

**STATEWIDE INDEPENDENT LIVING COUNCIL  
MEETING MINUTES  
Holiday Inn - Riverside  
Tuesday, May 3, 2016**

**Call to Order:** Rodney Gillund called the meeting to order at 1:00 pm.

**Roll Call:**

**Members Present:** Scott Burlingame, Melvin Erdmann, Rodney Gillund, Brittney Hogan, Emma-Leigh Kotzer, Dennis Lyon, Royce Schultze, Diane Siekaniec, Larry Thiele, Trevor Vannett, Erik Williamson, Bill Willis.

**Members Absent:** Jen Schill, Peter Yung

**Others Present:** Russ Cusack, LaRae Gustafson, Randy Sorensen, Rebecca Haas, Jamie Hardt

**Agenda:** A change was made to the agenda for Wednesday morning. The meeting will start with the quarterly directors' reports at 9:00 a.m. and the Department of Health Strategic Exercise report will begin at 9:30 a.m.

**Approval of Minutes:** Erik Williamson made a motion to approve the minutes, seconded by Royce Schultze. Motion passed.

**Correspondence:** None

**Treasury and Budget Review:** No updates.

**IL Century Code:** Russ Cusack discussed the potential need to make amendments to the ND Administrative Rules due to changes with WIOA. The process typically takes about 6-9 months. The updated federal regulations regarding WIOA are expected to be released in June 2016. Due to time constraints, the recommended changes to the Century Code will likely not be available prior to the October SILC meeting and as a result not available before the legislative session beginning in January.

**704 Report:** Rebecca Haas shared the 704 report has been submitted. An electronic copy has been emailed to all SILC members.

**SPIL:** Scott Burlingame updated the group on the status of the FFY 2017-2019 State Plan for Independent Living (SPIL). The SPIL identifies how federal, state and other funds will be used to support the state's independent living programs, explains collaboration with other partners in the state to enhance and expand service delivery options for individuals with disabilities, and establishes the statewide network of Centers for Independent Living. The process for developing the SPIL began in November with a committee including Scott Burlingame, Brittney Hogan, Royce Schultze, Trevor Vannett, Randy Sorensen, Nate Aalgaard, Russ Cusack, Robyn Throlson, and Rebecca Haas. Scott reviewed with the council all sections of the SPIL and identified the process the committee followed to complete each section. Community meetings for public input are scheduled for May 17 from 2 to 3 p.m. at each CIL. A call-in line will be provided for each CIL. Individuals who wish to provide input should attend the meeting at their local CIL. For those who can't attend, they can submit

written comments to Rebecca Haas. DVR will post the approved draft to the website for individuals to review.

**Scott Burlingame made a motion to approve the SPIL as presented and Emma-Leigh Kotzer seconded the motion. Motion passed.**

**Committee Breakouts:** Committee breakout sessions took place at this time.

**Speaker:**

Councilwoman Miranda Schuler and Brandon Rowenhorst, attorney, spoke to the SILC on the Minot City Taxi Ordinance project which initially began in late 2014. Prior to this ordinance, the availability of public transportation was very limited. The city busing was available from 8 a.m. to 4:30 p.m., Monday - Friday. Souris Basin Transit's curb-to-curb service was available between the hours of 7:30 a.m. and 9:30 p.m. That system requires 24 hour advanced notice. To address the lack of accessible transportation during off hours and transportation needs that arise with short notice, the mayor of Minot appointed an ad-hoc committee. The committee was developed one year ago and included Brandon Rowenhorst, Minot city transportation director, a representative of Taxi 9000, and a representative of Souris Basin Transit. An ordinance was developed that will require all licensed cab companies to have one accessible operable vehicle in its fleet. The ordinance goes into effect July 1, 2016. In order to help with the transition, taxi companies are notified of upcoming accessible vehicles that will be auctioned.

Miranda Schuler  
Ward 5 Alderman  
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**Erik made a motion to adjourn the meeting. Meeting adjourned at 4:18 p.m.**

**Wednesday, May 4, 2016**

**Call to Order:** Rodney Gillund called the meeting to order at 9:02 a.m.

**Roll Call:**

**Members Present:** Scott Burlingame, Melvin Erdmann, Rodney Gillund, Brittney Hogan, Emma-Leigh Kotzer, Dennis Lyon, Royce Shultze, Diane Siekaniec, Larry Thiele, Trevor Vannett, Erik Williamson, Bill Willis

**Members Absent:** Jen Schill, Peter Yung

Others Present: Russ Cusack, LaRae Gustafson, Randy Sorensen, Rebecca Haas, Jamie Hardt

**Department of Health Strategic Exercise Update:** Russ Korzeniewski and Royce Shultze presented on the recent full scale field exercise to test the Strategic National Stockpile (SNS). This exercise was hosted by the Department of Health on April 12, 2016. The SNS was set up as a method of delivering mass quantities of prophylaxis to all individuals nationwide in an emergency event (i.e. avian bird flu).

Objectives:

1. Communication and coordination with CIL Directors or points of contact and other partners. This included identifying back-up contacts and ensuring contacts are available 24/7.
2. Determine number of clients who would require assistance in receiving prophylaxis.
3. Determine the number of clients who will require assistance in prophylaxis.
4. Determine dispensing capabilities of CILs, partners, and stakeholders:
  - a. CIL staff can be identified as head of households who can pick up and deliver prophylaxis
  - b. DHS could utilize state fleet vehicles to deliver prophylaxis
  - c. Identify CIL clients who require transportation assistance to receive prophylaxis
5. Determine critical tasks to carry out the process
6. Identified gaps in process
  - a. CIL client contact may not be accurate
  - b. CIL client may have moved to another area or out of state
  - c. CIL intake process can be improved to educate clients on emergency and disaster preparation and planning.

Royce discussed how some of the consumers may be anxious about being approached by law enforcement. These individuals would be more comfortable if the person assisting in this process was someone the individual already knew.

Russ can assist the CILs with developing continuity of operations plans.

Russ Korzeniewski  
Disaster Preparedness Administrator/Risk Manager  
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**Public Meeting Requirement Update:** Rebecca Haas provided an update on public meeting requirements. All regularly scheduled meetings and special committee meetings must be publicly posted and minutes must be made available to the public. Meetings can be held via phone conference, e-mail communication, or texting. A committee can include any authority of two or more people. Members of the public must be notified of meetings at the same time as committee members. Members of the public are able to attend public meetings, but do not

have the right to speak at an open meeting. Minutes must include names of members in attendance, the date and time the meeting was called to order and adjourned, a list of topics discussed regarding public business, a description of each motion made at the meeting and whether the motion was seconded, the results of every vote taken at the meeting, and the vote of each member on every recorded roll call vote.

**Governance Committee Report:** The governance committee did not meet since the last SILC meeting. The committee did submit 3 names to the Governor's office for reappointment and they have all been reappointed. The committee also updated the membership list with new addresses, emails, and phone numbers. The committee found two individuals in Dickinson that are interested in filling that position but as of now have not received the applications. Both were sent the SILC fact sheet, brochure, and application. This same information was sent to Craig Sinclair from Protection and Advocacy to take to the reservations when he does outreach to assist in filling the other vacant position on SILC. Brittney Hogan and Trevor Vannett have expressed a desire to be placed on the ballot for the position of vice president.

**Election of Vice President:** Trevor Vannett and Brittney Hogan expressed interest in the vice president role. **Royce Schultze made a motion to open up the voting for the vice president position with Trevor and Brittney as candidates. Diane Siekaniec seconded the motion. Motion carried.** Both candidates presented speeches regarding their interest in the role of vice president. Brittney Hogan was elected vice president.

**Quarterly Director's Report:**

Randy for Options: See attached

Royce for Dakota: See attached

Scott for Independence, Inc.: See attached.

Nate for Freedom: See attached.

**Committee Reports:**

Internal Affairs: Dennis Lyon provided a report. The Grid has been reviewed. The SILC is making progress on meeting the goals identified on the Grid. One of the goals on the Grid focuses on the CIL's participation in community meetings. Randy Sorensen has asked CIL directors to include in their quarterly reports the amount of time and some short notes about meetings that staff members are attending. This information will be used when preparing the 704 report.

External Affairs: Scott Burlingame provided a report. The DVR website has an old SPIL and needs to be updated. LaRae Gustafson will send a document to Rebecca Haas with additional information they would like on the website. The committee would like to invite the tribal partners to attend the meeting. If they are not able to attend the meeting, a call-in line can be provided.

State Rehabilitation Council: Rodney Gillund provided an update from the SRC meeting on April 21 and 22. Two policies were reviewed. The financial policy increased the amount counselors could authorize without requiring bids. A formal policy has been written outlining the appeals process. An update was provided on the Expanded Supported Employment Project as well as the transition services. The Expanded Supported Employment Project is

focused on moving individuals from sheltered workshops to competitive employment. DVR is on-track to meet federal spending requirements surrounding pre-employment transition services. DVR has contracted with Market Decisions to revamp the survey process. Previously the process included mailing surveys to clients. The new process includes contacting individuals via phone. The average return rate increased from 22% to 98%. There will be new reporting requirements which will result in DVR staff spending additional time collecting and reporting data to meet the requirements.

State Council on Developmental Disabilities: Trevor Vannett reports that the council has their state plan open for public comments. Public comments can be submitted through the council's website. Comments are due June 1. Their new director is Julianne Horntvedt.

Monthly Region 8 Conference Call: Rodney Gillund was not able to attend the most recent conference call. He previously sent the minutes to all SILC members. The next meeting will be May 19 at 2:30 p.m. CST.

**New Business:** No new business.

The next SILC meeting will be held August 3 and 4 in Bismarck.

Meeting adjourned at 11:52 a.m.

**Independence, Inc.**  
**Directors Report 5/4/2016**  
**Scott Burlingame, Executive Director**

Office Move

The big news is our office has moved. Our new address is 200 E. Burdick Expressway, Suite C. Minot, ND 58701. The move was a tremendously amount of work. Because of the move, we were closed for services for one week in April, and we had a few weeks in which things were slow as a result. We also had a fire in our old office as we were moving that resulted in the burring of our almost brand new accessible stove.

The new office is significantly smaller than our old office, and we no longer have a kitchen to use for our cooking classes, or a conference room to use during the day. Our staff have been working hard at finding alternative locations to use in the community.

Despite the fact we moved to a smaller office, we are still living with a rent increase.

Individual Services

We are now a pilot sight for a new type of programing offered through the University of Montana called "Motivating Self-Management for Health Promotion". This opportunity will allow us participation in the development of innovative multimedia products designed to support the independence of people with disabilities through improved health and self-management, in accordance with Independent Living philosophy. They are funding a .50 FTE to pay for this participation.

Here is a story written about a recent nursing transition from Williston we had in our "Move Newsletter"

**TRANSITIONING WITH STRENGTH**

By Lindsay Fleming, Nursing Facility Transition Coordinator

Nicole was a resident at Bethel Lutheran Nursing Home in Williston who used the Money Follows the Person grant to move into independence. When we met she told me about an accident that she was in that has left her with a Traumatic Brain Injury (TBI). She has now moved out of the nursing home and shares an apartment with her son, and a family friend. Nicole has been very motivated to gain her strength back and works closely with the people around her to maintain her independence.

In the short time I have known and worked with Nicole she has made leaps and bounds in her recovery. Today I am so pleased to tell you that she has taken a volunteer job at Bethel Lutheran Nursing Home in Williston. She commonly downplays her strengths, but I know Bethel is happy to have her, and the residents she is visiting with are beyond excited to chat with her. She also gets to help in the cafeteria. I am sure as she continues her volunteer position she will be doing more and

more for Bethel. Nicole has always expressed gratitude to the people at Bethel Lutheran Nursing Home and I know she is happy and excited to be able to spend some of her time there.

### Youth Programing

We are currently wrapping up our school year with our school transition program. We have provided services this year in both Minot High Schools, Sawyer, Bishop Ryan, Rugby, Westhope, Des Lacs-Burlington as well as a multiple school collaboration in Bottineau.

Our Youth Ambassadors of Disability Awareness (YADA) have been meeting every couple weeks after school and working on a variety of advocacy, leadership, and communication skills. A big focus has been on being ok with yourself and your disability.

This past year we have also began a program in a Minot middle school, in collaboration with the North Dakota Center for Persons with Disabilities, using funding from the Developmental Disabilities Council to provide a program called YIPE. This has allowed us to begin to provide leadership and advocacy skills training at a younger age.

### Community Services

We have been doing a lot of work on a variety of different healthy community collations to bring accessibility issues to different communities. A recent example of this is the City of Mohall reached out to us to help them draft their pet ordinance, in order to ensure that services animals and emotional support animals are properly exempt.

We have also done a bunch of work with local landlords on this issue, trying to insure they follow the law, but are not taken advantage of by people who do not understand the law.

### **Freedom Resource Center for Independent Living**

**Directors Report 5/4/2016**

**Nate Aalgaard, Executive Director**

I had shoulder surgery March 30. Since then I've been working part-time, mostly from home. I will start physical therapy and hopefully increase my activity in the near future. In the meantime, I believe that staff have been doing a good job of continuing operations.

We had a successful Appreciation Luncheon on May 10, with about 165 people in attendance. I was very pleased with the program and especially with the recognition that I received for my 20 years at Freedom. I think the award winners were very deserving this year, and everything seemed to go smoothly.

On April 19 we had a bus trip to the Capitol in St. Paul. Thirteen consumers and three staff attended. They got to meet with most of the area legislators and received a warm reception. I think it was a good experience for all involved. They told their legislators about how Freedom has helped them accomplish their goals, and talked about how we could use more resources in order to serve more people.

Mark Bourdon, Program Director, attended the Money Follows the Person Stakeholders in Bismarck. The timeline for ending the program is coming up, so there have been discussions about the future of MFP. Freedom has three staff working on the MFP program.

A few of us connected with Freedom had what I believe was a very productive meeting with Fargo Mayor Mahoney regarding accessibility at the Fargodome. He promised he would convene a meeting with some of the city staff. He told us he would get back to us and let us know what they plan to do. It would be great if we could finally make some progress on things like parking and wheelchair seating. The Mayor expressed that he thought we should definitely have family bathrooms at the Fargodome. He also mentioned that it might be a good idea to look at the City's parks and schools for accessibility issues.

We are looking for new board members. We have six positions open. Ideally we would like to have a membership of 15, with representation from various parts of our catchment area.

**Dakota Center for Independent Living**  
**Directors Report 5/4/2016**  
**Royce Schultze, Executive Director**

Staff created people first packets that include People FIRST language handouts, communication tips and tricks bookmarks on how to talk with people with various disabilities (wheelchair users, deaf or hearing loss, speech, intellectual disabilities and mental illness and one of our brochures. These packets went out to print media, radio and TV stations.

Staff created a legislative training manual that includes how a bill becomes law, who represents you, advocacy letter checklist, legislator contact list, map of North Dakota districts and a map of Bismarck/Mandan districts.

Staff taught resume building and job searching tips and tricks, tenant education to the residents at the Abused Adult Resource Center.

Staff is working with a developer of a 55+ housing development in Mandan. We will be assisting with the accessibility features of the modular homes and working together to see if any residents can use our services.

Staff attended the Statewide Housing Conference, workshop to have social work student interns, Olmstead training, Homeless 101 training, hosted landlord/tenant seminar with speakers from High Plains Fair Housing and Legal Services of North Dakota.

Set up a booth on Visitability at the Bismarck/Mandan Home Show. Organizers gave us a free booth and had 299 people stopped by.

Hosted an open house for Brain Injury Awareness Month with North Dakota Brain Injury Network. Local vendors set up displays services they offer to individuals with brain injuries.



DCIL's empowerment committee (7-12 consumers) met to discuss the ADA celebration and will be having it at the Universal Playground in Mandan. Will be having people with disabilities talk about what it was like before and after the Americans with Disabilities Act

Money Follows the Person progress 3 referrals, 7 open and 4 transitions.

**Options ND Progress Report  
May 2016**

**ADA/Accessibility:**

- Assisted 6 individuals with home accessibility design, contractor/vendor and/or funding information
- Complete evaluation for church on accessible route
- Provide evaluation and technical assistance for Fordville Senior Center Building, and Benson County Social Services for program and accessibility information.
- Participated in Discovery School Safe Route technical assistance on accessible route issues.

**Trainings Provided:**

- Provided training on Home and Community Access at UND/OLLI Osher Life Long Learning Institute.
- Provide training on Fair Housing Act and Landlord Tenant Issues in Cavalier.
- Conducted Focus Group in Cavalier to learn of barriers, obstacles and issues p/w/d face living independently within area.
- Presentation at UND PT students on "What is Options" and disability awareness.
- Two trainings presented at LSS to New American's from Nepal and Somalia on "What is Options" and how we can assist individuals with disabilities.
- Educated 138 students at Lake Region Safe Community Coalition in Devils Lake about decision making and consequences with disability awareness of TBI and Options services.
- Trained 25-30 volunteers on disability awareness for the new Lake Region Shelter in Devils Lake.

**Outreach:**

- New Homeless Shelter starting in Devils Lake with staff participation in planning, training for volunteers and accessibility information.
- "Options Choices and Rights Newsletter, Winter Edition" published and sent out to over 11,000 individuals educating on disability issues.
- Created and maintaining a new Options blog, which is a part of the newspaper network spanning approximately our whole service area. Coupled with our social media efforts, Independent Living philosophy is being introduced to several hundred new people on a weekly basis. As part of the newspaper network (Forum Communications/Area Voices), it will be occasionally featured on their network websites and in print.
- Collaborated with GST Special Education to provide a career exploration opportunity for student to learn job skills and shadowing for a semester.
- Outreach Display Booth at the Health Fair in Grafton.
- Outreach display booth at Health and Wellness Symposium in Fort Totten.
- Outreach Display Booth at the Four Winds School in Fort Totten.
- Outreach Display Booth for "Children's Learning and Safety Fair" in Devils Lake.

**Relocations/Diversions:**

- 15 relocations since October 2015

- 5 of relocations are MFP
- 3 diversions since October 2015

**Peer Support/Skills Groups:**

- Options and young individual who is deaf started a sign language group in Devils Lake. She leads the group with worksheets and shows how to properly sign. She will not proceed to new signs until all members can sign properly. Her self-esteem has increased by teaching others to sign and is rapidly increasing her leadership skills, as well as her social skills. She grew up very isolated and has become a leader of the Devils Lake deaf community.
- Options in Devils Lake in collaboration with the ND Brain Injury Network sponsor a TBI Support Group for family and survivors of TBI meeting once a month.
- Cooking class in Devils Lake
- Schizophrenia Support Group in Grand Forks meeting weekly
- Options Facebook Peer/Skills Group
- Pembina /Walsh Recreation/Peer Group