

Statewide Independent Living Council (SILC)
November 5, 2006
Sandston, Virginia

DRAFT

Membership Present:

Tim Edwards, Marcia Dubois, Lewis Atkins, Jeff Pittman, Susan Prokop, Jenny McKenzie, Celestine Walker, Alan Schlank

Ex-Officio Membership Present:

Theresa Preda – Department of Rehabilitative Services (DRS)

Membership Absent: Stan Feuerberg, Sheila Cox-Combs, George Hubbs, Stephen Joseph, Philip Sieck, Doug Small, Bill Ward, Jane Ward Solomon – Department of Blind and Vision Impaired (DBVI)

Staff Present: Lisa Grubb, Stacey McKenna

Scheduled Guests: Gwen Gillenwater, Jessica Rouse

Chairpersons Comments

Chair Tim Edwards opened the meeting at 9:23 a.m. by welcoming everyone to the business meeting of the Statewide Independent Living Council. Edwards expressed his thanks to the Council for their hard work participating in the Strategic Plan Snapshot process.

Induction of New Executive Committee

Lisa Grubb performed a formal induction of the new Executive Committee.

- Tim Edwards – Chairperson
- Marcia DuBois – Vice-Chair
- Lewis Atkins – Secretary
- Jeff Pittman – Treasurer

Induction of New Members

Chair Edwards noted that new appointees have not been made yet this year; therefore there were no new inductions. Susan Prokop recommended that Edwards meet with the Secretary of the Commonwealth to discuss the needs of the Council in order to help identify new candidates for the Council. Edwards agreed. Edwards noted that Bill Ward has agreed to continue to serve on the council until the new appointments are made.

Welcome and Introductions

Chair Edwards expressed his thanks to Pittman, Atkins, and DuBois for agreeing to serve on the Executive Committee and noted that DuBois is new to the Executive Committee.

Chair Edwards asked the Council to keep Ex-Officio Member Jane Ward Solomon in their thoughts. She sent her regrets for not being able to attend. Chair Edwards also asked the Council to continue to keep Philip Sieck and his wife in their thoughts. Additionally, Chair Edwards noted that Stephen Joseph could not be present this week and asked the Council to keep the Joseph family in their thoughts.

Chair Edwards indicated that he hoped the Council members were enjoying their new SILC tote bags, nametag and pen. These items were purchased by the SILC as a thank you to members for

participating in the strategic planning event. It was suggested that members use their nametags when attending other meetings, in addition to wearing it at all future SILC meetings. He indicated that anyone interesting in receiving business cards should contact Lisa Grubb.

Chair Edwards recognized Jeff Pittman for receiving a second place Reintegration Award from the pharmaceutical company, Eli Lilly. The Council congratulated him.

Chair Edwards recognized Susan Prokop for receiving the 2006 James B. Hunter Human Rights Award: Arlington Street People's Assistance Network (A-SPAN). The Hunter Award recognizes sustained commitment and outstanding accomplishments in the area of human rights made in Arlington County by an individual, community group, non-profit organization or business. The Council congratulated her.

Chair Edwards recognized Jenny McKenzie for being featured in the *Empowered Women's International* Newsletter. The Council congratulated Jenny and a copy of the newsletter was passed around for everyone to read.

Public Comment

Chair Tim Edwards opened the floor for public comment. There being no public comment, Edwards closed the floor.

Secretary's Report

Secretary Lewis Atkins opened the floor to discuss draft minutes from July 2006 Council meeting. The following discussion occurred.

Susan Prokop indicated that she had sent suggested revisions previously to Lisa Grubb via e-mail. Lisa Grubb informed the Council that the budget items in the draft Council minutes were not bulleted properly and therefore did not appear to add correctly. Corrections will be made in final minutes.

Lewis Atkins moved to accept the minutes as corrected. Susan Prokop moved to second the motion. There being no further discussion, the motion passed unanimously.

Treasurer's Report

Chairman Tim Edwards reported that the Executive Committee had approved to appropriate funds for an additional attendee to attend the SILC Congress in January. The additional attendee will be Susan Prokop, Immediate Past Chair. Edwards indicated that funds are available because one person did not attend NCIL as appropriated. Lisa Grubb confirmed that the SILC Congress will be held January 12-15.

Treasurer Jeff Pittman reviewed the 2006 closeout report with the Council. A copy of the report was provided to each Council member at the meeting. Pittman reiterated that the FY 2006 carryover amount for the CILs was due to a vacant CAS position at Access Independence. This amount, plus the amount of SILC Administration carryover, resulted in a total carryover amount of \$20,047.96 in the Fiscal Year 2007 budget.

Pittman also informed the Council that the cost for the Snapshot session was negotiated to be \$700 per day plus travel expenses.

Additionally, Pittman reviewed the 2007 budget report with the Council. Per the report, there was a budget adjustment related to SILC administration costs for the Snapshot session that were appropriated but not used in 2006. Those amounts are being used to cover the Snapshot session that occurred just prior to this Council meeting. He informed the Council that the budget adjustments

for each CIL (\$21.98) were rounding figures, used to arrive at a budget amount of \$24,200 per Center for Independent Living (CIL). There was discussion about paying the CIL's \$20 each to include a one-page SILC newsletter within their CIL newsletter.

Lewis Atkins moved to give \$20 to the CIL's as a thank you for including SILC news in their newsletter. Susan Prokop moved to second the motion. There being no further discussion, the motion passed unanimously.

Marcia DuBois moved to approve the close-out report and budget as presented. Celestine Walker moved to second the motion. There being no further discussion, the motion passed unanimously.

Susan Prokop reported on the status of the SILC's ability to fundraise. She reminded the Council about the creation of the Statewide Independent Living Fund (SILF) as of July 1, 2006 as a separate account in the State Treasury. The SILF now provides a vehicle into which donations, grants and contributions can flow. However, the SILC is restricted from fund-raising because they are unable to use federal funds to raise money. Prokop is working with legislators exploring ways to get money into the fund. She is currently waiting for authority from the governor to solicit donations. Jeff Pittman suggested trying to get the SIL Fund added to the list of charitable organizations on the Virginia tax form. He also suggested looking into fundraising through the Department of Motor Vehicles and the sale of vanity plates. Prokop reiterated that we are trying to get a modest appropriation into the SIL Fund that could be used to attract other money. We need authority from the governor to do this. Lisa Grubb informed the Council that money donated to the SIL Fund is not tax-deductible since we are not a 501(c) (3). Pittman suggested that donations could be sent to a foundation (like the Stambaugh Foundation) that is a 501(c) (3), and then we could partner with that foundation.

Chair Edwards encouraged the Council to include the Department of Rehabilitative Services (DRS) in communication efforts to secure funding, since they are our fiscal agent.

Lewis Atkins moved that the Council allow Susan Prokop to continue to pursue seed money through the Governor's office. Jenny McKenzie moved to second the motion. There being no further discussion, the motion passed unanimously.

Chair Edwards indicated that he plans to write a personal check into the Fund in order to check the processes for getting money into and out of the Fund. Checks should be made payable to the "SILC", and sent to Lisa Grubb. Grubb will code and send to DRS.

Marcia DuBois was asked if checks could be written to VACIL to be used as pass-through funding. DuBois will look into this.

Committee Reports

Chair Tim Edwards opened the floor for Committee Reports.

Operations Committee

Committee Chair Sheila Cox-Combs was unable to be at the meeting, therefore no report was presented.

Consumer Education Committee

Chair Edwards announced that Lewis Atkins is the new chair of this committee. Marcia DuBois was thanked for previously serving as the committee chair.

Committee Chair Atkins shared the following:

The Committee unanimously approved the draft minutes from the July 2006 meeting. Further discussion included asking the CIL's to include one page of SILC news in their CIL newsletters. Additional discussions included the definitions of unserved and underserved. The Committee talked about their part in the Snapshot.

Consumer Services Committee

Chair Edwards announced that Jeff Pittman is the new chair of this committee. Bill Ward was thanked for previously serving as the committee chair.

Committee Chair Pittman along with Celestine Walker shared the following:

The Committee unanimously approved the draft minutes from the July 2006 meeting. The committee informed the Council that they are awaiting receipt of outstanding 704 reports. Additionally, Jeff Pittman requested that the Chair recommend additional committee members due to the workload of the committee. Lisa Grubb offered to provide Chair Edwards with a list of members for each committee. Susan Prokop offered to be on the committee. There was some discussion about the current By-laws requiring a Council member to serve on no more than two committees. Lewis Atkins requested that the Operations Committee look into the By-laws. Chair Edwards agreed to ask them to do this. Susan Prokop reminded the Council that the committee structure will change with the new State Plan for Independent Living.

Youth Committee

Due to the absence of committee chair Stephen Joseph, no report was shared.

Special Reports

Chair Edwards opened the floor for Special Reports.

Full reports may be obtained by contacting SILC Executive Director Lisa Grubb at 804.897.7228 or VirginiaSILC@comcast.net

Community Action Specialist (CAS) Review Team

CAS Review Team Lead Susan Prokop shared the following:

The team met and reviewed the CAS group goals. Due to CAS contract modifications, goals had been reduced to one, however Maureen Holliwell indicated that many CAS were interested in pursuing both goals. Housing, transportation, employment and voting are significant recurring issues. There was discussion regarding holding public forums at the CIL's for garnering feedback on the State Plan for Independent Living (SPIL). The possibility of video-conferencing was discussed. The committee will proceed with existing meetings to discuss the SPIL. CAS were asked if they could help out with SPIL goals. Maureen Holliwell indicated their plans to work on Goals 1, 3 and 7. The committee expressed its interest in coordinating the next SILC quarterly meeting with Independent Living (IL) Day, to be held on February 7, 2007. They are plugging along with the CAS contract as modified and a report will be produced at the end of the fiscal year.

Virginia Assistive Technology Report (VATS)

SILC Representative Celestine Walker shared the following:

A written report was included in the meeting packet.

Celestine Walker gave a brief update about the Virginia Assistive Technology Advisory Council and the Foundation for Rehabilitation Equipment Endowment (FREE). Walker informed the Council that assistive technology equipment can be donated at Goodwill locations.

DBVI Rehabilitation Council, George Hubbs

No report submitted.

Rehabilitation Council (SRC), Philip Sieck

No report submitted.

CAS Report

A written report of the CAS Coordinator was distributed.

Susan Prokop indicated that CAS specialists and others participated in leadership training at the Independent Living (IL) Conference. The report outlined the local issues that will be focused on in the upcoming year. The Lynchburg Area CIL was asked to go back and reevaluate its intention to advocate for reinstatement of the General Relief Program since they did not feel that an IL Council should be supporting this effort. Susan Prokop expressed that the CAS groups had done a very fine job identifying and conducting projects to expand community awareness of CAS issues. Theresa Preda stated that it was impressive that 21 CAS members participated in the IL Conference.

Olmstead Report

SILC Staff Lisa Grubb and DRS Ex-Officio Member Theresa Preda shared the following:

A report was included in the meeting packet. The implementation team has developed a strategic plan. Lisa Grubb and Theresa Preda will be taking a leadership role. Theresa Preda will lead a small group on employment, and Lisa Grubb will lead small groups on housing and transportation. The next meeting will be held in December and quarterly thereafter. They are trying to look at measurable goals for Olmstead, specifically related to moving people out of institutions. There was some discussion regarding emergency preparedness and whether all shelters are currently accessible.

Consumer Family and Participation Fund

SILC Staff Lisa Grubb shared the following:

A report was included in the meeting packet.

This fund was contracted through the Virginia Board of People with Disabilities by the Independence Center of Northern Virginia to provide money for people with disabilities and their family members to attend training. The contract had expired, but was extended. They have sought additional funding that will be reported on at future meetings. The Virginia Association of Centers for Independent Living received approval for attendance at the statewide IL Conference.

Virginia Association of Centers for Independent Living (VACIL) Report

CIL Representative Marcia DuBois shared the following:

Marcia DuBois expressed appreciation to the SILC for their support of the IL Conference and asked the DSU representatives to pass along a thank you to the Commissioner for the overwhelming support that he gave. It was great to see so many SILC representatives and people from the Designated State Unit (DSU) at the Conference. Turnout from CILs and CAS co-chairs and CIL boards was great.

VACIL has completed their Fall Strategic Plan and discussed the upcoming SPIL and their legislative agenda. DuBois informed the Council that Kim Schick, the Executive Director for Access Independence, will be resigning at the end of January. She asked the Council to contact her if they had any replacement recommendations.

Virginia Housing Development Authority (VHDA) Advisory Board
Executive Director Lisa Grubb shared the following information:

Distributions from the most recent Advisory Board meeting were included in the meeting packets. These included maps of projects in process and completed projects that the VHDA is working on, a copy of a Universal Design Toolbox that is being distributed to contractors and a picture of a ruler indicating that four inches is the difference between making a door accessible or not accessible. She indicated that they are trying to educate and get contractors involved in universal design. Lisa suggested to VHDA that they should also be working on educating consumers. Jenny McKenzie recommended contacting the American Architectural Association. Susan Prokop indicated that some work is already being done by Virginia's Department of Professional and Occupational Regulation. Susan Prokop suggested collaborating with the Virginia's Department of Professional and Occupational Regulation.

Money Follows the Person (MFP)

Executive Director Lisa Grubb shared the following information:

A report was included in the meeting packet.

Lisa Grubb informed the Council that she is on the grant steering committee and that there is a total of \$1.75 billion to be awarded to states for transition services. Grants will be awarded January 1, 2007 and will run through September 30, 2011. Application must come through the Virginia Department of Medical Assistance Services. There is no minimum or maximum amount that can be awarded per state. Lisa Grubb clarified that MFP refers to a system of flexible financing for long-term services of support that enables available funds to move with an individual to the most appropriate and preferred setting as the individual's needs and preferences change. An individual must be in an institution-based setting for a minimum of six months before applying and must be moving out to a qualified residence. Lisa Grubb discussed the targeted population. The projected number of individuals to transition is a minimum of 350 individuals per year, for four years. She asked the Council to support a letter of support to the Virginia Department of Medical Assistance Services Office of Community of Integration for People with Disabilities and other partner in the Commonwealth's application to the Centers for Medicare and Medicaid services for the Money Follows the Person grant.

Susan Prokop moved that the Council approve a letter of support for the grant. Jeff Pittman moved to second the motion.

The floor was open for discussion. Susan Prokop asked for clarification, which Lisa Grubb provided, that the letter would be going to the department of DMAS. There was some discussion regarding the number of people being released from institutions. Marcia DuBois discussed that the CILs are working on a grant with the Virginia Board for People with Disabilities. This is an outreach grant where they are going into the Medicaid funded nursing homes in Virginia to identify people who want to get out and providing them with information regarding that process. They are attempting to identify the barriers to getting out.

There being no further discussion, the motion passed unanimously.

Independent Living Conference

Chair Tim Edwards, Lisa Grubb, Jeff Pittman, Doug Small and Susan Prokop attended.

Chair Edwards indicated that the 2006 Independent Living Conference, Dynamic Disability Leadership was an enormous success. The SILC presented a workshop on the State Plan for Independent Living. He shared the results of the workshop evaluations, which were all very favorable.

Disability Commission

A report was included in the meeting packet.

Lisa Grubb attended the meeting on behalf of the SILC and shared with the Council the emphasis on outcomes. She emphasized the importance that the SPIL be outcome based. Lisa Grubb shared with the Commission that the SILC receives Part B funding, and if the SILC didn't exist, the state would not benefit from that award.

Workforce Development

A report was included in the meeting packet.

Susan Prokop reviewed the documents from the Governor's Economic and Workforce Development strategic planning process. Susan Prokop attended a meeting in Northern Virginia and followed up with a letter to the Office of the Secretary of Commerce and Trade advising that in crafting their strategic plan for Virginia's workforce that they include people with disabilities in their consideration.

Marcia DuBois moved that the Council accept the special reports. Lewis Atkins moved to second the motion. There being no further discussion, the motion passed unanimously.

Snapshot Strategic Plan Overview

The Council met for two days prior to the quarterly meeting to develop a strategic plan for the Council.

The Council drafted the following Vision Statement:

Virginia Statewide Independent Living Council: The Commonwealth's catalyst for inclusion of people with disabilities.

The Council drafted the following Mission Statement:

The Virginia Statewide Independent Living Council will promote policies, programs and activities to maximize independence of people with disabilities by:

- Developing, monitoring, reviewing and evaluating the State Plan for Independent Living,
- Supporting and expanding the state network of Centers for Independent Living,
- Creating a culture for full integration and independence,
- Advocating systems of change for full access and equality in community life,
- Educating policy makers and stakeholders about the importance of independent living,
- Developing a strategy for collaboration among stakeholders in the disability community,
- Leading to full inclusion and independence in the Commonwealth.

Susan Prokop moved that the Council adopt the vision and mission statements. Lewis Atkins moved to second the motion. There being no further discussion, the motion passed unanimously.

The Council discussed the desire to create a Physical Plant Ad-hoc Committee. The Council office is currently located in the Executive Director's home. A committee consisting of Chair Edwards, Jenny McKenzie and Theresa Preda, was formed to explore options.

Additionally an Ad-Hoc Community Relations Committee was created. Susan Prokop and Alan Schlank were appointed to the committee.

State Plan for Independent Living (SPIL) Work Session

Susan Prokop discussed plans for carrying forward with SPIL development. A one-page summary of the broad, generic goals will be created to distribute at public forums. The council will engage Gwen Gillenwater to assist in community outreach. The Council discussed the following SPIL goals: garnering input for new CIL's, voter education and registration, carrying out goals in community integration, providing for ongoing strength of the SILC and creating assessment tools for developing a comprehensive picture of Virginia's disability population. Susan Prokop indicated that she will look forward to the results of public outreach. Chair Edwards welcomed Gwen Gillenwater aboard and thanked her for her time and effort. Lisa Grubb encouraged Council members to participate in the public forums. Theresa Preda recommended that Chair Edwards write a letter to the entire Council reminding them of the importance of their participation. Edwards agreed.

Old Business

Chair Tim Edwards opened the floor for old business.

Lisa Grubb provided a brief FOIA update. She informed the Council that the Electronic Meetings Subcommittee of the FOIA Council will be holding a meeting on Wednesday, November 8, 2006 at 2:00 p.m. in the Speaker's Conference Room, Sixth Floor of the General Assembly Building. Lisa Grubb will attend. She also reminded the Council that they are not willing to make changes to the physically present quorum and that requests cannot be based on fiscal need.

Additionally, there was some discussion about 704 Reports. Marcia has in her possession a hard copy of the aggregate data for all CIL's and will send it to Lisa Grubb.

For SPIL planning, the Council agreed to use existing '05 data, since the '06 data will not be available until January 2007.

New Business

Chair Tim Edwards opened the floor for new business.

- Virginia Commonwealth University (VCU)'s grant application for a disability business technical assistance center was not approved. The SILC received a thank you for the support letter they provided.
- Members were reminded that Conflict of Interest training must be completed every two years. Chair Edwards requested that all members complete the training no later than December 31, 2006.

Upcoming Events

Chair Tim Edwards opened the floor for announcements of upcoming events.

- Edwards shared that there will be a Partners in Policymaking meeting in Richmond November 17-18, 2006. Lisa Grubb will be presenting an overview of the Council on November 17 at

7:45 p.m. She asked if anyone would like to assist. Jeff Pittman suggested that she personally invite George Hubbs to assist since he is a resident of Richmond.

- Lisa Grubb shared information regarding the Department of Rail and Public Transportation (DRPT) Program. She informed the Council that she has a grant application and invited members to contact her if interested.
- Additionally, Lisa Grubb shared with the Council an article from the *Community Weekly* newspaper from Chesterfield County, focusing on parking in handicap spaces.
- Chair Tim Edwards informed the Council that they are invited to attend the 3rd annual Juried Exhibition Sale November 10-11 at Resources for Independence Living. This exhibition showcases artwork done by individuals with disabilities.
 - Jenny McKenzie expressed that she had tried to contact the center regarding showcasing her artwork and was having trouble getting a response. Marcia DuBois offered to follow-up on this.

Council Chairperson Tim Edwards opened the floor to discuss the upcoming 2007 meeting schedule.

2007 Council Meeting Schedule:

February 8-9

This will allow Council members to attend IL Day on February 7 in Richmond. The SILC has agreed to pay for travel and lodging costs on the evening of the 7th and 8th only. Travel is not approved for the 6th. The SILC will try to hold a public forum at the end of IL Day on February 6. Gwen Gillenwater suggested using a hearing room at the General Assembly for the public forum. Theresa Preda and Gwen Gillenwater were asked to work with Lisa Grubb to find a room for the forum.

Jenny McKenzie moved that the Council approve these meeting dates. Lewis Atkins moved to second the motion. There being no further discussion, the motion passed unanimously.

April 11-12

Susan Prokop moved that the Council approve these meeting dates. Jeff Pittman moved to second the motion. There being no further discussion, the motion passed unanimously.

Location: Lynchburg

Lewis Atkins moved that the Council approve the meeting location. Jenny McKenzie moved to second the motion. There being no further discussion, the motion passed unanimously.

Lisa Grubb discussed with the Council the benefits of having the meetings within the hotel on the day of the committee meetings so Council members do not have to arrange transportation to and from the meeting site to be at different committee meetings. She suggested that the Council ask the local CIL to host a reception if the meetings are held at the hotel so Council members can tour the CIL.

June 20-21

The meeting will be held slightly earlier this year so the Council can meet the SPIL deadline.

Lewis Atkins moved that the Council approve these meeting dates. Jeff Pittman moved to second the motion. There being no further discussion, the motion passed unanimously.

Location: Harrisonburg

Jeff Pittman moved that the Council approve the meeting location. Lewis Atkins moved to second the motion. There being no further discussion, the motion passed unanimously.

July 13 - CAS Review Meeting

Location: Department of Rehabilitative Services

Since CAS reports are due on July 15, the Council agreed to have a separate CAS review meeting on July 13, late in the afternoon, at DRS.

Susan Prokop moved that the Council approve these meeting dates. Marcia DuBois moved to second the motion. There being no further discussion, the motion passed unanimously.

October 17-18

Jeff Pittman moved that the Council approve these meeting dates. Susan Prokop moved to second the motion. There being no further discussion, the motion passed unanimously.

Location: Danville

Lewis Atkins moved that the Council approve the meeting location. Marcia DuBois moved to second the motion. There being no further discussion, the motion passed unanimously.

Designated State Unit Address

No report.

Meeting Close

There being no further business, Council Chair Tim Edwards adjourned the meeting at 1:56 p.m.

Lewis Atkins moved that the Council adjourn the meeting. Marcia DuBois moved to second the motion. There being no further discussion, the motion passed unanimously.

Respectfully Submitted

Stacey McKenna, Executive Assistant