**ME SILC Monthly Meeting Minutes, October 16, 2019**

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

**Welcome and Introductions**

The Council members introduced themselves.

**Acceptance of Minutes**

September meeting minutes were reviewed. After corrections, the minutes were accepted.

**Monthly Activity Table**

Since our last meeting, Beth updated the ongoing Activity Table to include the name and date the information captured is for. This information is for the fiscal year. All submissions are due to Beth by November 8th.

**Membership**

Cheryl has reached out to the Governor’s office on behalf of the 3 Councils she supports asking for an update of membership approvals. Once she hears back, she will pass that information along.

The Council discussed reaching out to individual contacts that they have to promote getting new members. Each member will create a list of contacts and send to Beth by Nov. 8th.

**Financial Update**

Beth updated the group that we received our deposit from the State for invoices submitted. We have not received final word from Eric Dibner about the SILC contract. Beth will send an email to Eric to check the status.

Stephanie shared that she contacted Dennis Fitzgibbons and Kelly Osborn regarding the secondary bank account and the $10,000 in that account. The $10,000 was a gift from Alpha One and the funds need to be kept separate from our DSE funding. Stephanie will send the email thread along to the Council.

**Massachusetts Survey Questions**

Cheryl, Tom and Beth had a discussion with Sadie Simon from Massachusetts’ SILC. She forwarded their survey to us to give us a starting point to create our survey. Beth sent to the Council a copy of the Massachusetts SPIL survey that was shared. We started to go through the survey questions. Stephanie asked if a copy of Maine’s last survey questions be sent out for comparison. The group agreed to review both and offer feedback through email by Nov. 8.

**Goals**

FY 2020 Goals as determined in September meeting - Membership, SPIL, Educating about Independent Living, Empowerment Forum/ADA Celebration, Report to the legislators. After looking over these goals, the goals are not in line with specific goal areas on our current State Plan for Independent Living. We will not spend much time on this part today but will keep this in mind as we move forward.

**SPIL Discussion**

Cheryl checked with Kelly Osborn regarding the number of forums that were conducted the last time the SPIL was created. There were 6 forums. Tom, Cheryl and Beth discussed the possibility of using college campuses and public libraries for our forums. These locations hopefully would not only be accessible, on a bus line, and low cost for a nonprofit. Stephanie pointed out some challenges that her organization has faced in terms of location, participation, and room fees (or free). She shared that not only physically accessible, but an easy commute on a bus line. Tentative locations would be Presque Isle, Bangor, Augusta, South Portland, Farmington and Calais.

Stephanie mentioned going to groups, i.e. Goodwill, Maine Parent Federation, etc. to hold individual forums with those individuals. This would allow people to participate while already accessing services.

Diane mentioned alternative ways for people to participate in forums for example, ZOOM videoconferencing and the conference call line for those who do not have internet access. Stephanie mentioned she recently participated in a webinar that had both Zoom and Facebook Live at the same time and were able to see the number of people attending.

Tom mentioned that the Independent Living Specialists from Alpha One could help individuals with the surveys during face to face visits as well as be note takers during the forums.

**SPIL Coordinator Job Description**

In September’s meeting we had discussed calling the position a SILC Coordinator. We need to identify the duties or tasks that we want that individual to have. Beth talked about perhaps using a Temp Agency to do these duties rather than hiring a permanent employee. Jess shared that with the job market might not be able to support a position. Unemployment rates are the lowest they have been in many years. Another concern is a temp could leave at any point which could leave SILC in a difficult situation.

Beth shared that she asked Sadie from MA SILC about her hours. She said that typically she works between 25-30 hours a week, maybe more during the SPIL. Beth shared concerns about hiring someone at such a high number of hours per week and the ability to sustain those hours going forward. Stephanie stated that a person would not get paid for hours they didn’t work and feels the person would get more hours as the SPIL work continues. Diane agreed, adding wording about hiring up to a certain number of hours. The request was made if anyone who would like to be involved with job description let Beth know by then end of the day.

Beth will share a new job description to the Council by November 8th to give the group time to look it over.

**General Updates**

Stephanie shared the Work Benefits Navigation Training for Portland in October is over booked and people were encouraged to attend the April session. Beth shared with Stephanie she had to move to the April session. Stephanie also shared that the referral packet will be updated, and she will share when those updates have been made as it will replace existing packets.

Diane shared that DBVI has been hiring and filling vacancies. A new hire started in Presque Isle. Interviews are taking place for other locations.

Adjourned: 11:50