

Indiana Council On Independent Living (ICOIL)

**May 11, 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

Guests: Al Tolbert (Southern Indiana Center for Independent Living), Amy Browning (Southeast Indiana [SE IN] Independent Living Center), Nancy Young (Designated State Unit [DSU]), 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:**

The agenda was approved.

#### **Meeting Minute Approval:**

- Meeting minutes from April 14, 2011:
- Jim McCormick wants to change the tense on page six to read: “. . . a lot of centers [*were*] billing clubhouse under partial hospitalization . . . .”
- Dee Ann Hart has an amendment to page two: “. . . [*the Council recommends and the Governor’s office appoints*] recommendations.”
- Al Tolbert objected that the Minutes need date/time/place/organization identifiers.
- Jim McCormick made a motion to approve the minutes for the April 14, 2011 meeting (with amendments); it was seconded by David Nelson and passed.

### **Report From the DSU (Nancy Zemaitis Not in Attendance):**

- Al Tolbert wants clarification on why ICOIL was not invited to the Rehabilitation Services Administration (RSA) Review of the Center for Independent Living (CIL) in Northwest Indiana. Carol Baker suggests Felipe Lulli would be the person to contact.
- David Nelson wondered if the last Federal review report, which occurred seven years ago, was ever issued or provided. The Council did not think it had, which prompted him to wonder, “What good is a report by RSA then?”

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

#### *Marketing, Outreach/Membership Committee: Dee Ann Hart.*

- There has been no activity this month. Thanks were given to Carol Baker for making and distributing the ICOIL Demographic Book. The book was handed out to the Council and the guests, and discussed.
- After the remaining copies have been distributed, 35 – 40 copies will be left over; Carol Baker is open to suggestions on who might appreciate a copy.
- The Council discussed when a new book, based on census information, should be updated. With new census and survey data, it usually takes two to three years for disability information to trickle down. The target time needed to update a book, per David Nelson, should be determined by the census and budget.
- Richard Simers asked if the book is copyrighted. David Nelson suggested not copyrighting the book, and encouraged online viewing.

### **Report from the Director:**

#### *Update – Carol Baker*

- The committee met earlier to discuss the budget.
- Handouts were provided and reviewed. The Executive Committee reviewed and proposed recommendations for this year’s budget and minor changes for next year’s budget. Brilljent provided an estimate on hours and some money may need to be moved to accommodate (Web site area was greater than anticipated, etc.). This was a new contract. The estimate was close, but went a bit over.

- DSU is being asked to review the proposal for \$12,000 –15,000 to be carried over:
  - To purchase Directors and Officers (D&O) insurance.
  - To provide more desired exhibits.
  - To buy its printer/fax.
- It has not been feasible for DSU to attend the nine planned meetings because of increased activity by the Council.
- Carol Baker met with Patrick Medaris. A conference call will be scheduled to review the figures. The State is looking to save money. With new members, it is difficult to estimate the savings. The American Recovery and Reinvestment Act (ARRA) dollars need to be expended by September. Discussion ensued about the about the priority of the proposed items and how to spend the \$12,000 –15,000.
- The Council discussed and agreed that the leftover \$12,000 –15,000 and any other unspent balances be carried over for the following purposes:
  - ICOIL has voted to purchase D&O insurance. It will cost \$800 – \$1,200.
  - The Indiana State Plan is a three-year plan. The plan is nearing its second year, and development for the new plan is needed. In addition, 90% of the ICOIL members will finish their three-year terms and will not be eligible for reappointment. ICOIL is recommending a joint orientation and planning session for new members, along with current members. To accomplish this, ICOIL has agreed to bring in an outside consultant, possibly Mr. Terry Brigance, who assisted with the current plan (estimate \$5,000).
  - ICOIL wants to continue to provide a “product” of value such as the Demographic Study. A planning session will help to identify new needs or build on what has been started. It will also engage new members and focus workgroup goals.

- The State Plan format calls for the Council to “assess satisfaction with the SILS”; to date, ICOIL has not fulfilled this obligation. ICOIL is researching other state information and proposing it partners with the CILs in Indiana. This alliance would create a program that shares satisfaction results, along with information from an online survey on the ICOIL Web site. A solid estimate does not currently exist; but, ICOIL will use Brilljent to create this program. ICOIL anticipates selecting another state’s process, and then Brilljent will be able to provide a firm estimate. The ICOIL Web site needs to be upgraded and staff trained to make announcements and updates.
- It was asked if anything is needed for conference calls that was not addressed in the handouts. David Nelson and Jim McCormick’s appointment terms were discussed, as was Beth Quarles’s term expiration. The membership committee requests that the center directors hold their meeting and make recommendations for Part B and C Center representatives.
- Jim McCormick will sit in on the conference call, per Richard Simers’ request.
- The conference is not yet scheduled.
- Jim McCormick wants Errors and Omissions to be included with D&O insurance.
- The Council discussed insurance options and what information should be explored with the agent. Carol Baker requested Jim McCormick or David Nelson attend the meeting as she does not have direct experience with this subject.
- The bylaws were discussed.
  - The National Council on Independent Living (NCIL) Conference out of state justification has been sent to the State. Concern was mentioned about the strength and relevance of the workshops.
  - A membership package was delivered to the Office of the Governor (OIG) last month, following the ICOIL meeting. The legislation passed, making the ICOIL membership total 11 members. Four members are still required if the Governor appoints the members recommended.

- Carol Baker received an e-mail (with a 55-page Microsoft PowerPoint presentation) from Susan Jenson (Federal Emergency Management Agency [FEMA], Region 5). FEMA is looking for people interested in participating in a partnership, and for suggestions and guidance on how to aid people with disabilities in the event of a disaster. The Council discussed and it was determined that if there is someone already working on this issue, it might be a good idea to pass this information on to him or her.

### **Public Comments:**

#### Amy Browning

- Amy Browning wants a letter of support from the Council. She thinks it is good to show a collaborative effort to support the expansion of services. A great deal of research has been completed and grants are being applied for. Letters of support have been solicited from other organizations showing the local efforts have been successful thus far. Since the budget is small, collaboration is very helpful.
- The Council agrees that a letter of support is very doable, and that what the organization is doing supports services for people with disabilities.
- A motion was made for providing a letter of support. It was seconded and passed.

#### Dee Ann Hart

- Dee Ann Hart does not mind the bylaw change regarding the Vice Chair, but she is reluctant about the Internal Revenue suggestion.
- NCIL's. The State perhaps discounts relationships with Federal partnerships. Need to encourage recognition of support.

#### David Nelson

- David Nelson wondered what should be done to solicit or facilitate suggestions for Council members. In addition to Council contacts, he thinks it is time to emphasize the need for the OIG to check the status for new appointments for Council membership. If ICOIL does not exist as a statewide Independent Living Council, then the state of Indiana could forfeit millions of dollars. He thinks much is at stake and action needs to be taken.

Jim McCormick

- Jim McCormick stated that a provision needs to be in the bylaws that some communication will be completed by electronic notifications. The Council discussed this and it was confirmed that the information already exists within the bylaws.

Richard Simers:

- Richard Simers discussed the notification of parking permit changes. The handicapped parking permit meeting took place last Friday with the Bureau of Motor Vehicles (BMV). Rules and conditions are changing and more documentation will be required to obtain a permit.
- A motion was proposed and seconded to adjourn. It was passed at 2:38pm.

The next meeting is set for **June 8, 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.