**ME SILC Monthly Meeting, October 28, 2020**

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|  | **MEMBERS** | **PUBLIC** |
| **IN ATTENDANCE**  **Beth Mogan**, Executive Director | **Cheryl Peabody**- (Chair) Person with a Disability; **Stephanie Desrochers**-Program Coordinator Benefits Services MMC; **Diane Frigon**-Regional Director, Division for the Blind and Visually Impaired (DBVI); **Darcy Gentle** (Vice Chair)-AIVR Program Director | **Foxfire Buck**-Disability Rights Maine; **Karen Mason**, Office on Aging and Disability; **Samantha Fenderson**-Assistant Director, Division of Vocational Rehabilitation; **Tom Newman**-Executive Director, Alpha One; **Jessica Cyr**-Person with a Disability; **Leland Glynn**-Person with a Disability; **Julie Hovey**-Alpha One |
| **ABSENT** | **Trish Thorsen**-Long Term Care Ombudsman Program |  |

**Welcome and Introductions**

The Council members introduced themselves.

**Announcements**

Cheryl announced that Rebecca Eliot is no longer going to be the Administrative Assistant with Maine SILC. After much consideration and work with Rebecca, it was a mutual decision. Rebecca perhaps will join the Council in the future as a member with a disability.

The decision to hire John Brandt from Jebsweb, to take over the administration of the Maine SILC website for posting updates, communications, resources, etc., was made. Beth had been performing these tasks, but this was not an effective use of her time as she would often have to refer to training materials. In addition to this behind-the-scenes issues have come up with blocks which impact email and the website.

**Minutes**

June – Cheryl had a question about the June Minutes and content. Cheryl will send an e-mail with her direct questions to the Council for discussion. June Minutes will be tabled at this time.

August – are accepted without any changes.

September – are accepted without any changes.

**Financial Report**

Beth posted the final invoice spreadsheet on the screen so the Council could see. Beth shared that we had returned $34,000 to the State as overflow money. The budget reflects we spent all of the remainder with the exception of $495.

Diane asked about the Miscellaneous line item and wondered what the amount was for. Stephanie shared that we are allowed to go over within a line item as long as we do not go over the budget.

Cheryl and Beth have submitted the Fiscal Year 2021 budget to Eric Dibner. It has been verbally accepted, but not finalized yet.

Stephanie asked any cashflow in the budget to sustain us until the contract is formalized. Beth shared that money has been put slowly back into the secondary account which we can draw from if necessary.

Cheryl shared with the Council that the State had double paid the April and May invoice. Cheryl, Beth and Eric worked on the error. Instead of cutting new checks or dealing with returns, the State deducted the June/July invoice from the overpayment and a portion of the August/September invoice from the overpayment and paid the difference that was left. Bringing our budgets back in line.

Beth shared that we had our MEMIC, the Workers Compensation Insurance, audit in August. We had an overpayment that was received in October in the amount of $322.

Stephanie talked about our bookkeeper situation. She is aware of an individual that has worked very well for her church. Stephanie will send the bookkeeper’s information to Beth. Stephanie did mention that many bookkeepers are no longer processing payroll, but they will keep track of the payroll in all reporting. The bank is processing payroll, in the situation of her church. Something to keep in mind when looking at new bookkeepers.

**SPIL Updates**

Cheryl shared that our SPIL was conditionally approved but have been approached with changes that was requested by Regina Blye from the Administration of Community Living. Sam agreed to help with the updates on the SPIL, in addition to Cheryl, Beth, Julie and/or Tom. The changes are not extensive. We discussed and decided on meeting Thursday, 10/29 at 11:30am and Beth will schedule the Zoom meeting.

Sam shared that there have been few SPILs that have been completely approved across the country.

**Committee Updates**

Stephanie apologized that she was unable to send a Doodle Poll to schedule a committee meeting for Membership and Outreach. Diane read through the list of people who wanted to be on the Committee. Stephanie will send out information and organize an initial meeting.

The Designated State Entity (DSE) Committee has not met yet. Sam will follow up with Eric Dibner to make sure he will participate on a Committee. The Committee will schedule a meeting the 1st quarter of 2021. Karen would like to bring one of her staff onto that Committee as well.

**Monthly Activity Table – See attachment - Please submit to Beth**

Beth needs Activity Tables no later than December 2nd. The sooner the better. Cheryl, Tom, and Beth’s understanding from ACL that there will not be a portal for the Performance Progress Report this year, due to lack of accessibility. It is likely a Word document format will be used.

**General Updates**

Sam shared that the Career Centers are now open by appointment only.

Stephanie shared the Benefit Navigator Training is being offered virtually and will be broken into sections, so that it will no longer be an all-day format. In addition, the newly hired Benefit Specialists are at various stages and some will be picking up caseloads. Clients are still being seen remotely. Referral packets will also be changing and will be rolled out.

Lee shared he sits on two committees, the Acquired Brain Injury Advisory Committee and the Brain Injury Association of America (BIAA). Both are assessing what was done in 2020 and planning for 2021. The Acquired Brain Injury Advisory Committee has asked Lee to be a liaison between BIAA and Maine SILC.

Jess talked about sitting on the Transportation Workgroup. She shared that they have a really robust group. There are approximately 30 people at each meeting. There are people from across the State, but the majority focus is in the greater Portland area. They are looking at efforts at expanding beyond Portland. Jess has been involved in training sessions from other States and what they are doing and if any of that can be applied to Maine. Diane asked if funding has come up at all in terms of vouchers. Jess explained that there are many grassroot organizations that are coming together with overlap. Vouchers have not been discussed as of yet. Jess talked that the Workgroup needs to be more involvement at the State (governmental) level. It is more networking at this point. It is definitely a work in progress. Cheryl asked if the Department of Transportation involved. Jess said there are some members from DOT. Cheryl then asked if Penquis Community Action Agency (CAP) is involved in this group and Jess said there is, but not sure if it is Marsha Larkin. The Workgroup is trying to bridge the gaps between Maine Care, private and volunteer transportation. Cheryl is going to send a Blue-Ribbon information to Jess to share with the group. They are doing well growing their committee.

Karen shared some COVID updates regarding congregate care organizations around re-opening visitation and regulations across the State. They are looking at testing implementation depending upon the communities. They are looking at what point can restrictions be lifted and when based on information that is happening at the time which is especially important with the holidays approaching.

The Federal Government is working with Walgreens and CVS to offer vaccines in congregate settings and asking for these facilities to sign up. Right now, someone would physically go to the locations to administer the vaccine.

**Adjourned** – 11:28 a.m.