

## NYSILC Committee Structure

		Executive Committee	Personnel Committee		
Public Policy Committee	Development Committee	Finance Committee	Monitoring and Evaluation Committee	Recruitment Committee	State Plan Committee
Emergency Preparedness Subcommittee					Consumer Satisfaction Survey Subcommittee
Youth Leadership Subcommittee					Database Work Group
					Needs Assessment Committee (NAC)

## NYSILC COMMITTEE DESCRIPTIONS

### Executive

Executive Committee: Elected officers of the council plus the two DSU liaison members. (See By-Laws)

Chair: Aaron Baier

Meets: second Friday each month at 11 am. Officers of council plus representative of DSE (ACCES-VR).

### Standing Committees

Personnel Committee: (As convened)

Acting Chair: Brad Williams.

Meets: as needed/when called.

1. Purpose:

To advise NYSILC on human resource issues.

2. Membership: Approximately three to five members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

a. To periodically review NYSILC's Personnel Policies and make recommendations to the full council.

b. To provide technical assistance to the Executive Director on personnel issues.

c. To serve as a step in the NYSILC Grievance Procedures (Section 7-2 Step II) as defined in the Personnel Policies.

d. To review new positions or changes in current positions that impact job descriptions and potential for compensation and provide recommendations.

e. Other related duties as consistent with the purpose of the committee.

Engagement/Public Policy Committee:

Chair: Aaron Baier

Meets: third Thursday each month at 1 pm.

1. Purpose: To identify, support and promote issues faced by New Yorkers with disabilities prioritized by the statewide needs assessment and stakeholder agendas.

2. Membership: Approximately seven to ten members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To review the annual agendas of the New York Association on Independent Living (NYAIL) and National Council on Independent Living (NCIL) and determine the level of support for each agenda, including priority issues and the right to oppose specific issues.
- b. To recommend a course of action to NYSILC regarding statewide systems advocacy for issues, letters of support, decisions to sign on to petitions and other matters impacting the Independent Living network and the lives of New Yorkers with disabilities consistent with NYSILC's mission.
- c. To advise NYSILC on and to encourage the growth of the Leadership Development and Civic Engagement Program (LDCEP) platform.

4. Goals:

Finance Committee:

Chair: Roger Benn

Meets: first Thursday (quarterly as called) at 1 pm.

1. Purpose: To oversee the active management of all NYSILC financial matters, including its routine accounts payable, accounts receivable, annual budget, quarterly and annual profit and loss statements and investments.
2. Membership: Approximately three to five members. Ideally, the majority should be current and former NYSILC members.
3. Duties:
  - a. To develop and recommend an annual budget to the NYSILC before the start of each fiscal year.
  - b. To recommend the Cost Of Living Adjustment annual increases (when supported by the budget) and the percentage of participation of the employer contribution to the Simple IRA plan (0-3%) to the Executive Committee per the Fiscal Policies.
  - c. To review, monitor and make recommendations regarding NYSILC's assets and funds.
  - d. To ensure that the NYSILC has appropriate insurances to safeguard its assets and holdings.
  - e. To review the findings of the annual independent audit and any other fiscal audit that may be done to or on behalf of the NYSILC.
  - f. To report the audit findings and any recommendations to the NYSILC for their consideration and action.
  - g. To review the NYSILC Fiscal Policies on at least every two years to provide recommended changes to the Executive Committee for further consideration.

Development Subcommittee:

Chair, Lynn Drucker

Meets: fourth Tuesday each month at 2 pm.

1. Purpose:

To review and support NYSILC's development plan, assist implementation, and monitor progress.

2. Membership: Approximately five to seven members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To assist in the creation of the development plan.
- b. To monitor progress of the development plan on an annual basis.
- c. To provide support on identified major development event(s).
- d. To adopt the AFP Code of Ethics and Donor Bill of Rights as a guideline for the committee to follow.

### Monitoring and Evaluation Committee

Chair: Chad Eldred

Meets: for monitoring, evening before each full council meeting at 6 pm. For evaluation, response to meeting Doodle.

1. Purpose: To monitor and evaluate all the objectives in the SPIL.

2. Membership: Approximately five to ten members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To conduct monitoring activities per the protocol on a quarterly basis and evaluation activities on an annual basis.
- b. To support all other monitoring and evaluation follow up activities related to the objectives.
- c. To make recommendations to the council related to:
  - monitoring and evaluation, and
  - the improvement of state plan objectives, outcomes, and related language.

### Recruitment Committee:

Chair: Lindsey Miller

Meets: based on meeting Doodles.

1. Purpose:

To recruit and recommend members for potential appointment to NYSILC.

2. Membership: Approximately three to five members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To assure that recommended candidates are reflective of the State's diversity and the needs of the council.
- b. To be responsible for posting an annual recruitment notification statewide.
- c. To review submissions and make recommendations for appointments to the Board of Regents.
- d. To report recommendations at the fall full council meeting.
- e. To work with Executive Committee to orient new council members.

#### State Plan Committee:

Co-Chairs: Doug Usiak and Laurel Kelley

Meets: Based on meeting Doodle.

1. Purpose: To conduct all necessary activities for the formulation and development of the New York State Plan on Independent Living (SPIL) to be adopted by the New York Statewide Independent Living Council; monitor and evaluate the progress of the goals of the SPIL, and report the results to the NYSILC for action.

2. Membership: Approximately seven to ten members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To arrange for and support all hearings and forums for the formulation of the SPIL.
- b. Assist in identifying the priorities of the SPIL based on public feedback and needs assessment data to structure an agreement for the development of the draft SPIL.
- c. Assist in feedback and preparation of the draft SPIL, based on additional public feedback, coordinating the process with the Federal CIL's (state plan partners) and the council (NYSILC) for review and approval of the draft 3-year state plan.

#### Subcommittees

##### Emergency Preparedness Subcommittee:

Chair: Daniel Fuster

Meets: third Tuesday (quarterly, as called) at 10 am.

1. Purpose:

To review and evaluate Federal mandates of emergency preparedness and evacuation for people with disabilities and provide input and direction on statewide implementation.

2. Membership: Approximately seven to ten members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To review emergency preparedness and evacuation best practices for people with disabilities with the intent to incorporate into state, county, and local emergency plans.
- b. To encourage CIL's to become engaged in local emergency preparedness activities.

#### Youth Leadership Subcommittee:

Chair: **Vacant**

Meets: online discussions.

1. Purpose:

To advise NYSILC of youth and young adult perspectives on disability issues.

2. Membership: Approximately five to seven members. Ideally, the group should contain current and former NYSILC members.

3. Duties:

- a. To create a subcommittee which meets and or exchanges dialogue on a regular basis to obtain documented input from the direct group and affiliated stakeholders.
- b. To contribute the youth and young adult perspective on issues, reports, surveys issued by the council.
- c. To provide feedback on priority youth and young adult issues during State Plan formulation and needs assessment.
- d. To help promote the IL philosophy and make connections whenever possible between youth/young adult and IL networks.
- e. To promote, review and approve Pat Figueroa Sponsorship opportunities for youth and young adults.

#### Consumer Satisfaction Survey Subcommittee:

Chair: Aaron Baier

Meets: based on meeting Doodle.

1. Purpose:

To oversee a tri-annual Consumer Satisfaction Survey, to assess the level of consumer satisfaction with independent living services in New York State.

2. Membership: Approximately five to seven members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

a. To conduct or oversee tri-annual Statewide Consumer Satisfaction Survey of the Federal and State funded network of Centers for Independent Living.

b. To review and analyze the data collected by the assessment and report to the NYSILC the findings and/or results.

c. To periodically evaluate the instrument that is being used along with the methodology to improve response rate and other results.

#### Database Work Group:

Chair: Roger Benn

Meets: as called per meeting Doodle/conversations on database communication board, Basecamp when solicited.

1. Purpose:

To fulfill the scope of duties outline in SPIL objective # 4 to defined, compete, and establish a multi-user web-based platform that can accommodate the statewide CIL network's data and generate meaningful results.

2. Membership: Approximately five to seven members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

a. To identify and select a vendor selection who is a viable candidate capable of developing the product.

b. To have partners confirm resource commitment necessary to support project.

c. To work with a vendor, ACCES VR, and the network to create the product, protocols and training to implementation the database/interface platform.

#### Needs Assessment Subcommittee:

Chair: Doug Usiak.

Meets: Based on meeting Doodle.

1. Purpose: To periodically conduct a needs assessment study of the Independent Living needs of persons with disabilities in New York State and to report to the full Council findings and recommendations for action.

2. Membership: Approximately five to seven members. Ideally, the majority should be current and former NYSILC members.

3. Duties:

- a. To conduct or oversee Statewide Needs Assessments on issues relevant to people with disabilities and their Independent Living needs, as the NYSILC directs.
- b. To review and analyze the data collected by the assessment and report to the NYSILC the findings and/or results.
- c. To develop recommendations or a course of action for the NYSILC to consider and react to.



## NYSILC 2020 Committee Listing

- Executive Committee (Officers & Ex Officio DSE)
  - Chair: Aaron Baier, [abaier@aticortland.org](mailto:abaier@aticortland.org). Vice Chair.
  - Doug Usiak, [dusiak@wnyil.org](mailto:dusiak@wnyil.org). Chair (chair is vice chair).
  - Roger Benn, [rogerbenn1@gmail.com](mailto:rogerbenn1@gmail.com). Treasurer.
  - Ann Scherff, [alscherff@aol.com](mailto:alscherff@aol.com). Secretary.
  - Robert Meek, [robert.w.meek50@gmail.com](mailto:robert.w.meek50@gmail.com), Member at Large.
  - Joseph Tedesco, [Joseph.Tedesco@nysed.gov](mailto:Joseph.Tedesco@nysed.gov); Rookmini Mangal, [Rookmini.Mangal@nysed.gov](mailto:Rookmini.Mangal@nysed.gov)

Non-Council Members:

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### Standing Committees

Note, committee is dormant. Will be activated when personnel policies need to be reviewed and or issue needs to be reviewed.

- Personnel Committee (as convened)
  - Acting Chair: Brad Williams, (518) 427-1060, [bradw@nysilc.org](mailto:bradw@nysilc.org)

Non-Council Members:

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- Public Policy Committee
  - Chair, Aaron Baier, [abaier@aticortland.org](mailto:abaier@aticortland.org)
    - **Vice Chair:**
  - Carla Lewis-Irizarry, [Carlalewis34@gmail.com](mailto:Carlalewis34@gmail.com).
  - Henry Nixon, [mrhenrynixon@aol.com](mailto:mrhenrynixon@aol.com).
  - Helen Fang, [hfang888@gmail.com](mailto:hfang888@gmail.com).
  - Lindsey Miller, [lmiller@ilny.org](mailto:lmiller@ilny.org).
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  - Robert Meek, [robert.w.meek50@gmail.com](mailto:robert.w.meek50@gmail.com) .
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  - John Zick, [jzick@aimcil.com](mailto:jzick@aimcil.com).

- Joe Bravo, [jbravo@wilc.org](mailto:jbravo@wilc.org).

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● Finance Committee

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- Vice Chair, Aileen Martin, [aileenm@nrcil.net](mailto:aileenm@nrcil.net).
- Lindsey Miller, [lmiller@ilny.org](mailto:lmiller@ilny.org).
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● Development Subcommittee

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  - **Vice Chair:**
- Doug Usiak, [dusiak@wnyil.org](mailto:dusiak@wnyil.org).
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- Monitoring and Evaluation Committee

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  - **Vice Chair:**
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- Recruitment Committee

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  - **Vice Chair:**
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- State Plan Committee

- Co-Chairs: Doug Usiak. [dusiak@wnyil.org](mailto:dusiak@wnyil.org) and Laurel Kelley [laurelk@cdciweb.com](mailto:laurelk@cdciweb.com), [laurelkelley@hotmail.com](mailto:laurelkelley@hotmail.com).

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