

Delaware Statewide Independent Living Council Executive Committee Meeting Minutes

Date: September 25, 2023

Held via Zoom starting at 11:07 AM

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

Also in attendance: Debbie Bain, Executive Director.

Meeting Commencement

The DE SILC Executive Committee meeting commenced at 11:07 AM. All members were present.

Approval of Meeting Minutes

Blake made a motion to approve the August Executive Committee Minutes. Arte seconded. The minutes were approved with no questions, changes or opposition.

Old Business

SPIL GPS Activities (Sandra)

Debbie stated that 40 people are registered for the October 10 listening session. 60 surveys have been completed. Debbie and Sandra will present to the centers for independent living about the importance of consumers completing the survey and attending the October 10 listening session. Sandra, Blake and Debbie have been working on an outreach flyer.

New Business

Executive Director Transition Activities (Sandra)

Sandra said she has received three job applications for the Executive Director position as of today's date. Despina has communicated with the Director of the designated state entity about contract requirements. The DSE stated that Contractors must have non-profit status and an LLC license and maintain personal liability insurance. The new ED will be hired as a contractor, a fact with the DSE Director concurred with during the meeting with Despina. During today's meeting, Despina volunteered to contact DVR's contract expert to discuss possibility of DE SILC hiring someone as a contractor without using boiler-plate language. Debbie suggested that negotiations occur with the DSE Director about this matter. Despina was receptive to this idea of seeking the Director's input. Despina agreed to follow-up with the DSE Director for her feedback. Sandra pointed out that the Executive Director is under the SILC's supervision.

Danise suggested that the Executive Director of the Developmental Disabilities Council be contacted to determine how she was hired. Debbie expressed willingness to contact the individual tomorrow. She pointed out that DE SILC is not currently a non-profit and does not offer any insurance.

At Debbie's request, Arte and Sandra have reached out to 11 national organizations to promote the Executive Director position. Debbie sent information about the Executive Director position to state and national organizations 93 parties have received information thus far. Follow-up will occur to those organizations. Arte contacted one organization by telephone, but has not received a call-back. Most of the national organizations he attempted to contact have Executive Directors, but not email addresses available to the public. The Transition Committee now have a selection process, interview questions and a plan for the presentation by the final candidates.

[Epic Six-Month Extension \(Sandra\)](#)

The purpose of the 6-month extension is for SILC to receive tutoring about how to execute a post, and schedule and monitor DE SILC Facebook page. The cost of this service is currently unknown. Sandra said it is important to focus on what is posted to DE SILC's Facebook page and how.

[Innovative Venture Grant Update \(Sandra\)](#)

The Disability Law Project of Delaware Community Legal Aid Society, INC. received the IVG for 2023. The project's goal is for youth ages 14-22 and their families to learn about and understand available options for decision-making, and for youth and their families to have access to legal assistance as necessary to create legal documents supporting their decision-making choices. The project will promote supportive decision making. This concept is in alignment with independent living philosophy and as such a good match for the SILC's mission.

[New Funding for FY 2024 and Fiscal Carry-Over Funds from FY 2023 \(Debbie\)](#)

The amount for FY 2024 has yet to be determined. As of today, the SILC has not received its Notice of Award (NOA) from ACL. The new fiscal year commences on October 1, 2023. To create the budget for 2024 the Finance Committee projected the amount based on last year's award. It is likely that initial 2024 funds will be received in November or December 2023 with the remainder received in installments. Debbie provided a draft budget for the SILC's Administrative Funds for FY 2024 noting that this is based on the projected award. Adjustments will be made once we receive the NOA.

In the fiscal year 2024, a contract will be initiated with the Division for the Visually Impaired in the in keeping with the Interim SPIL which is in effect through September 30, 2024. Additionally, funds will be renewed to the two CILs for ILS Home Modification. The amount of funding for both will be determined based on the NOA from ACL after the SILC's operating expenses for administration (30%) and DVR administrative funds (5%) are subtracted. Additionally, funds will be earmarked for Other SPIL Activities.

It was noted that after expenses clear, and those earmarked for 2023 activities are expended, there will be \$23,244 is carry-over from FY 2023 and will be spent in FY 2024. The carry-over funds can be spent until September 30, 2024.

Daniese asked if money for 2024 SILC Congress has been allocated in the budget. Sandra said yes; Debbie clarified that \$7,000 has been allocated in DE SILC FY 2024 budget for conferences.

Agenda for October SILC Meeting (Sandra)

There will be a presentation from the University of Delaware's My Health My Wellness project the SILC's 2022 IVG receipt. A determination will be made about who will serve on the SPIL-writing Committee. The Council will also need to decide if SILC will provide silver-level sponsorship for the Life Conference. It will be beneficial for the entire Council to be informed about this matter before the October meeting. Reason: timeliness. Despina recommended an informational email to the Council; Debbie supported that idea. This matter will be discussed more at the October meeting. The Chairperson and Debbie will co-author the email. There was no opposition to this plan of action. The Executive Committee will review draft email prior to submission.

Debbie recommended adding DVI Report, DVR Report, relevant Committee reports and public comment period to the October SILC Agenda. There was no opposition to this recommendation.

Distribution of \$6,000 (Sandra)

All Executive Committee members indicated receptivity regarding the proposal made at the last full Council Meeting on how to utilize the remaining \$6,000 from Other SPIL activities to fund two proposals submitted (but not awarded) for the IVG. However, the full Council will need to approve this action. The plan suggests that the National Federation of the Blind of Delaware and Down Syndrome Association each receive \$3,000. Daniese recommended that each organization needs to know how much money they will receive. Reason: Down Syndrome Association had requested \$5,000. Debbie will contact DSA to determine if they will accept \$3,000 in funding. She stated the importance of a written statement from that organization. The entire SILC will be informed about this matter before the October meeting.

SILC Congress (Sandra)

The 2024 SILC Congress will occur in Little Rock, Arkansas. Early-bird registration is currently active. SILC can approve funds for SILC Congress participation at the December meeting. Daniese recommended that the new Executive Director and one SILC member attend the 2024 SILC Congress. There was no opposition to Daniese's recommendation. Debbie will share information about SILC Congress in a separate informational email to the full Council. She will take action prior to the early bird registration deadline to purchase 2 registrations. She reminded the members that the Reimbursement Policy requires an estimated budget for conference expenses be presented to the SILC.

Follow-Up Activity: Informational Emails to Full Council (Sandra)

Sandra supported Debbie's plan of action for three emails. There will be one email discussing SILC Congress and one about the designation of \$6,000 to two organizations. The third email will focus on Life Conference sponsorship.

Accountability for Independent living Services (Debbie)

Debbie and Sandra will be meeting with the Directors of Division for the Visually Impaired, Division of Vocational Rehabilitation and the centers for independent living about how reports will be provided and how services will be delivered related to contract renewal and new contract. Goal as stated by Sandra, accountability. Debbie will outreach to the relevant Directors. Despina commented that funds for the home modification program could be provided on a reimbursement basis rather than all up front funding, but that could present a hardship for the CILs who have limited other resources to draw from.

Announcements and Public Comments

There were no public comments. Daniese announced that there is now additional Congressional bipartisan support for the Latonya Reeves Freedom Act. Debbie will attend the December 8 SILC meeting.

Next Meeting and Meeting Adjournment (Sandra)

The next Executive Committee meeting is scheduled for November 27, 2023. Today's meeting adjourned at 12:30 PM.

Respectfully submitted,

Blake Roberts, DE SILC Secretary