

Delaware Statewide Independent Living Council Executive Committee Meeting Minutes

Date: November 27, 2023

Held via Zoom starting at 11:07 AM

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

Also in attendance: Natalie Seward (Delaware Technical and Community College Fall 2023 Intern) and Debbie Bain (DE SILC Executive Director).

Meeting Commencement

The DE SILC Executive Committee meeting commenced at 11:07 AM.

Approval of Minutes

Blake made a motion to approve the September 25 Executive Committee Meeting Minutes; Daniese seconded. The Minutes were approved with no opposition, questions or concerns.

Update on Transition Committee (Arte)

Five applicants were selected for the first Executive Director interview. Three candidates were subsequently chosen by the Transition Committee for a second interview to be held in December. The candidates will also give a presentation. All SILC members have been invited to attend the second interviews. After second interviews have occurred, the Transition Committee will make a recommendation for whom they think should be the next Executive Director. It is anticipated that the new ED will begin in January 2024. There were no questions about this report. During today's Executive Committee meeting, Daniese made a recommendation for the second interviews to be executive sessions. Executive sessions need to be called as such and voting cannot occur during those sessions. There was no opposition to this recommendation.

Delaware's Beginnings Project Presentation (Natalie Seward, Intern)

The goal of this project is to help high school students learn about employment opportunities after high school and practice independent living skills. The project will be student-led. Workshops will be held biweekly. The time period will be February through June 2024. Topics include job shadowing, college opportunities and self-advocacy. Students and parents will both be encouraged to attend guest speaker sessions. The total cost will be \$5,404.

Sandra asked if a pilot school district has been identified. Debbie explained that workshops will be a collaborative effort between the SILC and one school district initially. Debbie recommended that the

project partner with the centers for independent living. Sandra also asked if guest speakers have been identified. Natalie suggested participation by SILC members or young people who can relate to students.

Arte said the presentation was wonderful and a great idea. Blake supported Arte's statements. Arte also stated this project would be a way for students to learn important skills while they are still in school. Daniese also approved of the presentation content.

There was no decision made regarding action on this presentation proposal.

Contracts (Debbie)

During the October SILC meeting, the SILC voted to provide \$3,000 to Down Syndrome Association of Delaware and same amount to the Delaware chapter of National Federation of the Blind. Those two contacts are in process of being executed.

The fiscal year began October 1, 2023. A Notice of Award has not been received yet from the Administration for Community Living. That being the case, contracts with the CILs for the ILS Home Modification Program and DVI will be developed with a clause indicating the amount may be adjusted based on ILS Part B funding for FY 2024.

Moving forward, the centers for independent living will receive funds in installments, not all as one lump sum. Reason: accountability to promote better programmatic and fiscal reporting. It is expected that the center for independent living contracts will be executed during the next couple of weeks.

For the first time ever, the Division for the Visually Impaired will enter into a contract with the Delaware SILC regarding DVI's independent living program. DVI is working collaboratively and cooperatively in contract preparation. Currently, the Scope of Work is being negotiated. Today, the Executive Committee mutually agreed about the need for clarity regarding DVI contract programmatic details. This will be achieved by Debbie contacting the designated state entity Director for her assistance. The amount of funding for DVI is not expected to change for the FY 2024.

Important to note is that contracts with the CILs and DVI are dictated by the Interim SPIL which runs from October 1, 2023 through September 30, 2024.

PPR Update (Debbie)

Debbie will be completing sub-part IV, V and VI of the ILS Progress Performance Report. These parts will be packaged and sent to SILC members for their review before the December 8 meeting. The SILC will be encouraged to share with Debbie any suggested adjustments/changes. Debbie stated the designated state entity will be responsible for sub-parts I, II and III. Both the SILC through Sandra Farina, and the DSE through Elisha Jenkins will upload the document into the Q90 portal prior to the deadline which is January 31st.

Agenda for December 8 SILC Meeting (Sandra)

Sandra provided a list of topics to be addressed at the December meeting for the Committee's review. The proposed agenda was reviewed and accepted by the Executive Committee. It was decided that oral Committee Reports and Agency Updates be eliminated. The CILs, DVR and DVI will be asked to provide written reports before the December meeting; these will be forwarded to the members for review.

Debbie stated that Arte had recommended a By-Laws revision be a December meeting agenda item.

By-Laws Revisions (Arte)

Arte recommended that the By-Laws be amended to address dealing with inactive members. Debbie clarified that the goal is for Sandra to call for a By-Laws committee to review pertinent sections of the By Laws and offer recommendations. Debbie pointed out that a decision about By-laws modifications does not need to be made today. Daniese emphasized the importance of clarity about how to handle inactive people.

Meeting Adjournment and next Meeting

Today's meeting adjourned at 1:27 PM. The Next DE SILC Executive Committee meeting is scheduled to occur on Monday January 22, 2024.

Respectfully submitted,

Blake Roberts, DE SILC Secretary