**EXECUTIVE COMMITTEE**

**Purpose of Executive Committee:** The four officers, Chairperson, Chairperson-Elect, Secretary, and Treasurer, and Chairpersons of the Standing Committees shall serve as members of the Executive Committee (EC). For purposes of a quorum, there must be a majority of EC members present, in order to conduct business. The Council, at regularly scheduled meetings, may empower or delegate authority to the Executive Committee to act for the Council on specifically designated issues for which specific action is required prior to the next scheduled Council meeting. **(By-Laws –Section IX, A, 2)**The Executive Committee sets the agenda for general meetings.

AGENDA:

1. [Meeting Agenda and Other Items](#_Toc536451089)
2. [SILC Meeting Agenda](#_Toc536451090)
3. [YLF](#_Toc536451091)
4. [Membership Committee](#_Toc536451092)
5. [Strategic Planning/Retreat](#_Toc536451093)
6. [Youth Transition Training](#_Toc536451094)
7. [Next Meeting: March 1, 2019, 8:30 a.m.](#_Toc536451095)

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| **SILC Executive Committee Agenda and Notes** | | | |
| **Members** | **Steve Heidenreich, Chris Roe, Jennifer Scilacci, Karen Prince, Charlotte Morgan, Bill Wood, Joan LaBelle** | | **Date: 2/1/2019**  **Time: 8:30 a.m. to 10:00 a.m.**  **Join Zoom Meeting**  [**https://zoom.us/j/298956657**](https://zoom.us/j/298956657)  **Phone: 1 669 900 6833**  **Meeting ID: 298 956 657** |
| **Absent** |  | |
| **Guests** | **Peter Pike** | |
| **Topic:** | Meeting Agenda and Other Items | | |
| **Key Discussion Points:**   * Additional Items for Agenda * Committee Chairs, please provide a summary of your committee including when you meet, activities, goals and member responsibilities. * People talking about each other.   Are there any rumors of SILC members talking about each other, without going directly to the individual. Perhaps add this to the ground rules, effective communication between members. Potentially add to training of new SILC members, expectations, norms.  **Action Item:** Add Intern to agenda  **Action Item**: Add to agenda and ground rules topic of effective communication and expectations of professionalism and consideration when working with each other  **Action Item**: | | | |
| **Topic:** | Budget Update | | |
| **Key Discussion Points:**   * Have two posters made   We have $5K designated for the retreat; will we have a retreat this year due to time constraints with YLF, not writing the SPIL this, is it necessary to keep money set aside?  We are currently in good shape with the budget, Feds released funds for the rest of the year. Projections suggest we’ll be in great shape at end of fiscal year. CDLE/DVR is watching budget and expenditures each month and assisting with monitoring. If SILC does not spend all the DVR $48K, they may consider lowering the dollar amount next year. Currently we are underspent for this point in FY. CDLE/DVR just wants to see projections of budget spend.  SILC does have a lot of activities coming in Spring and Summer where much of budget may be spent.  **Posters**: One with mission & vision, the second with meeting Ground Rules (foam board posters on a tri-pod); posters would need to have larger print; can also be utilized in other venues; by reading posters at each meeting, this addresses accessibility concerns and lets guests know our purpose and rules. Who transports to each meeting? SILC Chair.  Chris moved to have 2 posters; Charlotte seconded.  **Action Item: Need to have full vote of SILC, then work with Karen for printing**  **Action Item**:  **Action Item**: | | | |
| **Topic:** | SILC Meeting Agenda | | |
| **Key Discussion Points:**   * **Improve Meet and Greet** * **Add SPIL specification**   Committee Chairs provide a summary of the purpose of the committee and projects – this will help to recruit the new members to Committees.  Reviewed new agenda structure, suggestions made to clean it up with times; all agreed it is helpful to have specific times for structure and expectations.  Conversation regarding strategic planning: we don’t have much to review until we know what is occurring with SPIL. Thought was that an overview of strategic planning process previously and moving forward.  Are the times sufficient for standing committees? Agreed yes as long as we finish all committee report-outs in time allotted.  Idea was to invite the DD Planning Council, have a purposeful reason they are coming – such as partnership with the YLF. In terms of future discussions, we need to ensure that any other groups invited have a specific relationship to the SILC and/or SPIL.  **SILC Training by Membership Committee**:   * Did send out a survey to new members asking about overall training; not a good response. * The training for new members will not occur before SILC, will be wrapped into SILC. With potentially only one or two members interested, not a need to find meeting space and cost. * Add one bullet point on agenda regarding topic of training. Topic = SILC Relationship with DSE.   + Steve and Chris will also discuss the budget process.   Discussed removing Chair Closing remarks, all agreed.  **Meet and Greet**: idea was to have more of specific agenda, how to relate it more to our SPIL Activities. One way to make it positive would to continue to outreach to community members rather than just have SILC members there. Consider having a topical agenda, that relates to the community itself and local partners/non-profits. Invite specific non-profits, parent groups, community partners. It’s a good opportunity for stakeholder and community feedback. Historical successful M&Gs were dependent on local CIL helping to promote. Center Directors don’t have the time to promote, transportation is a big issue, it’s an extra activity they do not have time to focus on. Idea could be asking the local CIL Director if they want a M&G that month.  SPIL does call for M&Gs under SILC Effectiveness. However, if they continue to be unsuccessful, there is no need to continue, waste of budget, time, etc.  Reminder to each committee chair to reach out to networks and ask members of each committee to do the same. In reality, it is up to each SILC member to help promote with community partners, parents, etc.  **Action Item: Member list is inaccurate on agenda– need to update (**Rick Newell and Katie T no longer members)  **Action Item**: Add intern report under Youth Committee  **Action Item**: SPIL needs to be amended or extended by June 30th – still waiting on official guidance from ACIL.  **Action Item**: Asked Joan to take to Center Directors, is it worth their time and what would make the M&Gs effective and worthwhile.  **Action Item:** Draft SILC Meeting agenda 6 weeks in advance, this also allows for the Chair to reach out to CIL Directors to determine whether they are interested in hosting the M&G. | | | |
| **Topic:** | YLF | | |
| **Key Discussion Points:** Look to Youth Committee Update as well.   * DQ for the YLF Coordinator is closed, 2 applications with the review committee currently (CDLE Procurement, Joan, Chris and Karen). Interviews next Tuesday with the idea to choose applicant. Goal is to have YLF Coordinator in place in a few weeks, after CDLE Procurement finalizes required paperwork. * Goal is that by February SILC, Bill will have conducted orientations so they are beginning to get up to speed, this will continue on. * Status of grant signing with DD Planning Council: grants committee has recommended that DD Planning Council provide up to $60K for YLF. This has been sent to CDHS Procurement. Goal is to have an update by SILC Meeting in Feb. * YLF Steering committee on the 19th will work to create sub-committees and future work that needs to occur for a successful YLF.   **Action Item:** YLF Meeting on the 19th from 9-3, 2 delegates from last year will be attending to provide input.  **Action Item**:  **Action Item**: | | | |
| **Topic:** | | Membership Committee | |
| **Key Discussion Points:** Currently have a new candidate/future member – look to interview him on February 5th. He’s been active in outreach to Membership Committee. He’s very interested in Youth and has done much work with this population.   * Have 3 slots: youth open and general person with disability and youth intern vacancy * Bill Edwards, Pueblo, may have a candidate from the SE part of CO. * Ian Engle may also have a candidate   One of the big changes the Membership Committee has taken on is training for new members and the SILC. Kudos!  **Action Item:** Check in with Bill and Ian regarding potential SILC candidates  **Action Item**:  **Action Item**: | | | |
| **Topic:** | Strategic Planning/Retreat | | |
| **Key Discussion Points:** We have not done a retreat in a couple of years, retreat includes training and planning for next year. SILC Congress in February may create ideas for Joan, Chris and Steve, and this lend itself to a retreat/planning meeting. Members of Exec Committee support as long as it is purposeful and focused. Important to include CIL Directors if they are available.   * Meeting does not have to be 2 days, one full day – could even be a focused ½ day.   **Action Item:** Chris and Joan will discuss possibility of retreat after SILC Congress and inform Exec Committee and SILC Members.  **Action Item**:  **Action Item**: | | | |
| **Topic:** | Youth Transition Training | | |
| **Key Discussion Points:** Dixie Herring contacted Chris about doing a training on transitioning youth, 2 day workshop. Cost is $2200-3500 for actual training. Training would need to be late summer or fall, would be good to see a formal presentation regarding training. We do have budget for the training, location, and potentially hotel. Center Directors response was mixed when Dixie sent to them all.  **Action Item:** Continued conversation needs to occur  **Action Item:** Joan will reach out to CIL Directors to gauge their interest and if they have $$ in budget and if they would support remote locations  **Action Item:** Ask for a formal presentation/document regarding the actual training, if Zoom is an option  Action Item: Chris will send out youth transition document to Exec Committee for review | | | |
| **Topic:** | Youth Intern | | |
| **Key Discussion Points:** Informally this past winter our current intern let Bill know that he may be unavailable due to travel, school and family needs. Even though he has not formally resigned, he now realizes his travel plans are delayed for a couple of years and wants to stay involved with SILC as intern. Bill talked with Dagger and Jacob, leave his status as is. He will also be very involved in YLF Steering Committee. One option also is that his official term as intern is up June, he could be a potential candidate for the SILC Youth Member. Charlotte and Bill will talk to Jacob at February meeting.  **Action Item:** Leave Jacob Cowgill as SILC Youth Intern  **Action Item**: Reach out to Jacob regarding his interest in serving on the SILC | | | |
| **Topic:** | Public Policy | | |
| **Key Discussion Points:** Continued poor attendance of Public Policy Committee. Work has been done on employment and rural to share with SILC in order to upload resources/papers to Website.  **Action Item:**  **Action Item**: | | | |
| Next Meeting: March 1, 2019, 8:30 a.m. | | | |