

Delaware Statewide Independent Living Council Executive Committee Meeting Minutes

Date: January 22, 2024

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: Elizabeth (Lizzy) Phillips (DE SILC member), Zachary (Zach) Simpler (DE SILC member), Kathryn Burritt (DE SILC Executive Director) and Debbie Bain (former DE SILC Executive Director).

Meeting Commencement

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

Special Meeting

The first 75 minutes of the Executive Committee meeting was a special meeting at which all SILC members were present to discuss and vote on important matters.

Executive Director Plan for First 90 Days (Kathryn)

Kathryn detailed her plans for the first 90 days on-the-job. She will continue attending orientations provided by Sandra and Debbie. She will also attend the LIFE Conference on January 24. An invite to encourage people to become members of SILC and a rack card seeking State Plan for Independent Living (SPIL) public feedback in future were developed for distribution at the LIFE Conference. Kathryn plans to work with SILC on finding in-person library sites in each county for SPIL public feedback in April. Plans should be in place by February.

Kathryn will attend SILC Congress in-person in March 2024. A proposal has been created with the help of Rebecca Jewel from UDiscover program to present at the National Council on Independent Living conference in July.

Items to Vote On (Sandra)

Voting on the complete Program Performance Report (all six sub-parts) could not occur because the designated state entity's portion needs to be modified. Sandra will send an email to the designated state entity with recommended corrections to their sections for clarity. Sandra stated the importance of accurate data. Blake made a motion for approval of SILC's contributions (sub-parts 4, 5, and 6). Lizzy seconded. The 3 PPR sub-parts from SILC were approved unanimously with no opposition.

The second item to be voted on were budgetary documents (carry-over funds from FY 2023 and proposed FY 2024 budget). The budgetary documents were approved by the entire SILC today with no opposition.

The final item requiring a vote is proposal of Qua Marketing contract for SPIL public feedback forum in April. The proposal also includes a plug-in for public comment feedback which the information technology company used by DE SILC for website hosting can implement after purchase. Blake made motion to approve the proposal. Lizzy seconded. The proposal was approved unanimously with no opposition. The special meeting ended at 12:15 PM.

Approval of Minutes.

At this point in time, Zach and Lizy left the meeting. Blake made a motion for approval of the November 27, 2023 Executive Committee Meeting Minutes; Daniese seconded. Minutes were approved with no changes or opposition.

Old Business

SPIL Activities (Sandra)

The complete stakeholders feedback report from Qua Marketing has been sent to Sandra. It will help the SPIL-writing Committee to create SMART goals. In response to a question from Blake, Sandra said the PowerPoint provided by Qua Marketing and shared with SILC members before today's meeting is a summary. The complete report will be shared with the SPIL-writing Committee by Sandra in the future.

Update on PPR (Sandra)

As previously noted in these Minutes, there are concerns with the designated state entity's portion of the 2023 PPR. SILC's portion was approved by vote earlier today. Sandra stated the importance of cooperation by all parties (collaboration). A memorandum of understanding does not currently exist between SILC and the DSE.

Update on SILC Budget (Sandra)

FY 2023 carry-over funds and proposed FY 2024 budget documents were approved earlier today by full SILC vote.

New Business

NFB Book Talk Contract (Sandra)

A revised timeline will be submitted by the National Federation of the Blind of Delaware President by February 12.

By-Laws Amendment (Arte and Sandra)

At the previous SILC meeting, Arte proposed that language be added to By-Laws for when someone is inactive on at least one Committee. On January 16, 2024, the DE SILC Secretary created draft By-Laws language. Arte reviewed that document during today's meeting. Blake will send the document to the Executive Committee after today's meeting adjourns.

Sandra recommended that By-Laws language be developed which would enable the Executive Committee to approve money expenditure below a specific budgetary limit without a full council vote. Daniese expressed support, while also pointing out that SILC spends public money. Debbie emphasized the value of transparency and recommended that Kathryn contact Independent Living Research Utilization (ILRU) for guidance. Blake supported Debbie's recommendation for ILRU to be contacted to determine how other SILC Executive Committees handle voting on budget items. Kathryn will contact ILRU.

February SILC Agenda (Sandra)

Sandra will create a draft Agenda and send it to the Executive Committee this week.

SILC Congress (Sandra)

Kathryn will attend this event. She will provide a proposed costs form for this event before the February SILC meeting occurs.

Public Comment

Daniese stated the Latonya Reeves freedom Act now has 193 co-sponsors in Congress. She also stated the importance of sharing knowledge.

Adjournment and Next Meeting

Today's meeting adjourned at 12:58 PM. The next Executive Committee meeting is scheduled to occur on March 25 at 11:00 AM.

Respectfully submitted,

Blake Roberts, DE SILC Secretary