the Deaf and Hard of Hearing Services are creating videos on the website for the Deaf so that there are various accessible forms of communication of services for the division. The Blind and Visually Impaired Services have a Blind Business Enterprise Program and have renewed the contract with Muscatatuck to provide laundry services of military combat gear. This offers more jobs for individuals with disabilities. The Indiana Dunes has requested that the DSE provide food trucks at the Indiana Dunes construction site noting that the blind vendors are still to participate keeping them employed at the Indiana Dunes. Two sites have been located downtown Indianapolis and at IUPUI for the Blind Programs. They are still recruiting for the Blind Program. On April 20, 2016 at the Indiana State Fairgrounds there will be a Veteran Career Fair. Easter Seal Crossroads have launched a low interest guaranteed loan for individuals who need any device or accommodations for their disability. Kyle Hope announced her new role as the Director of the Division of Disability & Rehabilitative Services. She noted her excitement with the new CMS HCBS Final Rule and the work the Division is doing on the Medicaid HCBS Transition Plan among many other positive changes happening. Chairman, Chris Cleveland congratulated her new promotion.
- F. **Update—Centers for Independent Living:** Peter Ciancone reported that accessABILITY received an ADA Coros grant and there is a heavy art component to it which he found exciting as a theatre buff. The League is currently selling tickets for their Blues Bash fundraiser taking place on May 14, 2016. SICIL is working on accessible polling/voting sites and are creating an accessible community garden that will host teachings at the garden.
- G. **Other:** Chairman, Chris Cleveland announced there would be a 10-minute break then the Council would hear via conference call from potential SPIL Facilitator Dana Harrison from Sverngv Consulting on her proposal at 2:30 p.m.

H. **SPIL Facilitation:** Dana Harrison from Synergy Consulting joined the meeting via conference call to discuss her SPIL Facilitator proposal and answer any questions the Council may have. Executive Director, Amber O’Haver provided a biography on Dana Harrison and highlighted her credentials. She also explained that she contacted folks with SPIL facilitation experience prior to connecting with Dana but because they were already heavily involved in their own SPIL drafting for their state or assisting others in doing so, no one with SPIL experience was available this late in the game. However, Executive Director, Amber O’Haver had had several conversations with Dana regarding the SPIL and its short timeline and was impressed with how well Dana grasped the information and need shared with her. Bill Fama asked how much Dana’s service would cost and Executive Director, Amber O’Haver responded approximately \$10,000 which included all prep/post work, actual facilitation for SPIL drafting meetings, technical assistance, and actually scribing the draft and working with the INSILC ED to edit it. This expense also included Dana facilitating and documenting input for the SPIL Hearing on May 2nd. Al Piening left the Council meeting unexpectedly during the break leaving the Council with no quorum, therefore a vote to could not take place on approving the SPIL facilitation proposal. Executive Director, Amber O’Haver stated that the Council would relook at the proposal and ended the conference call. She also stated that the trainings will take place at the next meeting.

I. **Public Comments:**

- a. George Yaniek stated that having a consultant to do the SPIL for the council is unnecessary. He questioned the function of the council if there is going to be a consultant. He also commented on the outreach strategy and it not being present in the centers, requesting to see the development for evidence. He stated that not all of the directors at the centers nor the public have been included in the development and that very little discussion took place. He asked what is being produced of this work and where is the collaboration between the council and the centers? He also commented on Al Piening’s comments referring to Social Security Benefits being incorrect, suggesting that brochures and research would be beneficial to the council.
- b. Renee Jackson stated that the council is built of new members and suggested that they visit the NCIL website to research and understand the roles and responsibilities of a SILC and the proper way to to operate independently and autonomously from the state. Individuals with disabilities across the State of Indiana are in need and INSILC should be aware of those needs. She stated that there has not been enough data to support what has been happening in the SILC. Lastly, she stated that not all of the CILs are included in the SPIL development and that the council should do the work instead of hire someone.

- c. Teresa Torres reported that she had a conversation with a State Representative and the IRS, Division of White Collar about the services and information that INSILC, previously named ICOIL, provided in their reports. Teresa claims that there was no release of information from many centers and would like further research and evidence on the information. Teresa questioned the \$200,000 spent, the 501c3 non-status and the passed funding, the 704 Reports with false reporting, fund allocation, and the function of the council. Teresa Torres asked when the answers to the ten topics in her email correspondence to the Council would be answered that were sent out previous to the council meeting. Chairman, Chris Cleveland stated that the Council did not have answers to her questions at the time and the questions are in review and will be sent to her in writing. Teresa Torres continued her questions to the council and stated that a report claimed to have sent an invitation to the centers to be involved in meetings which was false. The INSILC website claims to have had a press release sent out on February 15, 2016 and her knowledge on this shows that INSILC reported false information. Chairman, Chris Cleveland stated that the answers to her questions will be submitted to her in writing after further research.
- J. **Adjournment: Chairman,** Chris Cleveland adjourned the meeting at 3:05 p.m. The next INSILC Council Meeting is scheduled for Wednesday April 13, 2016 at 1:00 p.m. in the Indiana Government Center South - Conference Room C.