General Meeting

Wednesday, Nov 19, 2014

9:00 AM – 2:45 PM

Drury Inn & Suites Denver Tech Center

9445 E Dry Creek Road

Englewood, CO 80112

*\*\* Transcriber's Note: the parenthetical note of SP? denotes a question regarding the spelling of a meeting item, usually a proper name.*

Draft Minutes

**8:00 Breakfast**

**9:00 Call to order/introductions/Chairperson’s remarks**

Present: Buna Dahal, Chair - Matthew Ruggles, ILC Co. Springs - Travis Morgan, Tribal rep - Joe Anzures, SPIL and Youth Committee chair - Colin Laughlin, HCPF representative for Medicaid agency - Karen Prince: Independent and Older Blind coordinator for the state of Colorado - Joelle Brouner, Director of Access for the Division of Vocational Rehabilitation, Rep. for DVR - Jerry Michel, Secretary - Nancy Jackson, Center Director Representative - Chris Roe, representative from Dept. of Local Affairs/Division of Housing - Martha Mason, Rep. from Southwest Center for Independence in Durango - Lori Sommers, case manager for ADRC and coordinator for CCT, chair of public policy committee - Jean Hammes, Rep. from Alpine Area Agency on aging, chair of data collection committee - Priscilla Carlson, Coordinator of SILC - Jennifer Silva (via Google Hangouts), chair of the membership committee, clinical director of the San Luis Valley Behavioral Health Group - Rob Buzogany, DVR former staff person and now in a more informal role as helper

Not present: Mario Rocha and Jason Eaton

Guests:

Dixie Herring, visiting from CO. Spring ILC

Dave Bahr, setup & transcriber

Elaine DeSmedt, State plan program evaluator for DVR

Sonya Baker and Wanda Baker (stayed for a short time in the morning)

Beth Danielson, Connections ILC from Greeley (came in after first break)

Ian Engle, Executive Director from NWCCIL (arrived later toward end of meeting)

Buna thanked everybody in attendance and acknowledged her appreciation for it. She was excited that more people were interested about the SILC excited to have Karen and Joelle on the council.

**9:15 Approval of minutes**

Jerry calls for and moves to accept the minutes. Jean compliments on the quality improvement of the minutes (discussion). Joe made the second. Motion passes, no other discussion, minutes are approved.

**9:20 Committee Reports**

Executive (Buna) – had executive committee meetings on October 13 and November 3. Committee meets on first Monday of the month, except in October, we had to meet on the second Monday for personal reasons. Highlights of discussion include: bylaws, voting rights, reviewing documents, also discussed honoring Anna and Julia for their involvement in the SILC.

Finance (Mario) – Priscilla gave report in Mario's absence. Meeting expenditure $2055 on hotel and food, not Including accommodations. Operating costs are $8891.38 of $48,000 allocated. Remaining balance is $39,314.73 (about 19% of our budget), does not include $2000 set aside for professional services. Upcoming expenses include professional services, expenses for November meeting, requesting to use $2000 for other program accommodations. Ideas or recommendations on the budget should be directed to Mario. Chris Roe and Jerry Michel are also on committee. Nancy questions the allocation of funds for last fiscal year versus this fiscal year. Also, discussion of why SILC turns back money at end of fiscal year. Joe felt more granular approach necessary to determine where, why, how funds are spent. Spent 93% of budget in last fiscal year. Requested Karen to help with finance committee along with Priscilla to prepare simple budget sheet. In short, SILC controls allocated $48,000 and can do with it as they please, providing it is in rules of DVR.

Website/Social Media (Mario) – Website committee has not had a formal meeting because it is new. Priscilla has been taking resources and putting them on the website. She is trying to make sure that resources are either state agencies or nonprofits. Purpose of website is to provide resources for people with disabilities to live independently. Seems to be successful so far. Social media has helped along with website (Facebook, Google hangouts, etc.).

Joelle requested that information be put on the website pertaining to the time sensitive issue of choosing agencies for consumers. We discussed the time sensitive issue of CDASS program. She expressed interest in resources that would expedite process of employee applications. Resources could be used to work with centers on smooth transition for employers and employees. Buna suggested that there be a speaker/resource to explain options to the SILC. Discussed various entities and divisions within program (Medicaid buy-in, caseworkers, etc). Buna asked Collin to possibly give a presentation about these issues during next meeting in Jan.

Data Collecting (Jean) – Data Collection (DC) committee has not met but has had discussion with the Executive Committee about linking DC with the SPIL. The idea is that the SPIL would be able to integrate with DC committee. Also talked about mapping project that Julia started. Jean mentioned that the state unit on aging has been doing a similar project of mapping where locations are. Also discussed with executive committee about using a single cross referenced map tool instead of two separate maps (for aging and SILC?). After data collection is complete, necessary to inquire as to its usage for members of the SILC. Need feedback on usage of data collection/mapping tool to give future direction to projects.

SPIL (Joe) – SPIL committee reviews goals of plan each month and tracks progress.

Goal 1: identify population hubs within state of Colorado where PWD's live and where services are provided. The idea to integrate with data collection/mapping program and use website as a means of presentation. Second part of goal 1 is to do surveys within communities to figure out what services are being provided how people felt about them, whether they had access to those services, and how to alleviate stressors. Ian has taken the lead on the survey part. Sixth draft of survey will be sent. Asked centers to give count of how many surveys would be sent out. Discussion later on an agenda of procedures for survey distribution.

Third part of goal 1 (and last part of year two and beginning of year three) is to develop outreach plan and develop report for the SPIL.

Goal 2: increase capacity of centers. Dixie has taken lead on this. She has sent out summary of goal two to ILC directors and explained all objectives, and has requested feedback on what is being done for those objectives by each center, if anything. It appears that there are compliance issues in regards to meeting objectives.

Goal 3: increase involvement of youth in IL centers. Have been working with IL directors to try to see what youth programs have been going. Joe has been working with AmeriCorps and Vista to get some program going and work with IL centers for volunteers from those organizations to help out with youth program.

Youth (Joe) – They are pretty far ahead on the youth goals, such as goals have been achieved such as bringing youth onto counsel (Mario). Start utilizing social media (have Facebook page). Main objective is to develop youth advisory Council for years two and three of SPIL. Council should be made up youth who have disabilities (or about 55%). SILC would then hold some sort of annual event. Joe is worried about cost but feels things are headed in right direction.

Membership (Jennifer) – The Membership Committee met for first time. Talked about what we need to look for in membership. Currently, the SILC is at full council capacity, but we still need to be watching for other potential members. We need a member who has disability, particularly in southeast corner of state. The committee usually meets fourth Friday of the month at 1:30 PM, except this month, which is after Thanksgiving.

Public Policy (Lori) – Public policy meets on first Thursday of the month. Membership has increased to five in October. The committee has been focusing on transitions specifically out of nursing home. Last month, sent out surveys to all "single-entry point” case managers that have dealt with transitioning in any way.

**10:00 DVR Report (Rob/Karen)**

Reports started by Joelle: DVR has new interim director, Steve Antone, as well as new deputy Director of Operations, Barbara Casey (SP?). DVR achieved 1704 rehabilitations, as of the fiscal year that ended September 30. They have released 4443 Coloradans from the waiting list since February 24 of 2014 and have completed 58 out of 64 audit recommendations. The rest are on track for timely completion. Implementation of CORE (financial system used by entire state agencies) has been challenging. A number of staffing changes have also occurred. Region three has not had a supervisor since June. There are presently only two regional supervisors statewide. DVR has increased capacity to provide culturally competent services for people in southeastern Colorado with the hiring of two counselors fluent in ASL.

Rob added that it looks as if DVR is increasing amount of people off waitlist to 800 per month. The OIB contracts are in place and renewal letters have all been approved to renew services for the year.

In next meeting, Martha would like to see:

* Progress of ILC component of DVR.
* How funding of ILC's through DVR works
* Status of OIB and IL contracts?
  + *Karen and Martha seemed to disagree on this??*

**10:15 SRC Report (Buna)**

SRC was scheduled to meet but did not because of the weather. The Retreat is being rescheduled.

**10:20 SILC Coordinator Report (Priscilla)**

Coordinator went to a lot of conferences to learn about various disabilities, such as the Coleman Conference and the JFK Conference on autism. She had a bit of a problem with securing the hotels for current meeting, and the next hotel was going through staff changes.

**10:25 Break – Checking out of the hotel**

**10:45 Report from the Center Directors Representative (Nancy)**

Nancy is making it a point to get feedback from various ILC's so as to represent everyone fully at the full SILC meeting. ILCs had a retreat on 16 and 17 Oct. Facilitated by David Hancock of ILRU. This resulted in one-year strategic plan covering three main points (currently in draft form):

1. Strengthening internal infrastructure. The desire is participation by all 10 centers and to create a "public messaging plan."

2. Improve relationships with public and community partners including the SILC and DSU. This includes establishing consistent and predictable flow of information.

* Part of this particular goal is to have regular contacts with the current DSU or DSE as is now called. This is DVR.

3. Acquire a staff position. ACCIL staff position is now vacant. They are working over the next year to fill it. Currently, they are in process of defining position.

Discussed issues regarding soft money and timely reimbursements relating to DVR. It’s difficult to have money and subsequent budget proposed in independent center when actual money is not there to begin with.

One center has accumulated $1900 in nonsufficient fund penalties. Another is waiting for September reimbursement of OIB funding $48,000. Timely reimbursement issues are also happening with CCT program. This particular center is waiting on $19,000 of reimbursement and had to suspend transition program until such time as reimbursement is paid.

ILCs received email from Rob this week regarding rollover part B funds from August allocation. Those funds were generated from not filling Sue Fager's position as well as unused training dollars. Rob has assured CILs that with Karen Prince in new position, things will change.

One of Nancy Jackson's goals is to showcase a consumer from a different center each presentation. Consumer “K” had MS and various disabilities. She has two sons, one disabled, one not. Her only source of income was a trust, which was taken away, leaving her nearly homeless. Eventually, she achieved Social Security benefits for herself and child thanks to help from ILC. Center decided to pick up housing voucher for consumer. Consumer is now living in housing from voucher with children, thanks to help from ILC.

Dixie says that there center has received grant from Disability Benefits Support Contract Committee for $86,000. The goal is to have a checklist of emergency shelters from Red Cross AND make sure that shelter is *accessible*. The Independence Center has committed to produce 1,000 copies of materials and train Red Cross shelters and partners. There was a discussion between Dixie and Joelle about resources for Red Cross shelters and common issues during disaster situations.

Joe inquired about the Fifth Core Service, transition. Three types of transition: youth, keeping people out of nursing homes, keeping people from going into nursing homes. How could this new core service be implemented in new SPIL?

**11:30** **Collaboration on Deaf/Hard of Hearing Services - Jenny Miller from Disabled Resource Services**

Miller works for Disabled Resource Services for DHH community. Discussed meeting set up a few years ago with deaf service providers including representative from ILC. Requesting to have similar meeting. People in the past were fluent sign language users but would like to reach out to ILC's that might have deaf consumers.

Requesting monies for interpreters at meeting, about $600. Mile High ILC willing to provide meeting space. Discussion of charges related to services requested including travel and DVR requirements. General idea is to work with DHH specialists to collaborate.

Matthew expressed interest in helping and inquired about the use of communication services between centers via videophone. The lack of sufficient communication is the main reason that DHH consumers do not go to certain centers.

Joe expressed concern for lack of objective of DHH meeting. However, there is funding in miscellaneous section of budget for interpreters. Jenny said that meeting would address DHH around the state and how to serve communities more effectively. Buna requested that Jenny write up proposal for her meeting idea. Proposal to be submitted by 20 Dec. to Priscilla.

**12:15 Working Lunch (Awards given to Anna French & Julia Beems)**

**12:30 Old Business**

* SPIL (surveys and postage) – Joe

This has to do with SPIL goal number one, which is the survey. Surveys finished and needs to be distributed. There are three ways:

1. We could administer a survey to people that come into center.

2. Distribute via mailing lists. This would require assistance with postage and paper.

3. Do survey monkey, which would allow us to reach organizations outside of IL centers.

IL centers submitted estimates of mailed surveys, which equals about 2000. Survey would be for both people using IL center services and those outside where other resources might be able to be brought in.

Beth proposed using mapping project as a means of distributing survey. Priscilla has agencies across the state but not all of the contact information.

*\*\* Transcribers note: Julia is speaking, but it is very difficult to make out.*

Matthew inquired about the language of the survey (i.e. the responses). Thought it would be difficult for people in the deaf community to respond to it not understanding the language. Possibly a video with sign language?

Joe's concern is how to provide the IL centers with funds to conduct the survey. The finer details need working out, necessary to approve allocation of funds first. The SPIL committee had decided to rollout surveys in January. Priscilla should send to SILC members. $2000 has been set aside in the budget for the SPIL needs assessment. Karen has looked into using the state's mail distribution center to mail out hard copies of survey. Quote is a little bit over $2000. Another option would be to use in-house copying and send surveys to IL centers so that they could send them to consumers/community members. Joelle suggested using an envelope that has the logo of the SILC rather than using something from DVR.

The other issue is the return of the surveys. Where do consumers send it? The consensus seems to be to use the labels of the SILC and have the return address be 1575 Sherman.

Nancy mentioned the idea of using the one copy of the survey that is sent out to the non-IL resources in the center's area. This would be then compiled into a list and kept for future distribution. Would also allow for "mapping" of non-IL areas.

Other option is to do the survey monkey. For $780 you could get a license and an account to conduct surveys whenever. The nice thing about survey monkey is that it is electronic so the tallying is done for you. Elaine is willing to work with implementation.

Discussion of gold versus platinum survey monkey plans, platinum is HIPPA compliant.

Matthew asked about outcomes of survey. Overall purpose is to allow centers to have more data on their clientele to identify positive and negative aspects of the services provided.

Jerry calls for motion to allocate funds for survey monkey. Lori Seconds. No discussion. Motion passes.

* Brief overview on Voting Bylaws – Jean and Karen

Went through bylaws. Electronic voting is possibility for the SILC.

* + Full Council

Independent living centers do have a vote. State employees do not. The Council is now fully constituted, and all of the members have been approved by Boards and Commissions. Now it is necessary to follow bylaws and ensure balance of fully constituted SILC. It’s the responsibility of membership committee. Subsequent discussion of compliance with bylaws, which state that majority of SILC must have disabilities and not work for the state or an independent living center. Currently not in compliance, we are off by one.

* + Executive Committee

Executive committee discussed bylaws, section 7D in particular about voting. Executive committee is in section 8A. Electronic voting is an option for the Council.

Voting members of Executive Committee include four officers and the chairpersons of the standing committees. This also includes the immediate past chairperson, if that position is still filled. A quorum will exist if three of the elected positions (includes past chair) are present. Presently, three out of four officers need to be present in the SILC's current situation.

The Executive Committee can only take action and vote on items with the direction of the SILC as a whole. The only thing that the Executive Committee will vote on is the approval of their minutes, otherwise the full SILC has to be involved.

* + Past Chair Vacancy

The SILC doesn't necessarily need past chair because of chair and chair elect in prospective positions. Can remove past chair as officer. It is up to the chair to teach the chair elect how to be a chair.

**1:15** **Public Comment Period – MUST SIGN IN FIRST**

Beth Danielson, from Greeley’s CIL, Connections, signed in for public comment.

*\*\* Transcriber's note: the public comment section will be quoted verbatim.*

Beth Danielson:

“This will be brief — I was not here the first hour of the meeting — perhaps some of this was touched on. Nancy, in her report on behalf of the 10 centers, I think did a really good job of articulating some of the concerns. I guess I will just use this moment to go on public record with the request that the department be forthcoming in as short a timeline as possible in a full accounting of the part B funds and how they've been spent. — I'd like to say over the past three years because we've been asking for this for a period of time but not in a public sort of sense like this — meetings and different things. — I don't know what the delay is, I don't know what the problem is finding that information, but I would just like to publicly request that the department give a full accounting of those funds. I think it impacts the spell as SILC, I know it impacts the centers. It continues to leave us with budget fluctuations and shortcomings. I guess that's my public comment is to just request that. Some of it is in light of recent occurrences. I'm hoping that things are in place now with Karen in the position she's in, and Rob having some additional time; I know he's been really stretched, and I know there are some other changes still going on. It would just — I think it's important that we have that transparency and then we continue to move forward with that same level of transparency. That is my comment, thank you.”

Buna mentioned that the SILC cannot make comments or suggestions during this time. They just listen. However, Priscilla keeps everything on record for the next SPIL.

**1:20 State of Affairs: on Colorado Housing from Chris Roe**

Chris approached Priscilla with seven topics to discuss this meeting. It was narrowed down to two. The two topics were, "some things that the SILC could act on, and "what's happening with housing right now." Please refer to the handout distributed by Chris for suggestions as to what the SILC could do and for the state of affairs of housing for people with disabilities. The main points will be summarized as follows:

The SILC could help with:

There is consistent changing of legislative and regulatory matters by various organizations. The SILC could support input for "the actions we are trying to take."

Service providers and housing providers need to communicate and collaborate to develop housing. This is difficult to do because of "different languages" and priorities by each organization. The SILC could support the process of communication. The SILC cannot lobby, but it can educate.

An example of this is that the Division of Housing requests general funds to support "housing activities." The SILC could educate about improvement for people with disabilities. The Division of Housing is currently in process of an agency agreement with HCPF to move administration of home modification benefit over to the DOH.

The SILC could help educate developers/architects on the needs of people with disabilities.

Chris has advocated for technical assistance for service and housing providers. One example is the creation of the training program for a housing search, which would involve transition coordinators.

The SILC could help in forming "a consistent response" to the numerous housing requests/inquiries by groups and individuals.

Upon inquiry from Joelle about the generalization of such a response, Chris suggested that one approach could be to address the housing for low-income people.

Nancy asked about Section 8 vouchers coming from HUD to the state and a possible increase in those vouchers. Chris sites that there are about 36% of those vouchers (approximately 39,000) that goes to people with disabilities. Section 8 is federal and money is passed down to housing authorities. About 46 authorities in Colorado; two different housing authorities, DOH and Colorado Housing and Finance Authority. There is flexibility in voucher administration by local housing authorities.

Discussed voucher administration in Durango and waiting list not being able to accept names due to lack of wages and turnover. This is in contrast to people without disabilities with higher turnover and a shorter waiting list. The SILC could advocate for housing authorities to have preference for people with disabilities.

There was a discussion of upper limit of Section 8 vouchers and home modification program. As of 1 January, limit will be changed to $12,500. There is also the possibility of a rehab loan to modify homes for homeowners. Local rehab organizations can help.

**1:50 New Business – Priscilla**

* Letter from the Governor - Scheduling new member orientation

Coordinator has duty to do membership training. Priscilla will be emailing new members for possible dates of the conference call to discuss.

* PO Box

Priscilla called UPS to get info on what a small PO Box would cost and what the process would look like. A small mailbox would cost $24 a month. Six months would be $138. Annually, it would be $264 or $22 a month. Plus, there would be a $15 setup fee, not to mention that we would be charged the postage to forward whatever mail came to the SILC or the Coordinator. The Council will retract this idea.

* Compiling survey results

SPIL committee should figure out how to disseminate data of survey. We will worry about that later.

**2:20 Workforce Innovation and Opportunity Act (WIOA) update**

Nothing new. Still needs some work.

**2:30 Travel forms**

**2:45 Adjourn –** The full SILC meeting will adjourn for an Executive Committee session at 3:00 PM. When we are having our retreat in Denver (June 18-19, 2015), we will to tour the Denver ILCs (Atlantis **and/or** Mile High). This ensures that proper time will be given to learn about the Denver ILCs, and we won’t have to worry about getting stuck in rush hour traffic today.

Jerry makes motion to adjourn, Nancy seconds, and meeting is adjourned.

**3:00 Executive Committee Session**

There was none because everything was straightened out when the bylaws were talked about earlier in the day.