**ME SILC Monthly Meeting Minutes, January 22, 2020**

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|  | **MEMBERS** | **PUBLIC** |
| **In attendance –**  Beth Mogan | Cheryl Peabody Darcy Gentle, Stephanie Desrochers, Diane Frigon | Sam Fenderson, Jess Cyr, Karen Mason |
| **Absent** | Trish Thorsen | Tom Newman |

**Welcome and Introductions**

The Council members introduced themselves.

**December Minutes**

We do not have enough voting members to approve the minutes. These will be sent out by email for any corrections.

**Monthly Activity Table**

Reminder to complete the Activity Table and send to Beth.

ACL has changed their system limiting character limits. The Activity Table will be recreated with form fields. This will prevent the user from going over the limits.

**Financial Update**

Beth gave the latest update that MEMIC gave us a refund based on our recent audit in the amount of $377.

Beth keeps an ongoing list about tax reporting, State invoices and payments, etc. The State and Federal taxes have been sent for tax purposes. End of the year reporting has also been submitted.

Starting in March, a Treasurer report to the Council each month.

Beth continues to create the invoices for the State. Keeping track of invoices submitted to the State and making sure we receive the deposit.

**SILC Administration Assistant Job Description Update**

We posted the job description on Indeed and Craiglist. We had a total of 21 applicants. Cheryl, Diane and Beth are reviewing resumes and selecting who we want to move forward to interview. We will be reaching out to applicants to move to the interview process.

**Listening Sessions Update**

* Which Council member will attend Listening Sessions – Sam - Machias, Darcy - Presque Isle, Trish - Augusta, Beth - Farmington, Cheryl and Diane - Bangor, Beth and Tom - South Portland and the Zoom Listening Sessions. We also discussed having back up Council member in case anyone is sick. Beth is the backup as she will be recording the Zoom meeting with the exception of Farmington, Diane will be back up. Beth will send out a list of confirmation to the Council.
* Cheryl, Tom and Beth will be working on talking points, introduction, and bullet items. What is the Council member’s role, is to help with the flow to ensure everyone has a chance to talk, answer any questions about SILC, etc.
* Beth is getting the following prepared for each of the Listening Sessions and will mail packets to Serena Butterfield from Alpha One. There will be a Flyer about SILC, a postcard to promote the survey, printed surveys in large print with postage paid envelopes to be mailed to SILC. Index cards will be at each session for people who don’t feel comfortable speaking can share written comments.
* Beth talked about marketing material, such as pens. We discussed if we could get them in time. If we are not able to get them, we will provide gel black bold ink pens for the index cards. Jess pointed out it getting branded pens is probably not worth the stress for Beth.
* Beth has scheduled ASL interpreters for each location and CART transcription scheduled.
* Council members have been forwarding the Listening Sessions schedule to contacts asking to share.
* Stephanie suggested doing a press release such as Portland Press Herald, Bangor Daily News, Lewiston Sun Journal, PBN, Kennebec Journal, etc. Sending the press release and then following up with them, this service is free. Beth asked for help due to workload. The Community Calendar, Stephanie suggested posting to those. Cheryl will do the Community Calendar posting. Stephanie agreed to do the press release. Stephanie mentioned the Brown Paper Bag, she will look it up and send the information to Cheryl.

**Survey Update**

The Council talked about anticipated numbers of completion. We questioned the last State Plan for Independent Living (SPIL) numbers and would like to find out numbers by looking through old emails to see what the participation level was. If there is any documentation available.

The Survey has been rewritten and is at a 5th grade reading level. Beth identified a person who can test screen reader to be sure. The survey is on a white background, with logo, and bright blue headings, large font. This will serve as double duty being a large print version and print version. Beth will send this to the Council and asks that responses are sent to Beth by Friday.

**General Updates**

Cheryl talked about changing the By-laws to address membership while waiting for Governor approval of applications. Once SILC has approved an applicant, while awaiting approval from the Governor, that the individual will have all membership privileges. We will look at this going forward.

Cheryl asked since having the Listening Sessions do, we want to meet as a Council in February. Consensus was yes to February meeting.

Cheryl talked about an email regarding residential care and asking for a member from the Council to participate in their meetings. Karen provided clarifying information to aid the Council in making the decision. OADS has been working with Maine Health Access Foundation (MeHAF), looking at ways for future care services to keep individuals as independent as possible, specifically looking at what residential care look like in the future?

This might look like individuals living in a home style environment or maybe an individual moves in with a family. Stephanie had some questions about targeted age groups or disability type. The group discussed various questions about the group. Stephanie said she would be interested in this.

Beth talked about a letter we received from Qualadin regarding a grant for fall prevention of people with disabilities in rural areas of Maine. They would be working with fire, police, town officials, health care providers and create a protocol for fall prevention. Karen said that OADS is providing a letter of support for the grant. After discussion, the Council felt it was not appropriate for us to provide a letter. Reasoning is that the Council does not know this group and we feel we should work with groups we are aware of. We will contact them to let them know.

**Adjourned:** 11:58 a.m.