

# Delaware SILC SPIL GPS Committee Meeting Minutes

Date: January 2, 2024

**Held via Zoom starting at 10:03 AM**

**Committee Members Present:** Sandra Farina (SPIL GPS Committee Chairperson and SILC Representative), Blake Roberts (DE SILC Secretary and SILC Representative), Jody Hougentogler (Director, Freedom Center for Independent Living), Lillian Harrison (Board President, Independent Resources, INC) (just AI recording the meeting), Ashley Spinden (Representative, Division for the Visually Impaired) and Kathryn Burritt (DE SILC soon to be Executive Director).

**Others Present:** Cynthia Fairwell (Deputy Director, Division of Vocational Rehabilitation), Marcella Saborio (contractor, Qua Marketing), Mary Parker (Community Hub Manager, Independent Resources, INC) and Debbie Bain (former DE SILC Executive Director, non-voting member).

## Meeting Commencement

Today's meeting commenced at 10:03 AM.

## Approval of Minutes

Blake made a motion for approval of the December 5, 2023 Minutes; Jody seconded. Minutes were approved with no opposition, corrections, or changes.

## Old Business

### SPIL Development Instrument (Debbie)

Debbie stated that the Administration for Community Living's new State Plan for Independent Living (SPIL) development instrument is helpful (clearer layout). In response to a question from Debbie, Sandra said the Q90 portal should be available to everyone in February for those who will participate in their Beta version or in late March-April for everyone with available trainings and technical help.

### Qua Marketing Update (Marcella)

Data was gathered in calendar year 2023 from the community, centers for independent living and disability service providers. The purpose was determining what stakeholders consider important. The feedback will be used in the creation of SPIL goals. It was helpful for Your Voice Your plan event attendees to know the expectations of these forums and the SILC's purpose. Top independent living goals which were identified as a focus of constituents were housing, employment of people with disabilities, financial assistance, healthcare, and accessible transportation. Part of the healthcare goal is improving applications for disability assistance and improving disability sensitivity. A service frequently provided by the centers for independent living during SILC's data-gathering process was information and referral.

Marcella stated she anticipates the final report will be available to the SPIL GPS Committee members within the next two weeks. Sandra will send survey results after today's meeting adjourns.

Debbie asked how people heard about the Needs Assessment survey. Answer from Marcella: social media. A small percentage of outreach was done through word-of-mouth.

## New Business

### Next Steps (Sandra)

After a draft SPIL has been developed, there will be a listening session for public feedback. Debbie stated that per the Administration for Community Living's Project Officer, 30 days should be appropriate for public comment. However, the Project officer will check on this through communication with the Office of Independent Living Programs. Currently, the SPIL instrument does not specify a timeframe for public comment for a draft SPIL.

DE SILC's public feedback forum is anticipated to occur in April or May 2024. Debbie stated people need to have the ability to provide telephonic or written comments if they are unable or unwilling to attend the forum. Goal: accessibility to everyone.

### Proposal for SPIL Feedback Forum (Marcella)

Marcella presented a draft SPIL feedback forum cost proposal which requires approval by the entire SILC. It will be one session. Marcella stated the format for soliciting public feedback might need to be changed compared to the 2023 listening sessions. Social media and website outreach would need multiple efforts. For the virtual forum, sign language interpreting and captioning would be available in English and Spanish. Rack cards will be one of the deliverables.

The Secretary asked what the anticipated cost is for the one-session public feedback event. Answer from Marcella: \$7,250. Debbie stated that concerns of people who provide written testimony need to be included in the public feedback. Kathryn agreed that people need to know their voice matters.

Debbie explained that in addition to one virtual forum, there will also be mini meetings at one library in each county of Delaware. In response to a question from Jody, Debbie stated the draft SPIL will be on the SILC website. Marcella suggested that a 4 or 5 question survey be available as well online for feedback purposes. Marcella will find out from DE SILC's website developer the cost of including a multquestion survey. Kathryn and Ashley agreed it can be challenging to get people involved for a second time (public feedback about the SPIL after sharing their thoughts during 2023 listening sessions). Sandra agreed

about the value of engagement. Based on feedback during today's meeting, some revisions to the proposal will be made by Marcella.

### SPIL Writing (Sandra)

The SPIL writing process will begin after the final report is received from Marcella. Debbie stated that under the new directions, the SILC must have a plan for outreach to underserved rural and urban populations, including minorities. Sandra has started writing the SPIL. Kathryn will research what other state plans look like, i.e. Ohio. Debbie will send the SPIL instructions for rural/urban underserved populations to Lillian and Jody. Debbie stated the SPIL is intended to be written by the centers for independent living and SILC. Sandra stated there needs to be at least two additional meetings per month in January for SPIL-writing.

### SPIL-Writing Meetings (Sandra)

Two SPIL-writing meetings were scheduled for later in January. The dates are January 18 and 25 at 10 AM. A SPIL-writing meeting was also scheduled for February: February 8 at 10 AM. Debbie recommended that input for goals be simple, smart, and small. Sandra will send the SPIL development timeline to SPIL GPS Committee members.

### Public Comment

There were no public comments because no-one from the public attended.

### Meeting Adjournment

Today's meeting adjourned at 11:51 AM.

Respectfully submitted,

Blake Roberts, DE SILC Secretary