

Indiana Council On Independent Living (ICOIL)

**June 8, 2011 at 1 p.m.**

Indiana Government Center South, Conference Room C

402 West Washington Street, Indianapolis, Indiana

### **Meeting Minutes**

**Attendance:** Carol Baker, Richard Simers, Jim McCormick, David Nelson, Dee Ann Hart, John Guingrich, Beth Quarles, Justin Ogden, Nancy Zemaitis

Guests: Amy Browning and Chrissy Elzy (Southeast Indiana [SE IN] Independent Living Center), Peter Ciancone (Director of the WILL Center, Terre Haute), Nancy Young (Designated State Unit [DSU]), Julia Holloway (Division of Disability and Rehabilitative Services [DDRS]), Jade Luchauer (Bureau of Developmental Disabilities [BDDS]), Lisa Oliver, Dianne Cormier

### **Called to Order:**

Richard Simers called the meeting to order at 1 p.m.

### **Roll Call:**

Roll call was taken.

### **Pledge of Allegiance:**

The Pledge of Allegiance was recited.

### **Approval of the Agenda:**

David Nelson wishes to add review of state-funded Centers for Independent Living. Beth Quarles a motion to approve the agenda, and Dee Ann Hart seconded the motion. The motion was approved.

### **Meeting Minute Approval for May 11, 2011:**

- It was noted that there were instances where people who made motions were not identified.
  - A motion was made to provide a letter of support for Amy Browning. David Nelson made the motion, and Jim McCormick seconded the motion.
  - A motion was made to adjourn.
- David Nelson made a motion to approve the minutes with the above noted changes and Jim McCormick seconded the motion. The motion passed.

### **Report From the DSU (Nancy Zemaitis):**

- Vocation Rehabilitation (VR) is adding a chapter on post-secondary education to the VR plan. The draft is available on the Web site and comments are welcome.
- Comments and revisions on the state VR plan are done and due to the Feds on June 30, 2011.
- Felipe Lulli from Rehabilitation Services Administration (RSA) made comments about the Corrective Action Plan, which were drafted and will be compiled with VR piece. The big issue will be in regard to ICOIL membership.
- Leadership Academy: VR has been working with Center directors and the Indiana Institute of Disability and Community to develop a module on independent living. A hyperlink will be provided to the module, which contains a good overview.
- The next meeting with the Center directors is June 30, 2011.

### **Report from Standing Committee/Ad Hoc Committee: (Refers to Director's Report)**

#### *Executive Committee: Chair*

- David Nelson and Beth Quarle's memberships are coming to an end this month. Peter Ciancone and Melissa Madill have been recommended.
- John Guingrich was introduced as a new member of ICOIL.
- Justin Ogden was introduced as a new member of ICOIL.

#### *Finance Committee: Beth Quarles*

- The ICOIL Monthly Budget/Budget Expense sheet was handed out. Carol Baker addressed questions about the carry over issue. She worked with the Executive Committee and sent in a document addressing what ICOIL would like to have completed before September 30, 2011 when the funding source changes. The funds have been targeted to purchase Directors and Officers (D&O) Insurance, work on the ICOIL Web site, and support the two-day retreat to focus on new member orientation and kick off the development of the next SPIL (State Plan of Independent Living).

Marketing, Outreach/Membership Committee: Dee Ann Hart

- No actions have been taken with marketing.

Membership recruiting is still active; if anyone knows of anyone to recommend, please let the Council know. Four people have been appointed by the Governor's Office (Josh Williams, Justin Ogden, Cathlene Hardy-Hanson and John Guingrich). Jim McCormick reminded the Council that appointments can be staggered. As of July 1, 2011, ICOIL will have seven members with a majority of them being people with disabilities. There will be more recruiting for Ex-officio members with suggestions made at the meeting.

Report from the Director:

Update – Carol Baker

- A quarter-page ad for ICOIL was submitted to the National Council on Independent Living (NCIL) for the Annual Conference brochure.
- A proposal for D&O insurance has been submitted. A quote has not been returned.
- The letter of support that the Council voted on in the last meeting for Amy Browning is complete, and copies are available for those who wish to have one.
- Carol Baker has contacted Terry Brigrance to recruit him for his consulting help as discussed last month. His availability is September 13 and 14, and the estimated cost for this will be \$6,494. Further discussion surrounded the need for consultation and what action needs to be taken at this time. David Nelson made a motion to approve up to \$6,500 to hire a new consultant and any needed resources, and Dee Ann Hart seconded the motion. The motion passed.
- Region 5 is recommending Maureen Ryan as the regional representative to NCIL.
  - **Motion:** Dee Ann Hart made a motion to vote for Maureen Ryan and David Nelson seconded the motion. The motion passed.

- The membership roster was discussed. There are discrepancies between the roster from the Governor’s office and the roster maintained by ICOIL. The Executive Director is working to correct this. The Council also identified additional ex-officio members from other state agencies that could be positive additions to the council. Carol Baker recorded the names and will contact the identified agencies/individuals.

**Discussion Items: Chair:**

*By-Laws:*

- Richard Simers opened discussion, and a handout was passed around for reference. Carol Baker discussed the changes and amendments made.
  - **Motion:** Beth Quarles made a motion to adopt the by-laws (with changes) and Dee Ann Hart seconded the motion. The motion passed.

*Policies and Procedures:*

- A handout was provided and discussed. Minor formatting and document structure changes were agreed upon.
  - **Motion:** Dee Ann Hart made a motion to accept the Policies and Procedures Manual with the requested changes to formatting and document structure (subject to RSA approval) and Jim McCormick seconded the motion. The motion passed.

*Financial Policy:*

- Dee Ann Hart made a motion to approve the financial policy (subject to RSA approval) and David Nelson seconded the motion. The motion passed.

**Public Comments:**

Nancy Zemaitas:

- The transition school-to-work forum is in August. It is a good conference for people to attend.

Jim McCormick:

- This is the end of Jim McCormick’s first term and he wishes the Council well.

Richard Simers:

- Richard Simers thanked those who will not be returning for their service, and expressed that they will be missed.

**Motion:** Beth Quarles made a motion to adjourn at 2:33 p.m. and David Nelson seconded the motion. The motion was passed.

The next meeting is set for **July 13, 2011** at 1 p.m. in Conference Room C in the IGCS.

Individuals needing disability accommodations must contact the ICOIL Director at least **48 hours** prior to the ICOIL meeting by calling 317-809-0314.