

DRAFT (To be submitted at 4/15/16 FCM)

New York State Independent Living Council
Full Council Meeting
November 13, 2015
Minutes

Council Members present: Henry Nixon, Marc Rosen, Luis Gutierrez, Shelley Klein, Zach Garafalo, Chad Underwood, Susan Gray, David Whalen, Lindsay Miller, Helen Fang, Sue Hoger, and Joe Bravo. Ex-Officio (non-voting) members: Julie Cardone and Bob Gumson. Members participating via conference call: Sue Ruff and Martin Abril.

Sue Ruff and Roger Benn submitted proxies in advance of the meeting. Zach Garafalo was the voting proxy for Sue Ruff and Susan Gray the voting proxy for Roger Benn.

Staff: Brad Williams and Patty Black.

Open Forum: No speakers

Executive Director's Report

The report was in the packet. Brad highlighted the cumulative annual hits the NYSILC website during the past year, which was 303,165. From number, 180,851 were from IP addresses in the United States. This meant that the remainder were from IP address from other countries. The report generated from the technology vendor listed the top twenty-five countries. However, the top three countries were the Ukraine 44,107, Philippines 8,175, and Brazil 7,825. The heaviest months for activity took place in July and September.

The council then discussed major goals and deliverables for 2016 and identified:

- Leadership Development and Civic Engagement Program (LDCEP) and Campaign
- SPIL Development/Approval 2017-2019
- Consumer Satisfaction Survey Process for Next Cycle
- Data Interface/Warehouse Project
- WIOA Regulations/Roll Out

There were no questions related to the NYSILC quarter contract for July-September 2015 in the SILC monitoring document.

Brad reported to the council that the hotel booked the previously agreed upon April 2016 dates of Orientation for New Members in April 14th and 15th. The 14th was to be the new member orientation and the 15th the draft SPIL review and approval. The council decided to have Brad inform the hotel that April 7th and 8th would work.

NOTE: By the end of the meeting, the original dates of April 14th and 15th opened back up. The original dates were secured.

Treasurer's Report

The materials were in the in packet. Brad reviewed highlights of quarterly fiscal report for July to September 2015 for Sue Hoger. It was approved by the Finance Committee. Total revenues exceeded expenses for the quarter by \$1,093 and for the year by \$3,432. Fee for service revenue related to consulting. Yearend net revenue at \$3,432. Compared to budget, this is \$4,868 less than projection. This is due to unrestricted donations being \$2,797 less than projected during the

challenges of a SPIL formulation and needs assessment year and the contract being unexpended by \$3,116. Contractual line up due to budget modification and need to accommodate MWBE technical writers. Dues/Subscriptions/Sponsorships up due to a conference sponsorship. Tom Hosey our CPA sent the audit engagement letter, which needs to be signed by Brad and Treasurer Sue Hoger. Next year, we will have to send out our CPA scope of services to engage our current firm and others for the next five-years.

Executive Committee Report:

The minutes were in the packet. At the most recent meeting, November 6th, the council discussed the health/dental commitment for 2016, SILC Congress, and Brad's performance review. In terms of the Inclusive Workforce Alliance, Chad Underwood and Sue Ruff attended meeting in Albany. John Allen provided a summary of Employment First. It included increasing the employment rate of people with disabilities by 5%, decreasing the poverty rate by 5%, engaging 100 businesses, establishing formal baselines for what employment means by early 2016. Another idea included: what if every state agency hired two people with disabilities and that policy eventually trickled down to vendors? Currently, there isn't a 55B coordinator and transportation will continue to be an issue. A conference is set for Monday, December 7th in Albany (sponsored by New York State Rehabilitation Association).

The chair took a moment to identify that a quorum was present at the meeting. Twelve physical voting members, plus one voting member participating via conference call (who submitted a voting proxy) and another voting member not present who submitted a voting proxy.

The chair announced the close of nominations for NYSILCs two-year officer positions. Chad Underwood announced the slated of officers proposed to start in January 2016:

- Chair: Sue Hoger
- Vice Chair: Joe Bravo
- Treasurer: Roger Benn
- Secretary: Zach Garafalo
- At-Large: Sue Ruff

Lindsay Miller made a motion to accept the 2016 NYSILC officer slate. Marc Rosen seconded the motion. All approved. Motion carried.

Review and Approval of Full Council Meeting Minutes from September 18, 2015

The chair went back to the review and approval of the full council meeting minutes of September 18, 2015. Dave Whalen made a motion to accept the minutes as presented. Susan Gray seconded the motion. All approved. Motion carried.

Committee and Subcommittee Reports

- ACCES-VR State Rehab Council Report (Chad Underwood): They are looking to do new RFP in January 2016. Decisions will be announced in April 2016 and projects launched in January 2017. Focus will be on career and work readiness and youth employment.
- ACCES-VR Report (Bob Gumson): First, the state contracts for centers in our IL network ended September 30th. State centers are operating on their own going forward until the contract issue is resolved between the State Education Department contracts team and the Office of the State Comptroller contract team. Some questions were raised about a field memo sent out by Kevin Smith's. Bob responded that they can't execute contracts until the Comptroller's Office says you can execute single source contracts. Center's contracts were amended last year to give them more money. Some centers still don't have their amendments approved. Second, SED released an RFP model to put two full time peer IL specialists in two

ACCES-VR offices (upstate and downstate). Peers will conduct group trainings for consumers and group trainings for ACCES-VR staff. The RFPs due in mid-December. Third, a very preliminary proposal was developed for disconnected youth for a peer mentoring employment model. Materials came from the Institute for Educational Leadership's National Collaborative on Workforce Development/Youth, YOUTH POWER! and NYAILs nursing home peer model. Fourth, ACCES-VR is working to secure \$60,000 per year so NYSILC can have a third staff position. Fifth, ACL released a policy brief on the role of Designated State Entities (DSE) and their administrative roles.

- New York State Commission for the Blind (Julie Cardone): NYSCB started the process for their consumer satisfaction survey for the independent living service. This will include services for vocational rehabilitation. The commission is holding State Plan Forums across the state, some include the option of telephone. Some questions raised about services to older blind adults and the homemaker program.

Alan Krieger of Krieger Solutions reviewed the Executive Summary findings from the 2015 NYSILC Statewide Needs Assessment. He also identified the major sections and attachments in the report and fielded questions. The needs assessment report is available online on the NYSILC website at: <http://www.nysilc.org/images/NeedsAssesFinalRep.doc.pdf>.

Recognition of NYSILC Members Terming Off the Council

Brad Williams made personal comments about the commitment of all four council members. They were all presented with a plaque to recognize their service.

- Lynn Drucker: Lynn was chair of Personnel Committee, Developed Committee and Recruitment Committee.
- Susan Gray: Susan was Vice Chair of NYSILC, Member-at-Large, Chair of Outreach, and a member of Public Policy. She help to operationalized youth and young adult sponsorships.
- Dave Whalen: Dave was Chair of Emergency Preparedness and a Finance Committee member.
- Julie Cardone: completed almost five years with the council; member of the Executive Committee and a member of the Outreach and Emergency Preparedness Committees.

After the lunch break, Chad Underwood facilitated an hour-long call with eight of the ten Capacity Building Independent Living Center Opportunity (CBILCO) grant programs. The took turns briefly describing their unserved/underserved target populations, what they have been able to accomplish with their programs to date, what they are looking to do next, potential barriers, and what progress they have made so far related to self-sustaining activity.

Committee and Subcommittee Reports

- SPIL Committee (Brad Williams for Sue Hoger): Brad summarized the public input and needs assessment priorities. They were pulled together by a temp worker and then reviewed by Brad. Some highlights include:
 - LGBTQ people with disabilities, especially youth (34%). Need to prevent suicide/depression. Male and female veterans with disabilities. Seniors with disabilities. Hispanic/Russian/Asian populations with disabilities.
 - Affordable, accessible housing. Transportation. LGBTQ community with disabilities and need for a project to raise awareness/outreach. Overwhelming support for statewide systems advocacy network. Support for IL statewide conference and NYSILC.
 - Centers need more resources, funding to assist with employees and better salaries. Talk about improving awareness and visibility of centers.
 - No strong support for CBILCO grants (no opposition). Some opposition for IL FFS and projects carried over from previous plan (coaching, DVRN, SSP).

- Address DSE issue.

Committee and Subcommittee Reports (Continued)

- Needs Assessment Committee (Sue Ruff): Stated earlier, but as much as we tried to simplify the questions, it was still very difficult for some people with developmental disabilities to complete the survey. Additionally, multiple surveys were being distributed during the time NYSILC was circulating ours. DDPC survey related to their state plan and aging survey related to their needs assessment. This contributed to the decrease in participation.
- Database Workgroup (Chad Underwood): Chad just noted that the product description is held up with ACCES-VR. As a result, the work group met with a potential vendor at the last meeting. They will pull together a potential proposal related to a yearend pilot project based on Net CIL users and the overall product description.
- Development (Brad for Lynn Drucker): A new committee chair will be needed for 2016. Also, she believes that development should be a full committee (not a subcommittee). Last meeting was in early November. The 2015 yearend appeal letter will go out next week. Year to year progress good. We are at 75% of the 2015 goal going into the yearend appeal. Brad is finalizing the LDCEP draft proposal with the ADG group to have a finished product to utilize going into 2016. Chad would like potential names interested in being the new chair of development.
- Recruitment (Brad for Lynn Drucker): Nothing new. The Regents item for our 7 new members has been submitted by ACCES-VR.
- Public Policy (Brad for Shelley): Considered a SPIL authority related to statewide systems advocacy and leadership development. New requirement based on changes made by WIOA.
- Youth Leadership Subcommittee (Zach Garafalo): Between 5 – 10 youth and young adults from centers across the state have been recruited. Next steps are to determine what direction they want to move committee in. We will do research about priorities of NCIL, Youth Caucus and other SILC Youth Committees.
- Emergency Preparedness Subcommittee (Dave Whalen): Dave gave his final report related to his various activities. Most recently, he raised awareness about Disability Education and Awareness for Municipalities.

Meeting adjourned.

Minutes: Patty Black and Zach Garafalo.