**ME SILC Monthly Meeting, Minutes, March 27, 2019**

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|  | **MEMBERS** | **PUBLIC** |
| **In attendance** | Cheryl Peabody, Stephanie Desrochers, Diane Frigon, Darcy Gentle, | Jessica Russell, Karen Mason, Jess Cyr, Blake McCartney, Tom Newman, Paul Linet |
| A**bsent** | Lincoln Hunt, Trish Thorsen | Sam Fenderson |

**Welcome and Introductions**

Paul Linet, the Founder of 3i Supportive Housing (Independent, Innovative, Integrated) attended the meeting and shared some information about the Pilot Program. The pilot project will design and build the first of its kind residence in Maine for non-elder adults with ambulatory disabilities who wish to live independently. Residents will be provided community-based services to demonstrate that, as a result of supportive housing, frequent hospitalizations and emergency department visits can be substantially reduced. Due to a full agenda, we asked Paul if he would come back another month to do a more detailed, formal presentation. He will contact Beth, when ready.

The rest of the group went around and introduced themselves. We had some connection issues again. Some were not able to get into Zoom and used the audio line. The suggestion was made to add the Zoom link on the agenda. This will be implemented going forward.

**Acceptance of Minutes – 2/27/19**

There were a few edits to the Minutes. The finalized Minutes are posted both on One Drive and the website.

**Monthly Activity Table**

The group was reminded about the submission of Activity Tables to Beth each month. She then will roll up submissions to the One Drive. The request was made to have access to view the Program Progress Report to have a better understanding of what to include on the Activity Table. A copy of the report was placed in the One Drive Guidelines for members to view.

**Financial**

Stephanie gave the financial update and will continue to until the information is transitioned to Beth. Stephanie and Beth will be meeting in April to review the financial statements, set up on the banking information and reporting that goes to the bookkeeper. This is the first month that the bookkeeper has been asked to prepare and submit the monthly invoice for SILC. She shared that an invoice gets created each month with the expenses that SILC has incurred, then a check is made to SILC to cover these expenses. These deposits have been set up for direct deposit. Stephanie reported that we started with a budget of $75,000 and have approximately $66,000 remaining.

To date, there has not been many expenses paid out. Most notably due to low membership. Only after the Governor has appointed an individual, can that individual get a $50 stipend for participation.

**Program Progress Report (Formally 704 Report)**

Cheryl shared that SILC was contacted by the Administration for Community Living (ACL) with questions regarding information that had been submitted on the report. The biggest issue was around SILC not meeting the 51% of members with a disability requirement. Information was submitted regarding issues with the previous Governor not accepting applicants and the hope that the new administration will be different. Steps we have actively taken to recruit members which includes, the new Executive Director reaching out to individuals personally, the membership drive in December and the continuation of word of mouth to seek interested people.

**Trainings, July Meeting, Annual SILC Meeting**

Lincoln and Beth will be attending the Smooth as SILC course offered by the National Council on Independent Living. The course is 2-3 hours a day from April 8-26.

Cheryl shared that Beth is going to attend the national conference in Washington, D.C. in July. There was discussion around the benefits of both the Chair and ED attend. A number of workshops are offered, so each could attend different sessions. The ability to talk to another who attends the conference is a way to share and reinforce information that is gathered. Tom shared that at least one member of Alpha One will be attending the conference. We left it where Beth will be attending and when the time gets closer, if the budget allows room for another to go, we could discuss it further.

We talked about cancelling the SILC meeting for July based on summer vacations, Beth being at the conference and that the attendance maybe low, so not as productive. It was discussed that if the July meeting is cancelled, it is important to keep our June and August meetings to prepare for the Annual Meeting. Stephanie mentioned the State contract with the Designated State Entity and timing. Last year, the contract was not finalized until November when information had been sent in September. We talked about the need to work on the budget in SILC meetings beginning in May with the goal of submitting the budget August 1 to the State.

Cheryl asked that everyone start thinking of the Annual Meeting in terms of date(s), times, location, speakers and topics. Please send suggestions to Cheryl to discuss at April’s meeting.

**Membership, SPIL Forums, Marketing Materials**

Beth gave an update regarding membership in addition to what was discussed earlier. She has personally reached out to approximately 8 people to inquire if there would be interest in joining, waiting for responses. Also, Beth is continuing to collect applications to do one large submission to the Governor’s office.

Beth talked about marketing materials. She suggested pens and lip balm. A couple of ideas were brought up, such as 20/20 pens (Diane will forward Beth information) and Tom mentioned how places are going paperless, so maybe pens with a stylus. Some difficulties about finding a vendor – different pricing on minimum quantities, some companies offer pens, but no lip balm, there is varying set up fees, discounts, and shipping. Stephanie offered to help. Beth will share what she has found so far.

The need for marketing material brought us into our next topic of forums. We would like to have the materials for forums. Cheryl explained that Kelly Osborn has offered to help conduct the State Plan for Independent Living (SPIL) forums in Southern Maine and Diane will help with mid-Maine. Cheryl explained that due to a systems upgrade, SILC’s have the choice of amending their existing SPIL for this year. She asked everyone to help with the forums so it wouldn’t be one person devoting the time and locations. When Cheryl receives more details, she will pass it along.

**Brochure, Flyer, Mission Statement**

The group talked about the brochure and mission statement. Everyone was fine with the flyer. In the mission statement, one small edit taking out the first “citizen” and replacing it with people. The mission Statement will now be – The Maine Statewide Independent Living Council is dedicated to ensuring that *people* with disabilities have control over their lives and environments with equal access to options, opportunities and choices as do all citizens.

HOMEWORK - The brochure – will be placed in the One Drive folder for feedback. Areas to focus on – Goals (the category and description), members being appointed by the Governor and any other changes.

**One Drive Folders**

One Drive folders consist of – Homework, Presentations to SILC, Minutes, Agenda, Outreaches, Guidelines (employee handbook, 704 report, financial procedures) and Activity Table.

**Website – Resources**

Beth has been working on the website. She has created the follow categories and sub-categories.

About

 Bylaws

 Council

 IL History – Jessica R. made a suggestion of not using acronyms, which will be implemented

State Plan

 SPIL

 Minutes

Resources

How to join

Contact

HOMEWORK – Beth has asked to share what should be under Resources, i.e. Dept of Voc Rehab, Alpha One, Maine State Housing, etc.…

**Outreaches/Presenters**

HOMEWORK – Please consider any speakers you would like to present at SILC meetings AND where it might be beneficial to present information about SILC.

Adjourned – 11:54 a.m.