

## **Kentucky SILC GRIEVANCE**

### **POLICY**

Any Statewide Independent Living Committee (SILC) member may prepare a written grievance for discussion by the SILC.

### **PROCEDURES**

1. All grievances shall be submitted, in writing, directly to any SILC elected officers including the Chair, Vice Chair or any At-Large Member.
2. The Executive Committee shall review each grievance on or before the next regularly scheduled SILC meeting.
3. After a thorough review and proposed resolution, the Executive Committee shall bring all findings to the full SILC for final resolution and action.

Adopted: November 9, 1995

Revised: December 3, 2003

June 2012

September 2016

## **Kentucky SILC MATERIALS IN ACCESSIBLE FORMATS**

### **POLICY**

The Statewide Independent Living Council (SILC) assures that all printed documents and other materials shall be distributed in alternative formats, as requested, in accordance with 42 USC 12182(b)(2)(A)(iii).

### **PROCEDURES**

1. Upon being appointed to the SILC Council, new SILC members shall inform SILC support staff of the type of reasonable modifications that they require in order to participate in SILC meetings and events.
  
2. Should changes take place necessitating changes to the reasonable modifications, SILC members shall inform the support staff of the new modifications required at least thirty (30) calendar days prior to any SILC meeting or event.

Adopted: November 9, 1995

Revised: March 12, 1998

December 2, 2003

June 2012

September 2016

## **Kentucky SILC Conflict of Interest**

### **Policy**

All Statewide Independent Living Council (SILC) members shall disclose any conflict or potential conflict of interest.

### **Procedures**

1. Any duality of interest or possible conflict of interest on the part of any SILC member shall be disclosed to other SILC members and made a matter of the written record, at the initial appointment to the SILC; at the annual reaffirmation in June; and when the conflict or potential conflict arises.
  
2. Any SILC member having a duality of interest or possible conflict of interest on any matter should not vote or use the member's personal influence on the matter. SILC meeting minutes should reflect that a disclosure was made, and that the member abstained from any related vote or discussion on the topic subject to the conflict.
  
3. This policy shall be reviewed and the Conflict of Interest Statement signed annually by each SILC member.
  
4. The SILC Chair is authorized and directed to see that this policy is followed.

**Conflict of Interest Statement**

I have read and agree to SILC’s policy concerning conflicts of interest.

Throughout the course of the year \_\_\_\_\_, neither I nor, to the best of my knowledge, nor has any member of my family, had any interest in or taken any action which would contradict or contravene this policy, except as fully disclosed below:

SILC Member – Print Name

\_\_\_\_\_

SILC Member’s Signature

\_\_\_\_\_

Date

\_\_\_\_\_

## **Kentucky SILC**

### **CENTER FOR INDEPENDENT LIVING REPRESENTATION**

#### **POLICY**

The Kentucky Statewide Independent Living Council (SILC) shall have at least one SILC member who is a Director of a Center for Independent Living (CIL) in Kentucky.

#### **PROCEDURES**

1. Every third year, the Directors of the CILs shall name one of its own Directors to be a SILC CIL Representative.
  - a) This representative shall represent the issues of the statewide CIL network and bring those issues to the SILC for consideration.
  - b) The CIL representative shall be a voting member of SILC.
  - c) In the event that the CIL representative cannot attend a SILC meeting, that member shall call the Chair prior to the SILC meeting to identify another CIL Director and request that the alternative CIL Director, be permitted to attend the SILC meeting in order to participate in any discussions related to CIL.
  - d) Any such CIL substitute shall have no right to vote right

Adopted: June 2012

Revised: September 2016

## Kentucky SILC

### MEMBER CODE OF ETHICS

As a member of the Statewide Independent Living Council (SILC), I will:

- Listen carefully to my SILC colleagues.
- Respect the opinions and roles of other SILC members, officers and staff.
- Respect majority decisions of the SILC.
- Recognize that all authority is vested in the full SILC only when it meets in legal session.
- Keep informed about developments relevant to issues that may affect the SILC or those it serves.
- Participate in SILC meetings and actions as appropriate to my position on SILC.
- Bring to the attention of the SILC any issues I believe might have an adverse effect on the SILC or those it serves.
- Refer grievances to the proper level on the chain of command.
- Represent all those whom this SILC serves, not just a particular geographic area or interest group.

- Consider myself a “representative” of the SILC and do my best to ensure that it is operating in the best interests of those it serves.
- Be willing to learn how to perform my SILC duties better.
- Declare conflicts of interest between my personal life and my position on the SILC and abstain from voting or discussion when appropriate.
- Manage SILC property appropriately; i.e. name tags, loaned equipment, etc. If negligent, be responsible for necessary repairs or replacement. Return any property at the expiration of my term or upon my resignation.

As a SILC member, I will not:

- Use the SILC for my personal advantage or for the advantage of my friends or relatives.
- Discuss confidential proceedings of the SILC outside of any meeting.
- Commit or promise my vote on any issue before a meeting.

SILC Member – Print Name

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SILC Member's Signature   Date

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Adopted: December 2, 2003

Revised: June 2012

September 2016



## Kentucky SILC Nominations

### POLICY

The Kentucky Statewide Independent Living Council shall recruit appropriate members through its Nominating Committee.

### PROCEDURES

1. There shall be a consistent application packet that includes:
  - a) A Cover Letter from the Nominating Committee (attached);
  - b) The Kentucky Boards and Commissions application (attached);
  - c) A current resume to be provided by the applicant;
  - d) A SILC questionnaire to be completed by applicant (attached).
  
2. If a completed packet is received by the SILC by January 30th, it shall be considered by the Nominating Committee for the March nomination process. At other times, completed packets will be considered on a rolling basis, as needed to replace SILC members.
  
3. Once an application is received, the SILC support staff shall review for completeness:
  - a) Incomplete applications shall be returned to the applicant with a written explanation;
  - b) Complete applications shall be acknowledged by letter in writing (attached) and kept on file.

- c) Prior to the presentation of any slate of proposed new members, the SILC support staff shall contact each applicant whose application is more than three (3) months old to confirm the applicant's continued interest and to update contact information.
- 4. The Nominating Committee shall meet to process applications and prepare a complete list of nominations to present at the Executive Committee meeting for discussion at the full March SILC meeting.
- 5. During the application process, each applicant shall receive a letter from the Nominating Committee, describing their most current application status. (Attached).
- 6. The Nominating Committee shall perform a formal annual drive for membership each September, and make ongoing efforts to recruit new members throughout the year.

Adopted: Sept 2012

Revised: September 2016

## Kentucky SILC

### MEETINGS, FORUMS and HEARINGS

#### POLICY

Kentucky Statewide Independent Living Council meetings, forums and hearings are generally accessible and open to the public per the Open Records Statute, <http://lrc.ky.gov/Lrcpubs/OpenMtgsRecords.pdf>

#### PROCEDURES

1. All meeting, special meetings, forums and hearings called by the Kentucky SILC shall be in locations accessible to all individuals as defined in the Title II of the Americans with Disabilities Act.
2. All meeting/special meeting dates, times and locations shall be advertised on the SILC website at least thirty (30) calendar days prior to the meeting.
3. All forum dates, times and locations shall be advertised on the SILC website at least thirty (30) calendar days; and sent to the Centers for Independent Living at least thirty (30) calendar days prior to the forum for dissemination.
4. All hearing dates, times and locations shall be advertised on the SILC website and sent to the Centers for Independent Living at least thirty (30) calendar days prior to the hearing for distribution to their constituents.
5. Any public comments at the regularly scheduled meetings of the SILC shall be limited to three (3) minutes per speaker, unless extended for good cause by the Chair.

6. The Executive Committee shall approve any materials that any SILC member wishes to have included in the meeting book, other than standard meeting book material. The member shall present the materials in acceptable formats (i.e. electronic with no lines, bolding, etc.) and provide those materials to the Executive Committee Chair and SILC support staff at least ten (10) calendar days prior to the Executive Committee meeting taking place immediately before the SILC meeting at which the member seeks to have the materials included.

Adopted: June 2012

Revised: September 2016

## Kentucky SILC TRAVEL

### POLICY

Travel costs shall be reimbursed to Kentucky Statewide Independent Living Council (SILC) members for attending SILC approved activities. All reimbursements requests shall be submitted in compliance with and will be approved and disbursed in accordance with the Kentucky state employee reimbursement regulations; 200 KAR 2:006 and KRS 44.060, 45.101

### PROCEDURES

1. All travel, other than to regularly scheduled SILC and committee meetings shall be approved by SILC in advance.
2. All costs incurred by SILC members related to travel for SILC purposes shall be at the current state rates and in accordance with the current state travel regulations for both in and out of state travel; 200 KAR 2:006 and KRS 44.060, 45.101
3. It is the responsibility of each SILC Member to notify support staff of all required travel arrangements by established timelines:
  - a) Once a SILC meeting is scheduled, a cut-off date for notifying support staff of the required travel arrangements will be established. SILC members are responsible for notifying support staff of their travel needs by the established date. Reservations made after the established date become the responsibility of the SILC member.

- b) Should a SILC member need to cancel hotel or other travel accommodations prior to traveling, then the SILC member should notify SILC support staff immediately.
  - c) SILC members who fail to notify SILC support staff or cancel lodging or other travel reservations shall be required to reimburse the SILC for the unnecessary travel expenses at the direction of the Chair, who shall report to the Executive Committee.
4. All out-of-state travel shall be approved by SILC in advance and reimbursed in accordance with the state travel guidelines found at <http://www.lrc.ky.gov/kar/200/002/006.htm>
- a) No more than four (4) SILC members shall attend the same event;
  - b) No SILC member shall attend any out-of-state event two (2) consecutive years, excluding the SILC Chair;
  - c) Any SILC member interested in attending an out-of-state event and not specifically appointed by the SILC Shall provide a written request to the SILC Chair and support staff. The request must include:
    - i. The name of the event the member requests to attend. Along with the date and location of the event.
    - ii. The member must also include how they plan to travel to the event, estimated costs, reason why the member wants to attend, and how SILC will benefit from the member's attendance.
    - iii. The request must be received at least ninety (90) days prior to the event.
    - iv. The Chair will present the request to the Executive Committee which will make its

recommendation to the SILC based on the member's presence at that event in the past; length on SILC; appropriateness of person/event and availability of funding.

- d) If the member later decides not to attend the requested event and nonrefundable expenses have been incurred, these expenses may become the responsibility of the SILC member at the direction of the SILC Chair, who shall report to the Executive Committee.
- e) All SILC members and SILC support staff who attend an event at SILC expense shall submit a written report to the Executive Committee no later than fourteen (14) calendar days after the event. The report shall be placed in the upcoming SILC meeting book.

Adopted: November 9, 1995

Revised: February 15, 1996

March 12, 1998

March 14, 2003

December 2, 2003

June 2012

September 2016

## Kentucky SILC

### PERSONAL ASSISTANT SERVICES REIMBURSEMENT

#### POLICY

The Kentucky Statewide Independent Living Council (SILC) shall reimburse members for Personal Assistant Services (PAS) required in order to attend SILC activities as permitted under state laws, rules, and regulations and KRS 44.060, 45.101

#### PROCEDURES

1. The Executive Committee shall approve any exceptions to the policy before any expenses are incurred. SILC members requesting an exception shall put their request in writing and send to the SILC Chair for review at the next scheduled meeting of the Executive Committee.
2. After the meeting or event, the SILC member shall submit a travel voucher for the PAS and other travel expenses to the SILC support staff. The PAS form shall be filled out completely and signed by the appropriate individual. Actual hours worked, the hourly rate, taxes and other expenses shall be reflected in the form. Any deviation from this policy may result in a disallowed claim.
3. Reimbursement for PAS shall be paid only for actual hours worked. A lesser fee should be negotiated whenever possible.
4. The minimum reimbursement shall be minimum wage per hour and the maximum rate shall be \$11.50 per hour. Reimbursement shall not exceed \$276.00 in a twenty-four (24) period, regardless of certification or the number of attendants. FICA, unemployment compensation and worker's compensation taxes shall be reimbursed based on the actual personal assistant fees paid, subject to the current rates.



5. The SILC member shall pay all taxes and submit only one lump sum statement for reimbursement. Reimbursement is limited to the total personal assistant fees incurred and taxes paid, less any third party payments.
6. Meals shall be reimbursed according to the current state travel policies and at the current state rate for travel. For reimbursement of breakfast and lunch, overnight hotel lodging is required. If meals are provided during functions or included in the charges for lodging, reimbursement shall not be claimed.

Adopted: November 10, 1994

Revised: March 12, 1998

December 3, 2002

March 14, 2003

December 2, 2003

June 2012

September 2016

## **Mentoring Program Policy/Procedure**

No changes, as program needs evaluation prior to any changes to the Policy or Procedures would be meaningful.