

**STATEWIDE INDEPENDENT LIVING COUNCIL
MEETING MINUTES
Radisson Hotel, U-Shaped Room
Wednesday May 3, 2017**

Call to Order: Brittney Hogan called the meeting to order at 12:59 p.m.

Roll Call:

Members Present: Shannon Binstock, Brittney Hogan, Dennis Lyon (2:20 p.m.), Royce Schultze, Diane Siekaniec, Larry Thiele (1:11p.m.), Trevor Vannett, Erik Williamson, Bill Willis, Susan Olson

Members Absent: Melvin Erdmann

Others Present: Russ Cusack (2:20 p.m.), Aimee Volk, Robyn Throlson, LaRae Gustafson, Randy Sorensen

Agenda: A special order was made to the agenda for Wednesday to add administrative code to the agenda. A motion was made to amend the agenda by Diane Siekaniec and seconded by Royce Schultze. Motion passed.

Introductions: Everyone introduced themselves.

Approval of Minutes: Trevor Vannett made a motion to approve minutes with corrections, seconded by Shannon Binstock to approve minutes with corrections. Motion passed.

Correspondence – Brittney Hogan: None

Treasurer’s Report – Brittney Hogan: Erik Williamson made a motion to approve the treasure’s report and seconded by Royce Schultze. Motion passed.

Review of the Operations Guidelines – Governance Committee - Brittney Hogan and Randy Sorenson: Brittney Hogan showed “Ed Roberts, Father of the Independent Living Movement” video. Brittney stated that the operations guidelines were recently revised so the committee reviewed the handbook.

We work jointly with the State Rehabilitation Council and vocational rehabilitation. The state plan occurs every 3 years. We just finished our last 3 years and that is where the GRID comes from. SILC bylaws require that there are 2 directors from the CILs that are

voting members, a representative from the designated state entity (DSE) and over 51% of SILC members must be individuals that experience a disability. Appointments to the council are for a three year term with the federal requirement that a council member shall serve over two consecutive three year terms. An exception to this rule is that a member appointed to complete the term of a member vacating the SILC may serve out the remainder of the term with the option for additional appointment from the Governor. The SILC meets on a quarterly basis and meeting locations are selected by the SILC to ensure meetings occur once per year in the geographic region of one of the four centers for independent living. It is essential that you let either Brittney Hogan or Aimee Volk know if you are going to be absent. More than 2 unexcused absences and you could be taken off of the committee. Attendance at SILC meetings by voting members is essential for the purpose of quorum. Members should let the SILC President know of their planned absences from SILC meetings. Members of the DSE are, by federal regulation not voting members of the SILC. In order to conduct business, there must be no less than 3 voting members present and motions can only be passed with two-thirds (2/3) of those present. This committee's leadership structure includes four which consist of the president, vice-president, secretary, and treasurer. It is expected that everyone will participate. The main duty of the vice-president will be to run the meeting if the president is not able to. The treasurer works with the DSE fiscal staff to provide quarterly reports of SILC finances. In North Dakota the DSE is vocational rehabilitation and is responsible for the administration of SILC finances. The SILC has three committees within the SILC. They are Internal Affairs Committee, Governance Committee, and External Affairs Committee. Randy Sorenson explained sources that fund independent living and the SILC in North Dakota. The SILC is funded through both federal Part B and Title I VR funds. The federal regulations, implementing the Workforce Innovation and Opportunity Act (WIOA) changed the language of the administering agency from the Designated State Unit to the Designated State Entity (DSE). Brittney reviewed over the state plan requirements. Membership to the SILC is a Governor appointment dating back to 1993. Changes were discussed for Workforce Innovation and Opportunity Act (WIOA) and the 5th core services of individuals from restrictive living an environment to community integrated living and of students with disabilities in their transition from school to independent living services was recently added.

704 Overview: Russ Cusack and Robyn Throlson: The 704 Report is a federally mandated program report, submitted annually to Federal authorities. The report provides funding data; consumer statistics for CILs that do not receive direct funding from the federal government; and narratives about progress on state plan goals and objectives, achievements, barriers, and plans for the future.

The sources and amounts of funds and resources section are completed by DHA Fiscal Program Accountant. This indicated the amount received by and used by the DSE per each funding source. North Dakota's source of funding is federal Part B funds, and State General Funds received by Department of Human Services (DHS) and distributed to the CILs. Federal vocational rehabilitation funds used to support the work of the SILC.

Distribution of Part B funds and contracts are with the CILs. The state monitors Part B funds at the fiscal review of the contracts which is done on an on-going basis as requests for reimbursement are submitted to the designated state entity. CILs submit annual independent audit reports to the designated state entity. The designated state entity accountant is available quarterly to provide a report.

CILs complete their own federal report on the demographics of individuals provided with independent living services. The external affairs committee reports include information on SILC networking and engagement with other entities providing a variety of services to individuals with significant disabilities. The governance committee provides names of SILC membership and compliance with federal regulations. They also assist with any training the SILC has received.

The most important part of the 704 is the GRID. Please make sure that your committees take notes so we can keep track of the objectives and goals.

Administrative Code – Russ Cusack: With the implementation of WIOA there needs to be changes made to the administrative code which can take up to 9 months to complete the changes. Russ Cusack went over the independent living changes to the administrative code. It was decided to have center directors review the administrative code and bring it to the next meeting.

Membership Guidelines –Russ Cusack: Russ Cusack has been working with Jill Schwab at the Governor's office. There are some discrepancies relating to if you can be a committee member if you are not a North Dakota resident. Russ is continuing to work with Jill on this matter. Another issue brought forward was if you need to be appointed by the governor for a CIL director. These issues are continuing to be investigated by Jill.

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

Thursday, May 4, 2017

Call to Order: Brittney Hogan called the meeting to order at 9:01 a.m.

Roll Call:

Members Present: Shannon Binstock, Brittney Hogan, Dennis Lyon, Royce Schultze, Diane Siekaniec, Larry Thiele, Trevor Vannett, Erik Williamson, Bill Willis, Susan Olson

Members Absent: Melvin Erdmann

Other Members: Robyn Throlson, Aimee Volk, LaRae Gustafson, Randy Sorensen

A special order was made to amend the agenda to add voting for treasurer to the agenda. Motion passed by unanimous decision.

Election of Vice-President, Treasurer and SRC Member: Trevor Vannett expressed interest in the vice-president position. **Royce Schultze made a motion to open up the voting for vice-president. Larry Thiele seconded the motion. Motion Carried. Trevor Vannett was elected as the vice-president by unanimous decision.**

Bill Willis expressed interest in the treasurer position. **Royce Schultze made a motion to open up the voting for treasurer. Larry Thiele seconded the motion. Motion Carried. Bill Willis was elected as the treasurer by unanimous decision.**

Trevor Vannett expressed interest in the SRC member role. **Royce Schultze made a motion to open up the voting for SRC member. Erik Williamson seconded the motion. Motion Carried. Trevor Vannett was elected by unanimous vote for the role of SRC member.**

Quarterly Director's Report:

Randy for Options: See attached.

Royce for Dakota: See attached.

Brittney for independence, Inc.: See attached.

Diane for Freedom: See attached.

Committee Reports:

Internal Affairs –Brittney Hogan: working on a work plan for next time. GRID update. Goal 1: waiting for finalization from Administration for Community Living (ACL). Goal 2 of A1: Look at doing it in the 1st quarter of 2018 not June of 2018. Reminder to send 704 report to DSE and Brittney Hogan and to look at consumer satisfaction.

External Affairs –Shannon Binstock : GRID Updates

Goal I

B6 – Not sure what we are to do other than our meetings

C – Need to work with VR for this

Goal II

A5 – Depending on what city the meeting is at we will invite the local tribes to attend. When LSS of Grand Forks explained how they help refugees from other countries we need to find a way to include new ND residents. Both of which we think is us to Aimee to contact.

B1 & 2 – Royce and Scott are the active people on this

B3 – This info is supplies on the website and CILs

B4 – Ongoing monitoring

Goal III

A1 – Printouts and the website provide this information

A2 – There is a website already, need to check and see if updates need to be made

A3 – Ongoing

A4 – Not sure if it is up to us or Aimee to do. Do we need photos of the new members?

Goal IV

A3 – Ongoing. Minot did one about sign language last year. We need to recommend one.

B1 – More CILs not us

C – We think this was done last year but we have to go by the ACLs definition.

Goal V

A1 – That's up to the Center's to let us know who would like to share

A2 – Do at the Fargo meeting

A3 – The DOJ has come to each Center to see and hear how it's going

A4 – Definition of youth on the ACL is questionable. Is it only from age 18 – 24 or from the time they leave school at any age to age 24?

Governance Committee – Royce Schultze:

Went over the GRID. Goal 1 A2: In relation to finding people for membership. Royce will talk to Russ Cusack to send out an email to regional VR staff. Recruitment has been hard. ILRU is having a webinar May 25th at Dakota Center for Independent Living at

2:00 p.m. on membership. On the Membership handout will add officer term to the sheet.

GRID Updates – Brittney Hogan:

Nothing to report

State Rehabilitation Council :

Nothing to report

State Council on Developmental Disabilities – Trevor Vannett:

They just awarded grants and continue that it is going well.

Monthly Region 8 Conference Call – Brittney Hogan:

Monthly phone call on what our SILC is doing. Representatives of all 8 states update on what is going on.

New Business: We want formally thank Rod Gillund for his service with the SILC. We will do a certificate with a nice frame.

The next SILC meeting will be held August 2 and 3 in Fargo, ND.

Erik Williamson made a motion to adjourn the meeting. The meeting was adjourned at 11:02 a.m.