General Meeting

Wednesday, January 25, 2017

8:30 AM – 4:30 PM **Center For Disabilities**

901 West 8th Street

Pueblo, CO 81003

Online video conferencing: Join from PC, Mac, Linux, iOS or Android: [**https://zoom.us/j/857699951**](https://zoom.us/j/857699951)

ASL Interpreters: Christine Pendley

Amber Roseborough

Present: Joe Anzures, Chair

Chris Roe, Secretary

Martha Mason, Treasurer

Nancy Jackson, CIL Director Representative

Melissa Fishburn

Travis Morgan

Jennifer Scilacci

Charlotte Morgan

Rick Newell

Owen Eriquaga

Matthew Ruggles

Steve Heidenreich

Lana Eggers

Bill Wood

Karen Prince, ILPC

Guests: Joan La Belle, CPWD

Ruth Newell

Ray

Peter Pike, Program Manager Office of Independent Living Services

Candie Dalton, Atlantis

Aaron Pasternez, CPWD

Linda Taylor, CFI

Dixie Herring, The IC

**Minutes**

Call to Order(Joe)

* Approving the minutes
  + Melissa made a motion to approve the minutes as written. Travis seconded. Motion passes
* SPIL (Joe)
  + Melissa has joined the Business Enterprise Program (BEP) and is working towards earning her own BEP site. Due to this she does not have time to be Chair-Elect and has resigned the position. Therefore, we are electing a new Chair-Elect at this meeting.
  + Chair-Elect voting
    - Joe nominated Chris Roe, Travis seconded.
    - Martha moved to close nominations, seconded.
    - Chris was voted in.
  + Secretary voting
    - Ascension through the officers was reviewed: Secretary, Treasurer, Chair-Elect, Chair.
    - Steve nominated Steve Heidenreich, Travis nominated Charlotte.
    - Vote was completed, Steve was elected Secretary

Old Business

* SILC Coordinator workgroup (Joe)
  + Joe, Chris, Matthew, James and Charlotte volunteered to be on group.
  + A location with a video phone will be used for interviews as an accommodation for Matthew.
  + Will accept the CDLE requirements for selecting a contractor.
  + Discussion of the responsibilities of the SILC support.
  + Must be clear in all discussions that this is a contract position and not an employer/employee relationship.
  + Goal is to get contractor on board by the March meeting
  + If you have individuals who might be interested need to send information to Karen so she can give it to the Procurement team. Final questions for the interview must be forwarded to Joe by 1/30 to be included in the package for procurement.
* SILC Operations Guide (Joe)
  + Guide has been on the agenda for several meetings and submitted changes have been integrated into the manual.
  + Martha moves to accept the changes submitted to the guide. Matthew seconded. Motion passes.
* Retreat Ad Hoc Committee ()
  + Need to put together an ad hoc committee for the retreat. Expecting it to be a 2 day meeting. Spent $21K for last year’s retreat which included travel and expenses for attendees and facilitator. Need to set aside $20k for this year, only have $5k budgeted, but that does not include T&E or a facilitator. Retreat Committee needs to develop the agenda and budget for approval by the Council.
  + Melissa, Rick, Charlotte, Martha, Chris, Nancy and Joe will be on committee. The group can recruit additional members but one must be the Chair per bylaws.
  + Discussion on value of retreat. Discussion on format of the retreat.

Representative from the Center’s Director’s Report (Nancy)

* ACCIL is having a legislative luncheon on Feb 6th in Denver. All CILs were invited to participate to connect with the CILs and educate the legislature on what CILs do.
* Connections for Independent Living has resigned from the ACCIL.
* Peter Pike, from the Office of Independent Living is having 1 hour Zoom meetings every other week with the CIL Directors. 1 topic has been on youth services and connecting with local DVR offices to become vendors.
* Linda Taylor and Ian Engle are presenting on Jan 31 to the JBC.
  + Chris recommended that the Public Policy committee attend hearing.
  + Time is 2-2:30 pm
* NWCCI in Steamboat is expanding services as youth vendor for DVR. They are also providing classes in ASL for community partners. They are also working on access issues in the community. Establishing a medical equipment loan closet, which is a potential revenue stream. They are also advocating for adaptive fitness equipment.
* Connections has hired an outreach person in Sterling; currently they are utilizing the DVR and Workforce space until a permanent office is found. They are also working with DVR to expand youth services. They are vendors already for situational assessments and jobs. They are working with veterans and working to increase mental health resources. They have a staffing shortage and have a waiting lists to transition people out of nursing homes.
* The Independence Center has had a lot of success with veterans; currently have 24 in veterans program, 22 in the process of enrolling, and 18 waiting to enroll. They received a grant to provide services to Deaf individuals, and wheels to wilderness. Met with the Governor’s office to set up 6-7 sites across the State for emergencies preparedness but there is no funding yet.
* Atlantis working on funding for mobile CIL, working with community partners, and starting outreach and education about program. Preparing a 12 week ASL class and an ADAPT advocacy training. Have hired new staff to focus on contracts, section 8, and IL specialist in mental health, 2 youth specialist. Working to improve their history information and establishing a touring museum. Candie will be on the SPIL committee to work on that objective in the SPIL. Atlantis’ building will be replaced with a new building that the CIL will be on the ground floor and 2nd and 3rd floor will be accessible housing for people with disabilities.
* Disabled Resource Services in the northern part of the State has hired new staff. They worked with community partners to bid on No Wrong Door program. Peter Pike, from OIL, will be visiting tomorrow taking a tour and meeting with Board of Directors. Steve Anton, Director of DVR, will be visiting March 10. Nancy will be retiring on December 31. Annual wine tasting event will be on March 31.
* CPWD David is retiring February 28, Maria Stepanyan is the interim Director.
* SWCI chose not to participate in No Wrong Door as the funding amount is $20,000.
* Spotlight on Center for Disabilities:  
  Hosted the community meet and greet and Bill Edwards provided a tour of the CIL for the Council.

Committee Updates

* Executive (Joe)
  + - * All officers: Joe-Chair, Chris-Chair-Elect, Martha-Treasure, and Steve-Secretary and all Chairs of Sub-committees
      * Meets 1st Friday of the month at 1 pm
      * Work on miscellaneous items between full SILC meetings, develops agenda for SILC meeting reviews issues and opportunities from the working committees.
    - Finance (Martha)
      * Members are: Martha, Steve, and Larry Williams (CFD)
      * Revised Budget was presented for acceptance (see attachment)
        + Discussion on covering the costs of the CILs to attend SILC – problematic as it needs to be open to all the public and not directed at a specific population.

SPIL calls for paying costs of youth attendees to SILC within the structure of the SPIL goals in the plan.

* + - * + Suggestion to provide scholarships to attend the SILC by other individuals (to cover travel and expenses). Jennifer will investigate how something like this might be utilized for individuals needing the assistance.
        + Question by the Office of Independent Living: What does the SILC need to fund activities “needed” of the SILC and not just looking at the money that is available in the SPIL Resource Plan? How can those specific activities tie into and be supported by the Office of Independent Living Services?
        + Need each Committee Chair to provide Martha with a draft budget on what will be needed to achieve their respective committee goals.
      * SILC Expenditures were reviewed (see attachment)
    - Communications - Website/Social Media (Owen)
      * Members are: Owen, Matthew, Martha
      * Discussion on duties of committee and problems on website and how every Council member needs to review the website, note problems, improvements needed and non-functioning links. An email to Owen on what was observed is due by 02/15/2016.
      * Owen will work with Karen Prince to obtain procedures for managing website, meet with Contractor, understand the billing of services and develop an update procedure that allows for an approval step (mirror site). Every attempt will be made to have the website refreshed before the next meeting.
      * The communication committee will work with the assigned council members on promoting the Meet and Greets and upcoming meetings. Newspaper placements, meeting announcements, etc.
      * SILC members were reminded to get their SILC email addresses and business cards.
    - Public Policy/Advocacy ()
      * Assigned Members are: Matthew, James, Jennifer, Lana, Charlotte
      * Committee needs to elect a Chair by the next executive committee meeting on 2/6/2016 or Chair will assign a Chair for the committee.
      * It was recommended that this committee attend the JBC hearing  
        on 1/31/2016 from 2-2:30pm. Linda Taylor and Ian will be presenting and should be contacted for location and room.
      * The committee should also contact ACCIL and see about attending the   
        Legislative luncheon on February 6th in Denver.
* SRC Report (Joe)
  + The SRC is working on a bill initiative from the legislature. Currently have a workgroup of 25. Timeline is to have strategic plan completed in August as it is due in November. There is not a Deaf individual on the workgroup and the bill does not directly mention any disability group except DD.
  + SRC is starting to travel around the State to hold their meetings.
  + They have problems with food at their meetings as well and are having pot lucks.
  + They had elections and Anna French is the new Chair.
  + They are actively recruiting.
  + Melissa will evaluate how her new career path will impact her representation of the SILC on the SRC and inform Joe before the next SRC meeting.
* 501(c)(3) (Joe)
  + Members are Joe and Chris.
  + Will not be as hard to establish as thought. Joe has a meeting next week with Secretary of State. However, budget has been adjusted upward to cover filing fees.
  + Advantages are staffing, resources, and fund raising
    - Membership (Joe)
      * Members are: Joe, Nancy and Travis. Charlotte would like to join
      * Membership committee is responsible for training and onboarding of new members and will be initiating efforts to develop a training manual that will provide the necessary roadmap and resources to properly on-board our new members and enhance the knowledge of the SILC council. This is part of our SPIL goals.
      * Discussion of Boards and Commissions training. CDLE does not have a Boards and Commissions unit like CDHS did. Lana, Steve, Owen, Rick, Charlotte have not had B&C training. Joe will talk to CDHS about what is required by Governor’s office for our Council since we are now part of CDLE. It is suggested that the current B&C training be done since it does provide good information regarding the sunshine laws of CO and how Councils operate within the State.
      * Enrollment in “Smooth as SILC training” for Lana, Steve, Owen, Rick, and Charlotte is required. There are a limited number of spots in the training and a lottery system is used and may not accept all registrants and individuals might have to enroll in a later class, but this training is required by new SILC members.
    - DVR (Jennifer)
      * 779 applicants in December, 2150 in applicants status, and others in open status, 159 successful closures – changes in WIOA have impacted the number of successful closures
      * Blind and low vision services unit had its one year anniversary on Tuesday.
      * 15% of case service funds are set aside for youth
    - Strategic Plan (Bill/Chris)
      * Members are: Bill, Dixie, James, Nancy, Joe, Joan, and Peter Pike
      * Will be folding this committee into the SPIL, but Bill will lead the activities.
      * Proposing to have a strategic planning session April 17 (see enclosures) and in May it will be finalized and approved. Members to attend are the full SILC, the CIL Directors, OILS, and other stakeholders
      * Research Information will be provided at the March meeting
    - Deaf Committee
      * There is money in the SPIL for the group to meet ($4,000). Matthew will be the Chair/Coordinator. Jenny Miller was the coordinator for the CIL’s the last time we held a roundtable on the subject.
      * The independence Center recently received a grant to provide services to Deaf/HOH individuals.
      * Atlantis is starting up a 12 week ASL class in February.
    - Youth (Bill)
      * Members are: Bill, Steve, Rick and many others from CIL
      * Aaron gave a report on the status of the committee (see enclosure). The committee is working on a white paper and will present it in March.
* Youth Transition Conference, Denver, CO April 18-20, 2017
* Ad Hoc Committee To Set Up A Youth Leadership Conference (Bill)
  + This will occur in June 2018; SPIL states funds are available for 2018-2019
  + There will be 20-30 youth in Denver for the conference for a 3-4 days
  + Need sponsors, housing, transportation, food, budget, training
  + Commitment from AZ SILC and Youth group to assist with conference
  + Will be a large work load in the next year.
  + Suggestion is to have the Youth Leadership Forum (YLF) at a CIL

Public Comment (Sign-up sheet by the door)

* Peter Pike provided comments on the solicitation of the SILC administrator. To thank the SILC for their work on the SPIL. How does the SILC describe themselves to the public and how should the Office of Independent Living Services present them and their message? All SILC members should have received a request to provide responses on an electronic survey in the Division of Vocational Rehabilitation’s rebranding project.
* Matthew Ruggles reported on a project with Rocky Mountain ADA and Colorado Springs, Manitou Springs, and Fountain Police, and the El Paso County Sheriff. Colorado Commission for Deaf and Hard of Hearing endorse the communications card. This is to increase communication with the police.

Conferences and Trainings

* APRIL Conference 2016 Reno, NV. October 21-24. (Melissa)
  + Was really great and informative. You can go on APRIL website and all the presentations are available online. Karen will send the report to all.
* SILC Congress, Mesa, AZ. January 17 – 20, 2017 (Joe & Melissa)
  + Congress went well last week – learned a lot
  + Next year will be in New Orleans recommend that the Executive team attend
  + Discussion on Culture of Giving. Boards memberships are expected to donate to the non-profit.
* Creating a Wider Vision for Youth Transition in CILs, December 14, 2016 (Bill)

Meet and Greet

* Discussion on last night’s meet and greet.
* Deaf community reports that the services at CFD are improving.
* Discussion on problems with directions on phones
* Recommendations regarding lighting, parking lot, etc. were given to Larry and Bill Edwards

704 Report (Karen)

Tabled till next meeting

Working

Lunch The DSE, SILC Roles & Responsibilities, & the Regulations

webinar (see attachment)

New Business

* ACL/ILA Visit
  + March 15 2017, virtual Zoom teleconference
    - Bob Williams and Deb Cotter have asked for the questions/topics in advance. They need to be submitted on Friday.
  + Meeting will be in Loveland. Joe will work with Nancy on the Meet and Greet
  + If you have items to add to the agenda send them to Joe.
* Patrick Goings presentation
* Changing meeting days/format
  + Meet and greet is part of the SILC meeting and members are expected to attend.
  + Suggestion to move the SPIL committee to the Tuesday before the Meet & greet. Chris will determine where/when SPIL meetings are
* NCIL & APRIL Membership
  + Used to be $243 but will go up due to budget increase.
  + Melissa made a motion to renew NCIL & APRIL. Martha seconded. Motion passes
  + Will need to determine who will be attending NCIL in July at the March meeting so if you’re interested in attending please send your reasons or suggestions as to who should attend to Joe.
* Sharing contact information
  + Discussion on being willing to share contact info
  + If you are OK with sharing your contact information (cell number)  
    with the rest of the Council, please send information to Karen for the roster.
  + At a minimum please ensure that Karen has your emergency contact  
    information. The SILC is responsible for having this on file in case  
    something should happen at a meeting.
* Disability Awareness Month for Employers
  + Joe learned of a Symposium on disabilities for employers that will be held in October to educate employers on the value of our community, diversity and the resources available across the State. He wants to know if the CO SILC wants to join the community partners that are putting it on? Currently, Denver Commission of People with Disabilities, Transition Community of Practice, Peak Parent, SRC and DVR are on board.
* Internship
  + Joe was approached by Denver University to be a placement for an internship. There was a discussion on a Licensed Social Worker requirement. Discussion on interns from other programs and education levels. Joe will follow up and present at March meeting.
* Better Partners, Together
  + Recommendation for each SILC member to be assigned/adopted/owned/partner with and to learn about that CIL. Send your selection to Joe

SPIL Committee Meeting

Present: Chris Roe, Chair-Elect, SPIL Chair

Joe Anzures, Chair

Dixie Herring

Charlotte Morgan

Jennifer Scilacci, DVR

Bill Wood

Nancy Jackson

Discussion on SWOT & Snap-Shot; Joe needs to complete by Monday then goal will be met before deadline of 4/1/17. Thought the $200 was for surveys, and completed via Survey Monkey – no costs.

Next goal is on Strategic planning at SILC Retreat or April 17th. Will review and approve the Strategic plan at June Retreat. Strategic planning committee will handle the logistics of facilitators, lodging, meeting room, in their February meeting. Suggestion to have Zoom meeting in February. Recommendation to send a ‘Save the Date’ and notify SILC members with more details to follow.

Tracking system/master calendar was due 12/1/16.

Timeline for SPIL is due 2/1/17. Discussion on project manager software. Chris will check on it.

Survey is due 10/18

Training needs assessment is due 4/1/17. Membership committee will review.

\*Is Bob Williams and Deb Cotter aware of any training operations manual?

Training plan needs to be developed by 8/1/17 and implemented by 10/1/17. Membership committee will develop.