Statewide Independent Living Council (SILC)  
Minutes  
September 20, 2011  
9:00am  
Marriott Griffin Gate and Resort  
Lexington, KY

Members Present: Deborah Blake, Member at Large, Shannon Caldwell, Lonnie Cowan, Chairperson, Mike Freholm, Benita Lind, Darrell Mattingly, Gay Pannell, Nancy Perry, Sandi Radford, Co-Chairperson, Pamela Roark-Glisson, Beth Smith, and Elsie Speed

Members Absent: Kimberly Parsley, Member at Large, Ann Smits, Emily Thomasson, and Jimmy Wise

Guests Present: Jan Day, Director of the Center for Accessible Living, Keith Hosey, Center for Accessible Living Staff, Sandra Goodwyn, Director of Pathfinders for Independent Living, Andrew Saylor, Pathfinders for Independent Living Staff, Marilyn Mitchell, Disability Resource Initiative, Paula Caldwell, Guest, and Ruth Caldwell, Guest

Interpreters Present: Judy Gooch and Thomas King

Staff Present: Germaine O’Connell, Dave Matheis and Nanci Soard  
  
Meeting called to order:  
Sandi Radford, Co-Chairperson, called the meeting to order at 9:04am in Lonnie Cowan’s absence.

Pledge of Allegiance and Prayer:  
Sandi Radford welcomed everyone to the meeting. The pledge of allegiance was given and a short prayer by Deborah Blake was given.

Introductions were made and guests were recognized.

Review of Agenda:  
Sandi Radford reviewed the agenda and asked the council if there were any additions to the agenda that need to be included. No additions to the agenda were given and no public comments were made.

Approval of June 2011 Minutes:  
Sandi Radford asked the full council to review the minutes from the June meeting and asked if there were any changes to be made. Deborah Blake had a question regarding the Best Buy initiative in Shepherdsville, Ky. She asked the council and staff if Best Buy was a good employer all across the state and not just Shepherdsville, Ky. Sandi Radford explained that Best Buy has an initiative to hire those individuals with disabilities. Dave Matheis clarified that Best Buy has a distribution center in Shepherdsville, Ky. that has developed a program to hire individuals with disabilities but that local Best Buy stores across the state may not be aware of the initiative of the distribution center. No more discussion was held regarding the June minutes. A motion was made to accept the June SILC minutes made by Darrell Mattingly and Shannon Caldwell, second. No abstentions and no discussion. Motion carried unanimously.

Staff Report:  
The staff report was given by Dave Matheis. He began by providing a brief summary of the current year contracts for each Center. He announced that Independence Place has spent both contracts and they have a zero balance. He continued to announce that Disability Resource Initiative also has a zero balance and they expect to spend the consortium at the end of the month. **NEED HELP WITH DETAILS OF Center for Accessible Living (CAL) CONTRACT. – CAL - ?? ARRA funds – are expended. Might have troubles will not carry over past September 30th.** Dave informed the full council that CAL will purchase $4,000 worth of equipment for the satellite Independent Living (IL) Center in Murray, Ky. This was at the instruction of the SILC Executive Committee and will exhaust the American Recovery Reinvestment Act (ARRA) funds. Dave mentioned that CAL has also created a CyberCIL shell or template with the use of ARRA funds. He stated that as part of the Office of Vocational Rehabilitation (OVR) responsibilities, it is required that an on-site audit of the each Independent Living Center. OVR staff member, Linda Grubbs, Dave Matheis and Germaine O’Connell will conduct these audits. The next visit scheduled will be on September 29, 2011 at the Center for Accessible Living in Louisville, Ky. Germaine and Dave will distribute these findings and center responses to the full council before the December meeting and will be included in the SILC booklet. He then reported on the current SILC budget which is on page 9 of the SILC booklet. Dave said that the Executive Committee expressed interest in being more involved with the SILC budget. He reviewed some of the changes that OVR staff made regarding the SILC budget. These changes will reflect the true expenditures of the SILC. Some changes include the salaries which include staff salaries and per diems for the council. He said that the travel budget is in good shape and financial assistance includes the grant to pay the SILC Coordinator, Germaine O’Connell and the Office of the Blind will pay half of that support. Dave suggested that the Executive Committee begin discussing this in more detail regarding the changes of the SILC budget. Discussion was held regarding the travel and Mike Freholm why the travel was so large. Dave said that he discussed this with Mindy Yates of OVR Issue Mindy and Dave discussed and said that many of the meeting expenses come out of that part of the budget. Sandi Radford brought up the issue of the SILC possibly sending someone to the SILC Congress this year. Deborah Blake suggested that Sandi Radford be the one to go. Dave Matheis suggested that the SILC members take formal action regarding this. In was informed to the Council that the SILC Congress will be in January 2012 and the National Council on Independent Living (NCIL) Conference will be in July 2012. Jan Day also mentioned that Association of Rural Independent Living Conference is an excellent conference to attend and suggested sending a council member to that as well which is held in April 2012. Dave Matheis asked the SILC members to prioritize those conferences and prioritize those conferences because approval from the Cabinet is needed for out-of-state travel.

Chairperson’s Report:  
Sandi provided the Chairperson’s report in Mr. Cowan’s absence. She informed the council that the Chairperson’s report is on page 10 of the meeting booklet. She suggested that the council read the information submitted and speak with Mr. Cowan if they had any questions or concerns.

Committee Reports:  
Executive Committee:  
Sandi Radford presented on the Executive Committee report. She announced that the committee agreed to meet one month prior to the quarterly SILC meetings. This would allow the committee to become better organized and prepared for the full council meetings. Sandi began to explain the structure of the Executive Committee meetings. She stated the committee will review notes of the previous meetings and discuss old business topics at the beginning of their meeting. The bylaws were discussed at the Executive Committee and Sandi announced that the bylaws and proposed changes were included in the meeting booklet. The Executive committee decided that the Client Assistance Program (CAP) report should remain in the SILC booklets. She said the committee discussed new business topics such as the progression of the new Northern Kentucky site. She reported that members of the Executive Committee received two phone calls from individuals who reside in Northern Kentucky that said they were pleased with the services they have received there. She reported that funds were approved to purchase equipment for the Murray office. She also mentioned that the new SILC website was progressing and a shell has been produced but that the website is not ‘live’ which means not available to the public as of yet. It was suggested that staff look into other statewide Independent Living Council websites to get ideas for content. Darrell had a request that a discussion topic be included on the December agenda regarding ~~KyCash.~~ KyTASH. Lonnie agreed that they SILC should discuss the attendance to the SILC Congress. Germaine O’Connell shared some materials that were gathered by the Kentucky Preparedness group. She explained that this group represents all individuals with special needs including children and the elderly. She would like to discuss this further as a new business topic. Sandi continued to report the full council that the Executive Committee reviewed the September 2011 meeting agenda for SILC and approved it. A motion by who? (I don’t have this motion down in my notes – sorry)was made to accept the Executive Committee minutes as presented and Shannon Caldwell second. No discussion. Motion carried unanimously.

Nominating Committee:  
A brief discussion was held regarding the process of sending nominations to the Governor’s Office. Inquiries regarding this were clarified by Dave Matheis who explained that the Governor’s Office has the authority to appoint whomever they choose to the SILC and could bypass the SILC’s recommendations of potential candidates. Darrell Mattingly confirmed that this action has occurred in previous years. However, Dave reassured the Council that normally the Governor’s Office concurs with recommendations from the SILC and OVR. Questions arose in regards to the SILC bylaws and the number of members they require to be considered a full council. Dave stated the Governor’s Office has the authority to appoint as many or as little number of members they wish and can sometimes disregard the SILC bylaws. Dave explained to the council that the agency has been fairly fortunate as all current council members’ terms will expire in May but in different years. The Nominating Committee and the full council will want to get the nominations to the Governor’s Office in May 2012 so appointments will hopefully be in by June or July 2012. Discussion was held regarding the resignation process of the council. Germaine informed the group that under the proposal of the new SILC bylaws this will be more defined and can be discussed later on during the meeting. Council member, Elsie Speed asked for clarification about communication to the new SILC member when they have been appointed by the Governor’s Office. Dave stated the agency does not send a formal letter to the new appointed SILC members informing the individual that they have been officially appointed. In order to increase effective communication between the agency, SILC and prospective appointees, Elsie Speed recommended that the agency construct a formal letter from the SILC notifying individuals of their appointment status. Deborah Blake highly agreed with Elsie’s suggestion. Discussion was held regarding the construction of the letter and whether or not the SILC should keep potential candidates abreast of the appointment process from start to finish. Sandi Radford suggested that the Nominating Committee develop criteria for the letter and present to the full council at a future meeting. Deborah Blake commended Kimberly Parsley for developing a letter to send to new council members which congratulated them on becoming appointed to the SILC. No more discussion and no motion was made.

Standing Reports:  
SCVR:   
Dave Matheis provided the SCVR report. He announced that Lonnie Cowan is currently the SILC representative on the SCVR and recognized him for doing well with providing the Chairperson’s report at the June 2011 SCVR meeting. Dave stated that he appreciated the new members coming to the SILC/SCVR joint meeting and was pleased to have both councils meet and get to know one another. He continued to state that the SCVR hosted its Annual Employer Recognition Award Ceremony and it was a success with a great turnout from councils, staff and employers.

OFB Council report:  
Gay Pannell provided the Office for the Blind report in Ann Smits absences. She announced there are currently two new Independent Living counselors on board. Their names are Samantha Oldiges in Northern Kentucky and Nancy Harper in the Paducah area. The new councsleors have completed their training phase.

CENTER Reports:

**Yes, she is asking for more money for her Center. I would mention that**

**Marilyn Mitchell, Director DRI, requested an additional $30,000 in order to meet the needs of her Center and to restore funding to the previous level of 120,000. It was recommended by staff that Marilyn send a written request to OVR for any funds request and then that formal request would be acted on.**

The full council agreed to accept all of the standing Center reports as a full council. It was determined that no motion was necessary.

Sandi Radford mentioned to the Center Directors that the Executive Committee and SILC has requested that all Center formats be capable of being Braille. For example, charts will have to be omitted from the reports as it is difficult to transfer them to Braille and copy and paste them when making an electronic copy of the meeting booklet. Sandi suggested that the IL Directors discuss this at their next meeting and try to come up a format for reports and present to the SILC at the meeting in December 2011. Marilyn Mitchell of Disability Resource Initiative in Bowling Green submitted her report to the SILC. Elsie Speed made a motion to accept the report as an official document to the minutes. Deborah Blake second. No discussion. Motion carried unanimously.

In order for the SILC to have a quorum, Co-Chair, Sandi Radford officially swore in the new members by presenting the oath.

***New business:  
Review of the SPIL – Patricia Yeagar – DO YOU THINK WE CAN JUST REFER TO THE DOCUMENTS I DID AND ATTACH THEM? wanted to know the update on what has been going on with the SPIL – Increase activity with stakeholders: Goal 1 – more engaged. Got a SILC Coordinator and a new website. Patricia saluted the council. Office for the Blind – thank them for their present. New website. Goal 1: Sandi – credited the centers for promote themselves through comm. Outreach and connecting with other partners and seen improvement and serious issue there and drug on this year and get positive reports from people that have received assistance that they have in nky. Deborah – coming to the nky area, unserved and underserved area and asking questions about why there weren’t services and also like to mention pam and new satellite. Pam – IP developed satellite services in Ashland. Friends for life group. Also have the satellite area of service in Williamsburg. aRRA grant – morehead and paretnership with morehead university – friends for life group. Starting friends for life groups all over the place. Because of the arra grant been able to reach out. IP serves 17 counties in Cky. Weren’t getting out of Fayette county at all only when there was a request. Nky – ip received numerous calls from that are wanting services now not receiving calls. Veteran’s outreach going well. Jan Day – said the Center Directors have worked well with each other since Patrica has been there. Comment was well-received. Deborah Blake – given targeted specific populations – really helpful. GOAL 2: Increase effectiveness of SILC – Germaine O’Connell hired was good. SILC Coordinator real important – new orientation for new members got really good comments and positive feedback for next time. Each time we do something we are going to stronger – bylaws in the works as well (Deborah Blake) compare and contrast with other states’ bylaws. Very helpful. Germiane – please with EC, commitment from them and participating. EC is kind of getting off to a good start major step in the right direction. GOAL 3: Increase Advocacy – nky improving the lives of people in disability. GOAL 4: Increase - cybercil – Jan Day – shell of a template that we have gotten together but only a draft with some of the resources the CIL’s have given them. Look forward for them. Based on some information on c-fal. Open to hearing an alternative? Secondlife – virtual reality – 600 members already up. Virtual ability. Peer support. Infor referral – all kinds of classes. Center in Iowa. IL center. 1000 a year to have a spot and go sign up and have an avatar. 2 emails. Library room for medical information. Suggested. Person’s name and contact them and set all of this up and try to reinvent this themselves. VIRTUAL ABILITY.org working on this for screenreaders. Blind people involved in the program. Dave-Matheis – consoprtium needs to meet again and discuss the options.***

***Bylaws:  
sandi – important to discuss and improved. Changes to ones in your booklet. Start on page 103. Ec tried to consolidate and clarify the bylaws understand the business of the council. Procedure and process to address that issue. Try to make things consistant. Each change one by one and explain it. Changes are in italics – new stuff recommending. Old stuff line through it. Intro – SILC was never spelled out and using acronym throughout the document. Article 1: added name. Article 2 – functions changed – purpose of the council. Page 2: fixed lettering a lot of changes. crossed out some language. E – Sandra Goodwyn – suggested – ‘all meetings’ instead of regualry scheduled. Third page – crossed out – reabsorbed in all lettering. Sandra G – ‘d’ in determine(d) new number 2 page 106 – majority someone with a disability not employed by a state agency. Mandates the majority of the members meeting that criteria. Change lettering. Page 6 – ‘may’ to ‘shall’ recommendation to request regisnation. Arlicle of officers: Page: 7 – Benita Lind – good reason? Written notice for reason? Germaine – change? Elsie – sake of parliamentary procedure – objective have people come to meetings no avenue to give a rational as to why - some grievance policy to address that. There are reasons other than I didn’t want to come and legitimate reason and opening a can of worms. Germaine ‘ without an approved absense’. Develop culture take meetings seriously – a little subjective. Sandi – ‘unexcused absences’ e-mail or letter to chair (pat) and chair says excused absence. No more than ‘two unexcused absenses’ 2 out of 4? Make ‘unexcused’. Notify the chair in advance. Deborah Blake – some people just don’t happen. Mike Freholm – consecutive – all the ability to attend every other meeting – so you need to say 50% of the meetings – 2 per year – define it differently. Sandi ‘ 2 meetings and take out consecutive. Read it as it’s written – 2 unexcused absences regular meetings members send a written excuse the chair and they will determine if it is unexcused or excused. EC shall send written notice to request regisnation. Will make those corrections. Section E. page 7 wen tto section 6. Page 7: article 4: Officers: clean up langue to make more sense. Dave – issue – not got an official appoint on the scvr for Lonnie. Dave – inclined not to get them appointed byt the governor’s office. Office is appointed not the person. Chair couldn’t go have a designee to represent them. Deborah – remove commas. PAGE 8: Section: 4: Sandra G. –clarify the wording on number 5 term and meeting. Section 4 D: made more clear when things are supposed to happen re: officer term of office. Between everything is going on, this year we’ll have to have them in December. Change may to shall. Sandi Radford – overseen by ‘non-members’. ARTICLE 5: EC: no discussion. Standing Committees – Andrew saylor? Length of term for members on the standing committees – sandi – stay for two year terms. One serve on multiple standing committees – chair can appoint on standing committees. Non silc members on standing committees - serve 1 year. Present at September meeting – written ballot and nominations from the floor. Counted by non silc members – second committee is public awareness committee. No advocacy committee – 4 plus chair – website – public speaking – printed and electronic – brand new thing in the by laws. SPIL goals – increase awarenss iof SILC and IL service. EC – felt work on too major spil goals. Ad hoc committees can be created as well by the chair. Quorum 51% of membership will be quorum. SG – could one member be a quorum – send alonmg with the letter – date Monday – when – agenda – requesting stuff in writing - do all the electronically (nancy perry) Elsie – robert’s rules – majority votes – minority heards. Ec – policies and procedures – bringing to the full council to the next few meetings. Presented in September and take action in December. Elseie – palimatarian? – Germaine – no. Deborah Blake – obtain and palimentarian. Discuss many times. In process. Voting on these in December (sandi). Confur with attorney? – dave. Sandi – yes. Question with forum and send to them via e-mail and snail mail once we get answer to that question. Benita – in addition to question to quorum – receive entire by-laws by e-mail and snail mail and view one more time before we vote on it in December in addition to to the booklet….send it out in the book. Pam made a motion to APPROVE CHANGES AND TO TAKE FINAL VOTE ON BY-LAWS AT THE DECEMBER MEETING~~accept the bylaws and changes~~. Shannon second it. No discussion. Motion carried unanimously.***

***SILC Congress: sending a member. Ec – prioritizing congress. Motion for ec to undertake the prioritizing elsie speed to take action on the business item. Pam second. No discussion. Motion carried unanimously. Dave M. 30 days in advance who it is and work on out of state before the December meeting. Ec in November staff can work on out of state approval.***

Preparedness Committee:  
Elsie Speed made a motion to the council that the discussion regarding the Preparedness Committee be tabled until the next meeting in December 2011. SECOND? Debbie No discussion. Motion carried unanimously.

Public Comment:  
No public comments were made.

Meeting Date and Location:  
Wednesday, December 7, 2011  
The staff will attempt to reserve meeting space and lodging rooms at the:  
Hampton Inn, Frankfort, KY  
Meeting details will be sent to the SILC and IL Director’s at a later date.

Motion to adjourn:  
Elsie Speed made a motion to adjourn the meeting at 12:08pm. Nancy Perry, second. No discussion. Motion carried unanimously.