**MINUTES**

Maine Statewide Independent Living Council (Maine SILC)

**January 28, 2021**

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|  | **MEMBERS** | **PUBLIC** |
| **IN ATTENDANCE** **Beth Mogan**, Executive Director | **Cheryl Peabody**- (Chair) Person with a Disability; **Darcy Gentle** (Vice Chair)-AIVR Program Director**; Diane Frigon**-Regional Director, Division for the Blind and Visually Impaired (DBVI); **Samantha Fenderson**-Assistant Director, Division of Vocational Rehabilitation (DVR); **Jessica Cyr**-Person with a Disability; **Leland Glynn**-Person with a Disability | **Julie Hovey**-Alpha One; **Foxfire Buck**-Disability Rights Maine (DRM); **Julia Endicott-**Disability Rights Maine (DRM) |
| **ABSENT** | **Trish Thorsen** (Member At Large)-Long Term Care Ombudsman Program (LTCOP); **Stephanie Desrochers**-Program Coordinator Benefits Services MMC; **Tom Newman**-Executive Director, Alpha One | **Karen Mason**-Office on Aging and Disability (OADS) |

**Welcome & Introductions**

Introductions were made by all in attendance.

**Acceptance of Applications: Terms**

**Acceptance of Minutes: December 2020**

The minutes are accepted as distributed.

**Financial Report: Contract and Share Screen**

Beth submitted October through December invoices to the State now that the contract has been encumbered. Beth did a screen share and explained new line items. October invoice amount was $1,673.40, November’s was $1,129.93, December’s was $2,405.34.

Jessica asked about keeping or replacing Pat as SILC’s accountant. Stephanie mentioned in the last meeting that most accountants do not offer payroll services anymore. A payroll company would need to be hired to handle that part of the budget. Both Cheryl and Beth shared that Pat seems to have gotten into a place where he is handling SILC’s accounting/payroll needs better and at one low rate. If we changed how we do payroll and invoices, we might have two agencies to budget for. SILC will continue to create the invoice for the State.

Samantha asked if there are procedures in place since Beth is not only the Executive Director but the Treasurer too. Cheryl explained that Beth submits timesheets to her. Upon Cheryl’s approval, Pat processes a check for that amount. Cheryl has to sign any checks going to Beth. Any checks going to Cheryl, Beth has to approve with the accountant and sign those checks.

Comments were made that the new slight changes in the budget spreadsheet made it easier to understanding.

**Membership Updates**

Cheryl wanted to make sure members were clear that the end dates of member’s terms are staggered so that not all members term off at the same time. If anyone would like further clarification on when their term ends, please check with Cheryl. Cheryl will send out a spreadsheet giving seat numbers and term end dates.

**Committee Updates**

Samantha will work with Tom to find a time for the DSE Committee meeting to get scheduled.

Leland stated that there has been only one meeting regarding the Membership Committee. A chair of this committee has not been chosen thus far. Beth sent a PowerPoint presentation to Jessica for committee review. The goal is to put together a basic PowerPoint presentation that can be easily customized based upon the audience.

Julie asked for a link of the One Drive. Cheryl said she will send that out to her. Diane did that during the meeting.

**Survey**

Cheryl asked if the Survey Monkey survey that was used to collect information for the State Plan for Independent Living (SPIL) could be sent out to everyone to see if there are any changes to the questions before posting long term.

**Activity Table**

Cheryl and Beth stressed the importance of submitting the Activity Table each month so that this information can be captured on the Program Performance Report (PPR). Additional discussion around this was how the information is used behind the scenes, what type of information is captured, and where it goes.

**Transportation**

Cheryl asked Jessica if she had any updates from the Transportation Committee she is sitting on. Jessica stated that the meetings are well attended, mostly by various grass root groups. She stated that right now they are at the very beginning of the process of identifying issues, which organizations might be able to fit the need and if a solution has already been tried. Jessica voiced various situations and ideas of how to come to a resolution. For example, when her accessible vehicle broke down and how there is not a plan in place to assist people.

**Stipend**

Cheryl mentioned to Jessica and Leland that they are official members, they can receive a $50 Stipend each month. A form needs to be submitted to Beth.

 Adjourned: 11:33 am