

Indiana Statewide Independent Living Council (INSILC)
AGENDA

December 13th, 2017 --- 2:00 p.m. - 4:00 p.m.

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

INSILC Members Present: Chris Cleveland, Peter Ciancone, Bonnie Bomer, Cynthia Rockwell, Derek Deckman, Fred Vaiana, Peri Rogowski, Erin Hall, Kevin Burk (via telephone), Kortney Bond

INSILC Members Absent:

Guests Present: Amber O’Haver, Amy Allen Sekhar, Elizabeth Longcore, Tonya Resler

- I. **Welcome and Call to Order:** Chair Fred Vaiana officially called the meeting to order at 2:08 p.m.
- II. **Pledge of Allegiance:** INSILC Members and Guests recited the Pledge of Allegiance.
- III. **Roll Call:** Chris Cleveland (Voting Member), Peter Ciancone (Center for Independent Living (CIL) Rep - Voting Member), Bonnie Bomer (State Agency Rep – Non-voting member), Cynthia Rockwell (Vice-Chair, Voting Member), Derek Deckman (Secretary, Voting Member), Amber O’Haver (INSILC Executive Director), Fred Vaiana (Chair, Voting Member), Amy Sekhar (INSILC Administrative Coordinator), Elizabeth Longcore (INSILC Director of Public Policy/Systemic Advocacy) Tonya Ressler (Independent Living Program Director, FSSA/BRS – Guest), Peri Rogowski (DSE Rep – Non-voting Member), Erin Hall (State Agency Rep – Non-voting Member); and Kortney Bond (BDDS)
- IV. **Approval of the Agenda:** A motion to approve the agenda with changes was made by Cynthia Rockwell. The motion was seconded by Peter Ciancone and the motion was passed.
- V. **Meeting Code of Conduct:** A Statement from the Chair was read indicating the Meeting Code of Conduct.
- VI. **Approval of Minutes (9-13-17):** Chair Fred Vaiana asked for a motion to approve the September 13, 2017, meeting minutes. A motion to approve the minutes was made by Chris Cleveland. The motion was seconded by Derek Deckman and the motion was passed.
- VII. **Treasurer’s Report:** As Kevin Burk was unavailable for this agenda item, Amber O’Haver explained the pertinent documents from the treasurer and the budget sheets. A motion to approve the budget was made by Cynthia Rockwell. The motion was seconded by Chris Cleveland and the motion was passed.
- VIII. **Continuing Business**
 - A. **SPIL & CIL (SPIL) Tools/Templates:** Peter Ciancone explained that he had met with Bonnie Bomer, Tammy Themel, and Amber O’Haver in order to distill the goals in the SPIL for use by the CILs. This will help INSILC to monitor the SPIL in conjunction with the CILs. Mr. Ciancone explained that the CILs do not have to fill in every blank but rather that the template is intended to guide them in their reporting of activities. Bonnie Bomer commented that, in marketing the Council, this will provide some data to present to people with disabilities, legislators, and funders (stakeholders) about our activities and services. Amber O’Haver commented that the SPIL template will pull in everything from all the templates and will create a master SPIL reporting document. The goal is to have data to report in March. Fred Vaiana commented that this is an adaptable model and thanked everyone who worked on the

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template. Derek Deckman posed a question about where the data will reside in the long-term. Mr. Ciancone responded that it will be housed within the CILs. The idea is not to create a new report but to streamline data, and it should be in line with what CILs are already doing. Ms. O’Haver commented that the master reports will live with INSILC. The Council will work to find the best way to record it and disseminate it in order to build a picture of what is going on statewide for Independent Living. The data collected is public information and so there should not be a concern about data security. A motion to approve the templates was made by Derek Deckman. The motion was seconded by Cynthia Rockwell, and the motion was passed.

- B. **INSILC March Disability Awareness Month Events/Projects:** Amy Sekhar explained activities that are planned so far for March Disability Awareness, which include events with: Indiana State University, Ball State University, IUPUI, Earlham College, University of Indianapolis, and Salesforce. Derek Deckman expressed how well received the previous INSILC presentation for Salesforce was; there were 75 people who attended at the physical site and 150 who participated online globally.
- C. **INSILC Outreach/Marketing (Pivot Marketing) Contract–Phase 1 Wrap-Up:** Amber O’Haver summarized the presentation from Pivot Marketing regarding Phase 1 of the marketing project. Approval of the Pivot report would confirm work to-date and allow beginning scope of work and contract development for Phase 2 of the work with Pivot Marketing. Further work will not move forward until there is a contract signed for Phase 2. A motion to approve the Pivot Marketing work for Phase 1 and begin development of a scope of work for Phase 2 was made by Cynthia Rockwell. The motion was seconded by Peter Ciancone and the motion was passed.
- D. **INSILC Listening Forum (12/3) Report & 2018 Listening Tour:** Elizabeth Longcore reported on the INSILC Listening Forum held on December 3, 2017 as part of the GCPD 2018 Indiana Conference on Disability, that was facilitated by Ann McDaniel (Executive Director of the West Virginia SILC). Ms. Longcore explained that some technical glitches forced a late start so that everyone would have equal access, including CART services. INSILC has the CART transcripts that will facilitate responding to concerns raised in the forum. Additionally, there will be a Listening Tour in 2018 that will cover various parts of the state to gather info on the needs of people with disabilities and ideas on how to address the issues affecting various regions of the state. The comments from the Listening Forum and the 2018 Tour will be shared with the public via a report, which will be used to help with development of the new SPIL and provide data that highlights particular areas of local need in some of the CIL service areas across the state. The event was well attended, and INSILC will use the experience to learn and plan for future listening events.
- E. **GCPD Annual Indiana Conference on Disability Report (December 4/5, 2017 in Indianapolis):** As INSILC is a major partner for this event, Council Members Kevin Burk and Cynthia Rockwell both attended the annual Governor’s Council for People with Disabilities 2018 Indiana Conference on Disability, which had record-breaking attendance this year. Staff Members Amber O’Haver, Amy Sekhar, & Elizabeth Longcore also attended. The GCPD has reached out to INSILC to work on the accessibility of next year’s conference.

IX. New Business

- A. **INSILC 2018 Meeting Schedule:** Fred Vaiana reviewed the 2018 INSILC meeting schedule and noted that the 2018 INSILC meetings will occur quarterly. Locations are still to be determined. The following dates are tentatively scheduled: March 13th; June 13th; September 12th;

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December 12th. A motion to approve the schedule was made by Peter Ciancone. The motion was seconded by Chris Cleveland and the motion was passed.

- B. **INSILC 2018 Committee Chair Assignments:** Fred Vaiana reviewed and assigned Chairs to each of the INSILC the committees whom will then select their own committee members per the INSILC bylaws.
- C. **INSILC Seat for VR Commission – Chair Designee:** Fred Vaiana explained that INSILC has a designated seat on the Vocational Rehabilitation Commission and Indiana Code dictates that he as the SILC Chair may select a designee for this seat. He has chosen to do so and selected the INSILC Executive Director, Amber O’Haver, as his designee. Peter Ciancone made a motion for Amber O’Haver to be the INSILC designee. The motion was seconded by Derek Deckman and the motion was passed.
- F. **INSILC Policies/Procedures – Council Reimbursements Update:** Cynthia Rockwell reviewed the updated Council Reimbursement of Expenses Policy (and procedure) and explained that a form will be created for Council Members who may need to request an advance reimbursement for certain allowable INSILC-related expenses. A motion to approve the policy was made by Chris Cleveland. The motion was seconded by Derek Deckman and the motion was passed.
- G. **INSILC Re-Appointments:** Derek Deckman explained that INSILC will have members who will be up for reappointment in June. Any member who wishes to be reappointed to the Council should fill out the INSILC Consideration for Re-appointment form by the end of January and get it to the INSILC Executive Director. Mr. Deckman reminded the Council that Members are limited to two, three-year terms.
- H. **INSILC 2018 Membership Recruitment Campaign:** Derek Deckman discussed the INSILC 2018 Membership Recruitment Campaign and materials and stressed that the Council needs members with disabilities.
- I. **2018 SILC Congress (Feb. 20-23, 2018 in Orlando, FL):** The following members/staff of INSILC will be attending the SILC Congress in February: Amber O’Haver, Elizabeth Longcore, Amy Sekhar, and Cynthia Rockwell.
- J. **2018 INSILC Retreat–Strategic Planning Dates:** INSILC will hold a Strategic Planning Retreat on April 13th & 14th. Times and location are to be determined.
- K. **INSILC FY17 ACL PPR Federal Report:** Amber O’Haver summarized the financial section (Subpart I) of the ACL PPR Federal Report and asked Council Members to review the SILC portion of the PPR and notify her of any recommended changes by Monday – December 18.
- X. **Committee & State Updates, Reports, Comments**
 - A. **INSILC Director Reports:** Amber O’Haver, Amy Sekhar, & Elizabeth Longcore shared new funding opportunities/awards to INSILC and highlighted many community education and systems advocacy INSILC activities and positive outcomes of these efforts.
 - B. **Outreach Committee:** Chris Cleveland briefly commented on the work of Pivot Marketing and the start of Phase 2. Mr. Cleveland also reminded the Council that Derek Deckman will be the new chair of the Outreach Committee for FY 2018.
 - C. **SPIL (2017-2019) Committee:** Peter Ciancone commented that the work of the committee has been concentrated on the development of the SPIL/CIL reporting tool.
 - D. **Update: DSE:** Peri Rogowski said that Vocational Rehabilitation is working on a revised claims processing. Ms. Rogowski also commented on Hard of Hearing services and the seven new sites

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for Blind/Visual Impairment. All contracts have gone out and are starting to be signed. The FSSA is beginning financial audits for the CILs.

- E. **Update: Centers for Independent Living:** No report.
- F. **Update: Other Agencies:** Erin Hall commented that INDOT is updating ADA transition plans and that there will be meetings in February and March (livestreaming, as well). Kortney Bond (BDDS) commented that they will hold their annual conference.
- G. **Public Comment:** Public comment was closed due to time constraints.
- XI. **Adjournment:** Fred Vaiana adjourned the meeting at 4:07pm.