**ME SILC Monthly Meeting, November 13, 2019**

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

**Welcome and Introductions**

The Council members introduced themselves. Expected guest was not in attendance.

**October Minutes**

October minutes will be sent via email asking for changes and then will be either accepted as corrected or as distributed if there are no corrections.

**Monthly Activity Table**

Anyone who has not submitted Activity Tables to Beth for FY 2019, please do so as soon as possible as Cheryl and Beth will be working on the Progress Report (formally the 704 Report).

**Financial Update**

Beth reported that the Contract for FY 2020 has been approved and signed.

Nielson Inc. is doing an audit on SILC’s MEMIC account, which is worker’s compensation. The audit should be simple as they are looking for information regarding employees/contractors from August 2018 through August 2019. During this process it was discovered that SILC’s tax-exempt certificate is not current. Beth worked with the bookkeeper, who researched this further. Our tax-exempt status is active and current, but we do have to apply for a new certificate and our bookkeeper will file the necessary paperwork.

Beth is working with Pat on the invoicing, to date he has not sent this.

**Update on Governor Appointments**

Cheryl asked Jess if she has heard from the Governor’s office. Jess has not. Cheryl shared that another board she sits on has received their appointments.

Beth shared that she was on a conference call with other SILCs who talked about the same issue with their Governor’s office. What they have done is draft an explanation about SILC and the federal requirements that we are not currently in compliance with.

**SILC Coordinator Job Description Update**

Cheryl, Tom and Beth talked about the job description. Through discussion, it was discussed that perhaps we should look at the SILC Coordinator position differently, instead of a SILC Coordinator, they thought an administrative assistant would be a better choice. the administrative assistant could pick up the tasks like scheduling meetings, coordinating rooms for each site, preparing minutes, etc., quickly without a learning curve about SILC. By doing this, it will free up Beth’s time to focus on SILC/SPIL duties. We discussed this position would be 5-20 hours per month versus per week at the same $15 an hour rate. We talked about reassessment of the individual next year to see if this was working and whether we keep this person ongoing. Beth shared that she thought this might be an ongoing position to keep her time freed up to work on SILC priorities. This would be an easier skill set to hire. The Council did feel we should call this position – SILC Administrative Assistant. The consensus was it might look like the Administrative Assistant was only for Beth when this person would be assisting the Council with various tasks asked of them.

Diane asked about the impact financially. Cheryl explained that we already budgeted for this person. The Council discussed various items of whether SILC would offer to this individual. The group felt that Paid Time Off (PTO) and Holiday time would not be necessary as they would be working so few hours per month, they could adjust their schedule accordingly. A phone and the internet were talked about and the group felt that they would probably already have internet, so we wouldn’t pay for that. The only reason why we might would be to upgrade to a higher speed internet. A work phone didn’t seem necessary as the majority of the individual’s work would be via the computer, i.e. emails. The Council did feel we should provide the new hire with a computer as it would be SILC business, they would be using it for and if ever audited, that computer could be looked at. Beth shared she has an Apple laptop that was passed along to her, but after hours of working with Apple to get it functioning, she moved on. This could be one of the new hire’s tasks is to get the laptop working. When interviewing/hiring an individual, we would share with them that this position will be re-evaluated to see if the position is needed ongoing.

Then mileage reimbursement was brought up. A discussion around reimbursing at the State or Federal rate ensued. Beth shared she is reimbursed at the State level. Sam said she would check with Eric Dibner about the reimbursement level, which we can then state clearly on the job description. When interviewing/hiring an individual we would share with them that this position will be re-evaluated to see if the need is ongoing. Once State or Federal rate is established, we will post the position.

**Forum Updates**

Beth shared that she has secured 4 out of our 6 locations and that the “forums” were going to be called “listening sessions”. Beth also talked with John Brandt at Maine Cite regarding the logistics of using Zoom and/or webinar capabilities for the listening sessions. By utilizing this technology, individuals with transportation issues or personal care needs (or even bad weather) could still participate without having to reschedule the listening sessions.

**Survey Update**

The general consensus is the survey that was sent out, will be adapted to the look and feel of the Massachusetts survey, which is better. There are some questions that seem repetitive and content needs to be smoothed out. Sam shared that Survey Monkey, our proposed platform, is screen reader friendly. There is also great maneuverability of the data to pull what is needed. There are some changes, which will be corrected. Beth will build the survey and have the Council trial it, offering feedback for changes. By using Survey Monkey, it will cut down on mailing costs.

One suggestion that was discussed was the male, female, transgender, etc. We will say: How do you describe your gender – male, female, self-identify \_\_\_\_\_\_\_\_

Great discussion around the order of the questions and making the questions clear and concise; keeping all of the “you” questions together and the “general” questions together.

We talked about how to distribute the survey and options for those who do not have access to the internet. It will be on the SILC website. Council members will help distribute the survey to contacts. Beth will look up information online about case management agencies to send the survey to.

Beth talked about adding to the flyer about the listening sessions, asking that the survey be completed online. We will also promote membership in emails and on the survey itself. Membership will not be listed specifically on the listening session flyer. It will be at the end of the survey so that people don’t feel that they have to provide their information. Jess mentioned having a sign posted that we are looking for members.

**Organizations Identified to Contact**

We discussed coming up with a list of organizations to send the Listening Session Flyers to, as well as possible outreach to agencies in the future. Members agreed to send contacts to Beth of organizations to contact.

**General Updates**

The gentleman who was going to attend today’s meeting from A House for ME, did not attend. Beth shared some information from her conversation with the founder. That it is a great concept and they are not using agency staffing at this time.

Adjourned: 11:58 A.M.