

# Delaware Statewide Independent Living Council Executive Committee Meeting Minutes

Date: August 21, 2023

Held via Zoom starting at 11:00 AM

Members Present: Sandra Farina (DE SILC Chairperson), Arte Mays (DE SILC Vice Chair), Despina Wilson (SILC Treasurer and Director, Independent Resources, INC), Daniese McMullin-Powell (member at large and Chair of DE SILC Advocacy Committee) and Blake Roberts (DE SILC Secretary).

## Meeting Commencement

The DE SILC Executive Committee meeting commenced at 11:00 AM. A quorum was present. The Executive Committee typically meets bi-monthly. Today's meeting was a special meeting.

## Approval of Meeting Minutes

Arte made a motion to approve the July Executive Committee Minutes. Despina seconded. The Minutes were approved with no opposition or corrections.

## Succession Plan (Sandra)

Sandra stated that the Executive Director, Debbie Bain, has resigned from SILC. She will continue her duties until December 1, 2023. The Director sent a letter of resignation on Friday August 11<sup>th</sup> after the ED met with the Chairperson in-person. The SILC Chairperson said all SILC members will be informed during the full council meeting scheduled on August 28, 2023.

Despina read Debbie's resignation letter verbally. Despina also stated importance of having all SILC materials archived in the cloud. Since the reporting period ends on September 28, completion of the Performance Progress Report needs to be a priority. A job posting for Executive Director will also be necessary. Sandra and Arte agreed that a new Executive Director will need to be someone outside of the DE SILC. Despina and Arte also agreed that Debbie needs to be part of the hiring process. Daniese suggested that the centers for independent living might be the most beneficial resource to find a new Executive Director. Despina said that other entities will also be approached (Examples: Delaware State Council for Persons with Disabilities, GoodWill, Independent Living Research Utilization).

Despina said the first priority is to get a job description created. She stated that ideally, Debbie would create the Executive Director job description. It is also necessary to have a list of dates and priority items. Despina also suggested that a full-time ED be sought. Although Debbie has worked part-time, being Executive Director has been a full-time job for her. There was no opposition to anything pointed out by Despina.

## Old Business

### Innovative Venture Grant (Sandra)

Nine organization submitted proposals for the IVG. The Chairperson did not specify the names of all organization which submitted proposals. She named the winner: Delaware Community Legal Aid Society INC's Disability Law Program (DLP). One of the reasons DLP was chosen was their experience in the field of independent living. Additionally, their proposal was a very interesting project, educating and promoting supportive decision-making as an alternative to guardianship. It fits nicely with the SILC's focus on youth in transition.

### Training Topics (Sandra)

Sandra asked for thoughts from the Executive Committee. Is training important right now, or can that wait till a new ED joins the Council? Despina then suggested that the main issue now is the succession planning. Trainings could be a good activity to engage the new ED about the duties of the Council.

### Fiscal Report (Sandra)

Sandra delivered a fiscal report at the Treasurer's request. BlindSight Delaware is no longer working with DE SILC. Meaning: there is no longer a contract with that entity. SILC needs to determine how the \$6,000 originally intended for BlindSight will be reallocated.

## Next Meeting and Meeting Adjournment

The next Executive Committee meeting will occur on September 25, 2023. Today's Executive Committee meeting adjourned at 11:40 AM.

Respectfully submitted,

Blake Roberts, DE SILC Secretary