Maine SILC

Minutes

October 2023

Zoom Meeting

Attendance Key: P = Present; E = Excused; A = Absent without excuse.

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| ***Council Members:*** | | | | | |
| ***P*** | ***Darcy Gentle*** | ***E*** | ***Brendan Williams*** |  |  |
| ***P*** | ***Diane Frigon*** |  |  |  |  |
| ***P*** | ***Jessica Cyr*** |  |  |  |  |
| ***P*** | ***Lee Glynn*** |  |  |  |  |
| ***E*** | ***Samantha Fenderson*** |  |  |  |  |
| ***P*** | ***Andrew Smith*** |  |  |  |  |
| ***E*** | ***Tom Newman*** |  |  |  |  |

Members of the Public: Julie Hovey; Marita Leach; Katie George; Karen Mason; Leah Farrell; Kathy Cooper (KSILC).

Recorder: Cheryl Peabody Status: Approved

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| Topic | Discussion | Action | Responsible |
| Welcome & Introductions | The meeting was called to order at 10:05am and introductions were made. | N/A | N/A |
| Topic | Discussion | Action | Responsible |
| Guest Speaker | Kathy Cooper, Executive Director of the Kansas SILC, joined the Council. Kathy has been the ED for 10 years and worked at three different CILs in Kansas.  It's very important for SILCs to have bylaws and policies that are compliant with the laws, SILC indicators and assurances and DSE assurances.  Program Performance Report (PPR): it is very important for the CIL to share their PPR so the SILC knows what the CIL is up against in their community; how many people they are serving; what is the biggest demographic they are serving. This can help address goals that the IL network have completed and challenges that were faced in meeting goals.  SPIL: the goals of the SPIL should be about what makes our state more inclusive; more accessible; just better for people with disabilities. Goals should be consistent with the mission of the IL network in each state. SILC is responsible for developing, monitoring, and evaluating the implementation of the SPIL. Cannot monitor and evaluate if the SILC doesn’t have information from the CIL (IE PPR; consumer satisfaction survey). | N/A  Work on bylaws and policies  Request PPR from CIL  Request consumer satisfaction surveys results from CIL | N/A  Cheryl Peabody and any member  Cheryl Peabody  Cheryl Peabody |
| Topic | Discussion | Acton | Responsible |
| Emails | The topic of the number of emails shared with the Concil was discussed. The conclusion was for Cheryl to keep sending all emails and people can set up their emails and have all emails from Cheryl automatically forwarded to a SILC folder, which can then be read at everyone’s leisure. | Write steps on how to Set up emails to automatically go to a SILC folder | Andrew Smith |
| Topic | Discussion | Action | Responsible |
| Acceptance of Minutes | August minutes: Two corrections were offered. Brendan’s name was spelled incorrectly and Cheryl’s name was spelled incorrectly in one area | Correct the August minutes and get them posted to the website | Cheryl Peabody |
| Topic | Discussion | Action | Responsible |
| SPIL FFY2024 & SPIL 2025-2027 | Cheryl reported that the SPIL for 2024 was approved by ACL.  The first three questions for the SPIL 2025-2027 are:  Dates of listening sessions. The Council decided to do three in-person sessions and three virtual sessions. The SPIL Committee will set dates for January and February.  ASL/CART – To be totally inclusive, the Council must offer CART/ASL at each session.  BIAA Directory – Maine SILC was offered the opportunity to buy an ad in the BIAA Directory. A quarter page ad costs $900. Cheryl asked the Council if they wished to do so. Maine SILC could advertise the listening sessions and the regular SILC meeting dates. Further discussion led to the decision not to do that this this year. The Council may revisit next year. Lee did report that this resource guide is available all year long but may not meet Maine SILC’s needs. Lee said Maine SILC could probably get a “listing” about the Council that would include the Maine SILC name, email and website url for free.  Darcy offered to help with a flyer only haver for the listening sessions.  Cheryl reminded the Council of something a former member had discussed, which is to get ads in town newspapers IIE Town Line). Leah thought Maine SILC would only have to get in touch with one town/location in order to get into all those free newspapers. Cheryl knows someone who works at the Town Line and will get in touch with her. | N/A  Form SPIL Committee  Set up ASL/CART for each session  Let BIAA know what the Council decides  Follow up BIAA about getting a “listing” in the guide.  Work with Darcy on a flyer  Contact staff at the Town Line | N/A  Cheryl Peabody, Julie Jovey and Diane Frigon will serve on the committee  Cheryl Peabody  heryl Peabody  Cheryl Peabody  Cheryl Peabody  Cheryl Peabody |
| Topic | Discussion | Action | Responsible |
| Activity Table | Cheryl reminded the Council that they need to complete the Activity Table as it is at the end of the FFY and the PPR is due. | Complete Activity Table | All meeting attendees |
| Topic | Discussion | Action | Responsible |
| Committee Updates | Lee reported that the ABIAC will meet next month to review various needs of those with acquired brain injuries.  Jessica reported that Zoe Miller is working to best utilize the resources available to the Moving Maine Network More to come. | N/A  N/A | N/A  N/A |
| Topic | Discussion | Action | Responsible |
| Announcements | Diane reported that the BEP has revised their rules. There will be a public forum and a public comment period coming soon. For any questions, reach out to Diane. | N/A | N/A |
| Topic | Discussion | Action | Responsible |
| Public Comment | A time was given for public comment but none was offered. | N/A | N/A |
| Topic | Discussion | Action | Responsible |
| Adjournment | The meeting was adjourned at 11:53am. | N/A | N/A |

**People and Organizations**

**Darcy Gentle – Program Director, Wabanaki VR Program**

**Diane Frigon – Regional Director, Division for the Blind & Visually Impaired**

**Jessica Cyr – Disability Advocate, Moving Maine Network**

**Lee Glynn – Disability Advocate, ABIAC**

**Julie Hovey – IL Specialist/Manager, Alpha One**

**Katie George – IL Specialist, Alpha One**

**Andrew Smith – Disability Advocate**

**Leah Farrell – Disability Advocate**

**Karen Mason – Associate Director, Office on Aging and Disability Services**

**Marita Leach – Benefits Counseling Services, Maine Health**

**Kathy Cooper – Executive Director, Kansas SILC**