

DRAFT minutes for the full Council meeting held:



*Rhode Island Statewide
Independent Living Council
"Together, Making a Difference"*

Wednesday, September 21, 2016 1:00 to 3:00 p.m.

Council Meeting

Ocean State Center for Independent Living
1944 Warwick Ave, Warwick, RI 02889

Agenda

Wednesday, Sept. 21,2016, 1:00 to 3:00 p.m. 1

Council Meeting at OSCIL, 1944 Warwick Ave, Warwick, RI 02889 1

Welcome and Introductions 1

Approvals..... 1

Reports 1

 Nomination Committee 1

 Chairperson’s Report..... 2

 Treasurer’s & Finance Committee’s Report..... 3

 State Plan Committee’s Report 3

 Membership Committee’s Report 3

 Executive Committee’s Report 3

 Ocean State Center for Independent Living’s Report 4

 Designated State Entity’s (Governor’s Commission on Disabilities) Report 4

 Possible State Fiscal Year 2017 (October 1, 2016 to June 30, 2017) Budget Request 4

 Possible State Fiscal Year 2018 (October 1, 2017 to June 30, 2018) Budget Request 5

 Designated Liaisons’ Reports/ Conference Reports.....Error! Bookmark not defined.

Announcements 10

Adjournment, Chair..... 10

Environmental Access: We ask that you use unscented personal care products and that you not wear perfumes or scents. Please realize what may seem to you to be a mild fragrance can constitute a toxic exposure for a person with environmental illness.

Anyone requiring special accommodations must call Alyssa Gleason at 401 462-0103 at least 72 hours prior to the meeting. Interpreter for the deaf is already confirmed.



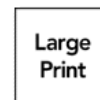
Cleaner Air
Scent Free



Sign Language Logo



Assistive listening Logo



Large print logo



*Rhode Island Statewide
Independent Living Council*
"Together, Making a Difference"

Wednesday, September 21, 2016, 1:00 to 3:00 p.m.

Council Meeting at OSCIL, 1944 Warwick Ave, Warwick, RI 02889

Council Office: 41 Cherry Dale Court, Cranston, RI 02920

(401) 337.5888 Fax (401) 462.0106 website: <http://risilc.org/> <https://www.facebook.com/risilc>

Attendees: Barbara Ringland, Jack Ringland (Chair), Ray Bandusky, Lorna Ricci (OSCIL), Margaret Molloy (Vice-Chair), Jeanne Panarace, Anabela Azevedo

Absentees: Carmen Boucher (DOH), Christine Hammond (ORS)

Guests: Alyssa Gleason (GCD), Bob Cooper (GCD), Helen Iasimone (OSCIL), Dorothy Hodge (Interpreter), Tammy Burnham (CART), Laurie DiOrio (ORS), Vincent DeJesus

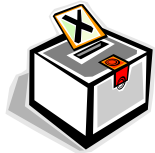
Staff:

Welcome and Introductions

Chair calls the meeting to order at 1 PM

Introductions of Council members and guests

Approvals



MOTION: To postpone the acceptance of the previous meeting's minutes until the next meeting due to the length
Motion moved by LR, seconded by BR, *passed unanimously*

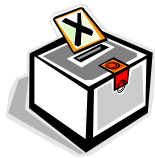
Reports

Nomination Committee

Presented by

Barbara Ringland

Discussion: Only 3 members were interested in holding leadership positions. The Nominating Committee suggested Margaret Molloy as Chair, Barbara Ringland as Vice-Chair, and Anabela Azavedo as treasurer. The position of Secretary would remain open for the time being, until a member was interested in serving in that position. LR questioned if an OSCIL employee was able to hold the position of Chair; the answer is yes-there is nothing in either the By-Laws or federal regulations preventing this. JR then asked if there were any nominations from the floor; there were not.



MOTION: The report and nominations of the Nominations Committee are

Accepted, naming Margaret Molloy as Chair, Barbara Ringland as Vice-Chair, and Anabela Azavedo as Treasurer.

Motion moved by JP, seconded by LR, *passed unanimously*

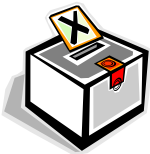
Chairperson's Report

Presented by Jack Ringland

Description	Status	Responsibility
Notification to website host of any changes	Not needed	Jack R.
Notification to terminate Corliss Lease	Completed	Jack R.
Arranging for CART & Interpreter for Annual Meeting	Completed	Jack R.
Layoff Notification to staff	Completed	Jack R.
Notification to terminate Cox Cable Service and new billing address	Completed	Jack R.
Notification to terminate insurance polices	All but D & O	Jack R.
Letters of Reference for staff	If asked for	Jack R.
Notification to terminate Advantage Payroll services, in January after 2016 employee income tax filings	Completed	Jack R.
Notification to terminate Beacon Mutual (workers' compensation) Insurance	Completed	Jack R.
Notification of layoffs to DL&T Unemployment Compensation	Completed	Jack R.
Notification of layoffs to DL&T Temporary Disability Insurance	Completed	Jack R.
Notification to T. Rowe Price – change of Annuity Policy Status		Jack R.
Notification to terminate Ronald Rodrigues, bookkeeper, in January after 2016 tax and corporate filings and new office address		Jack R.
Notification to Post Office of Change of SILC Address	Completed	Jack R.
Notification to Secretary of State change of Open Meeting filers		Jack R.
Notification to Secretary of State change of Corporate Agent – address		Jack R.

Discussion: J.R. reviewed the above list of tasks; regarding the insurance policies, all but D & O policies were terminated; D & O policies would remain in effect. Letters of reference for the staff would be sent if requested. Lisel Rockwood had contacted unemployment, and annuity info regarding her annuity was sent to Lisel, and the annuity was changed from the SILC's name to hers. The changes to the Sec. of State Open Meeting Filers would be made following the meeting, as JR was waiting until the new Chair was elected to do so. For October's Council meeting, a 3 yr. report will be sent out with the agenda.

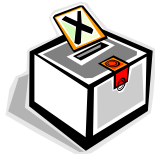
Potential MOTION: The Chairperson's Report is *accepted*
 Motion moved by JP, seconded by AA, *passed unanimously*



Treasurer's & Finance Committee's Report

Discussion: The overdraft fee from the Payroll Company (Advantage); the Bookkeeper and the September mileage has not yet been paid; JR has not yet been able to get into the Carbonite system; a question of checks that have been made out but not yet passed, which has led to difficulty in producing an accurate report of the state of the SILC's financial accounts; LD questioned whether or not the line of credit could be used to fund the SILC bank account until the necessary paperwork can be put in order.

Due to the amount of information in the report and a lack of time, it was motioned that further discussion and acceptance of the report be tabled until further notice, potentially the Oct. Council meeting.



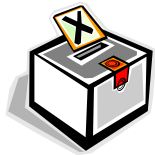
MOTION: To table the Treasurer and Finance Committee's Report until further notice in interest of time

Motion moved by JP, seconded by LR, *passed unanimously*

State Plan Committee's Report

Presented by Lorna Ricci

Discussion: The 2016-2019 SPIL was accepted; congratulations to all those involved for their time and hard work.



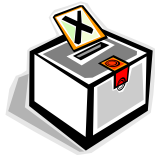
Potential MOTION: The State Plan Committee Report is *accepted*

Motion moved by JP, seconded by AA, *passed unanimously*

Membership Committee's Report

Presented by Jack Ringland

Discussion: The SILC needs to increase its presence in the community and become a part of more councils/committees.



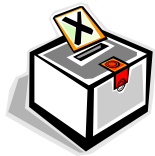
MOTION: The Membership committee Report is *accepted*

Motion moved by JP, seconded by AA, *passed unanimously*

Executive Committee's Report

Presented by Jack Ringland

Discussion: Discussion of JR's time as Chair; what he felt was accomplished versus his initial goals; JR offered to help the future Chair (MM) if needed.



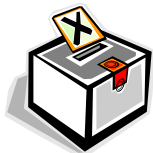
MOTION: The Executive Committee Report is *accepted*

Motion moved by BR, seconded by LR, *passed unanimously*

Ocean State Center for Independent Living's Report

Presented by Lorna Ricci

Discussion: LR asked if report could be tabled until the October Council meeting in the interest of time.



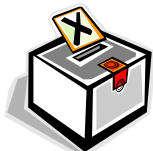
MOTION: The Ocean State Center for Independent Living Report will be tabled until the October 2016 SILC full council meeting
Motion moved by LR, seconded by BR, *passed unanimously*

Designated State Entity's (Governor's Commission on Disabilities) Report

Presented by Bob Cooper

Description	Status	Responsibility
MPA Purchase of insurance policies: directors & officers liability, general liability	Retaining current D&O Policy	Bob C.
Inventory of furniture and equipment	Completed	Alyssa G. / Laurie D.
Creation of SILC general revenue grant account	Completed	Bob C.
Moving of furniture and equipment	Completed	Laurie D.
Change of access codes to Carbonite Cloud Computing (storage) or termination	Completed	Lisel R. / Alyssa G.
Creation of SILC state telecommunication account/portage of phone number	In Process	Bob C.
Creation of SILC state mailing account	In Process	Bob C.
Transfer access to USHHS's Division of Payment Management to GCD	In Process	Bob C.
Transfer access to ACL's Reports filing website	In Process	Bob C.
Passwords to computer files	Completed	Lisel R. / Alyssa G.

Discussion: Updated the SILC on the tasks completed and those remaining for the transfer from ORS to the GCD, as well as the moving of the SILC office.



MOTION: The Designated State Entity Report is *accepted*
Motion moved by AA, seconded by JP, *passed unanimously*

Summary of Independent Living Accounts	GCD Admin \$	State SILC \$	SILC Federal \$	IL Services Federal Part B \$
Possible State Fiscal Year 2017 (July 1, 2016 to June 30, 2017) Budget Request				
Wages & Benefits	\$8,157	\$0	\$0	\$116,612
Contracted Professional Services	\$3,706	\$9,670	\$10,680	\$57,944
Operating Supplies and Expenses	\$730	\$4,137	\$3,948	\$7,725
Capital Purchases and Equipment	\$0	\$0	\$0	\$9,750
Grant Total	\$12,593	\$13,807	\$14,628	\$192,030

Summary of Independent Living Accounts	GCD Admin \$	State SILC \$	SILC Federal \$	IL Services Federal Part B \$
Available funds not yet allocated	(\$0)			\$172,091

All state matching funds would be used if the Council adopts this proposal. There would be about \$172,091 of federal funds that could be used for services and/or a portion held for emerging needs or in case Congress does not approve the Federal Fiscal Year 2018 Budget before September 30, 2017.

Possible State Fiscal Year 2018 (October 1, 2017 to June 30, 2018) Budget Request				
Wages & Benefits	\$9,018	\$0	\$0	\$155,482
Contracted Professional Services	\$6,845	\$13,006	\$13,804	\$77,258
Operating Supplies and Expenses	\$555	\$5,387	\$11,126	\$10,300
Capital Purchases and Equipment	\$0	\$0	\$0	\$13,000
Grant Total	\$16,418	\$18,393	\$24,930	\$256,040
Available funds not yet allocated	(\$8,411)			\$174,031

The State Budget Office instructs agencies to prepare budget requests in September for the state fiscal year starting next July. The **State FY 2018 Level A target** only funds the independent living services for 3 fiscal quarters! The independent living program needs to be funded for the full year (4 quarters). As a result, the proposed state match for state fiscal year 2018 is only \$26,400 not the \$35,200 budgeted between ORS & GCD this year.

If the \$172,091 of surplus federal funds currently available this year is not used, it could grow to \$174,031. The Council could be used for services and/or a portion held for emerging needs or in case Congress does not approve the Federal Fiscal Year, 2019 Budget before September 30, 2018.

Independent Living Services Detail	Federal Part B \$		% OSCIL Funds
	Oct. '16 to June '17	July '17 to June '18	
Goal 1. Rhode Islanders have an understanding and knowledge of the Independent Living philosophy and services.			
Objective 1: Rhode Islanders with disabilities are educated on IL services and where to go to receive services.			100%
Objective 2: Government officials and policy makers are educated on areas that impact Rhode Islanders with disabilities.			100%
Objective 3: Rhode Islanders are educated on the IL philosophy and the scope and extent of IL services.			100%
Goal 2. All Rhode Islanders with disabilities have equal access and inclusion into public services in an accessible community.			

Independent Living Services Detail	Federal Part B \$		% OSCIL Funds
	Oct. '16 to June '17	July '17 to June '18	
Objective 1: Rhode Islanders with disabilities have accessible and reliable transportation.			100%
Objective 2: Recreational activities are accessible to Rhode Islanders with disabilities.			100%
Objective 3: Rhode Islanders with disabilities have access to all forms of communication without barriers.			100%
Goal 3. All Rhode Islanders with disabilities are fully informed and empowered to live in the least restrictive environment based on consumer choice.			
Objective 1: All Rhode Islanders with disabilities will have access to the Community Living Options.			
1. OSCIL will provide the Core Services: I & R, peer support, direct skills training, advocacy, and transitioning services.			100%
2. OSCIL will provide services to assist consumers transitioning from nursing homes or divert consumers from entering nursing homes by addressing barriers in consumers homes through facilitation and acquisition of home modifications, and assistive devices/technology and PCA services. OSCIL will realize a 20% increase in total served.			
Personnel: Nursing Home Transition Specialist 96% Part B, 4% Other funding.	\$31,019	\$41,358	4%
Nursing Home Transition moving costs 100% Part B.	\$750	\$1,000	0%
Subtotal Goal 3 Objective 3	\$31,769	\$42,358	
Goal 4. The Independent Living Network expands in Rhode Island.			
Objective 1: Expand OSCIL's current services to accommodate program growth and to meet the growing needs of the community.			100%
Objective 2: Provide transition services.			100%
Objective 3: OSCIL will have needed staff.			
1. Continue staffing for Part B programs- Nursing Home Diversion Services.	See Goal 3 Objective 1 Activity 2 above		
2. Continue staffing for the High School and YMCA youth transition services.			
3. Continue staffing for general IL service provision and purchase of home modification and equipment for those consumers found eligible.			100%
Home Access Coordinator Part B	80%		20%
Assistive Technology Specialist	25%		75%
Assistive Technology Specialist	17%		83%
Access Program Administrative Assistance	40%		60%

Independent Living Services Detail	Federal Part B \$		% OSCIL Funds
	Oct. '16 to June '17	July '17 to June '18	
Program Director	35%		65%
Finance Director	7%		93%
Wages & Benefits	\$85,593	\$114,124	
Contracted Professional Services (To complete home modifications)	\$57,194	\$76,258	0%
Program promotion	\$750	\$1,000	0%
Mileage Allowance - Personally Owned Vehicles	\$1,800	\$2,400	0%
Rental/Lease (including utilities)	\$1,500	\$2,000	0%
Office Supplies and Equipment:	\$1,125	\$1,500	0%
Miscellaneous: (Administration/payroll/audit, including Nursing home Transition moving cost is not included – reported under Goal 3 Objective 2):	\$2,550	\$3,400	0%
Purchased Equipment: Assistive Technology	\$9,750	\$13,000	0%
Subtotal Goal 4 Objective 3 Activity 3	\$160,262	\$213,682	
Total Habilitative/Rehabilitative Services	\$192,030	\$256,040	

There would be about \$172,091 of federal funds that could be used for services and/or a portion held for emerging needs or in case Congress does not approve the Federal Fiscal Year, 2018 Budget before September 30, 2017.

OSCIL's proposed use of the Independent Living Services funding is:

% of total	Description	Oct. '16 – June '17	July '17 – June '18
17%	Nursing Home Diversion	\$31,769	\$42,358
83%	1. Continue staffing for Part B programs- Nursing Home Diversion Services; 2. Continue staffing for the High School and YMCA youth transition services; and 3. Continue staffing for general IL service provision and purchase of home modification and equipment for those consumers found eligible.	\$160,262	\$213,682
Money available to use in either state fiscal year		\$172,091	

Question: How does the Council want to do allocate the direct independent living services money?

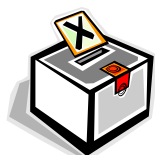
Independent Living Administration Detail	GCD Admin \$	State SILC \$	SILC Federal \$
Possible State Fiscal Year 2017 (October 1, 2016 to June 30, 2017) Request			
State Employee Wages & Benefits			
Case Management Coordinator	\$8,157		
Annual Hours	223.00		
Full Time Equivalent (FTE)	0.13		
Subtotal State Employee	\$8,157	\$0	\$0

Independent Living Administration Detail	GCD Admin \$	State SILC \$	SILC Federal \$
Possible State Fiscal Year 2017 (October 1, 2016 to June 30, 2017) Request			
Contracted Professional Services			
Training and Education Services			\$2,250
Legal: General/Other		\$300	
<i>Personal Care Assistant Hours</i>		40	-
Other Medical Services		\$600	\$0
Clerical Services (<i>Grant Assistant</i>)	\$3,512	\$5,061	
<i>Annual Hours</i>	186.80	269.20	-
<i>FTE</i>	0.15	0.22	
<i>CART Reporter sessions</i>	0.20	10	-
<i>CART Reporters</i>	\$0	\$3,430	\$0
<i>Interpreters hours</i>	0	0	36.00
<i>Interpreters</i>	\$0	\$0	\$1,980
Interpreters/Translators		\$3,430	\$1,980
<i>Meeting Facilitator</i>		\$0	\$1,200
<i>Strategic planning / SILC Development</i>			\$5,250
Communications and Media Related Services		\$0	\$6,450
Employees Retirement System of RI	\$194	\$279	\$0
Subtotal Contracted Professional Serv.	\$3,706	\$9,670	\$10,680
SILC all funds Contracted Services		\$20,350	
Operating Supplies & Expenses			
Computer Supplies and Software and Equipment	\$503	\$0	
Program Supplies and Equipment		\$456	\$0
Membership Dues & Fee		\$0	\$375
Postage and Postal Services		\$140	\$0
Print Advertising		\$200	
Printing - Outside Vendors		\$60	
Printing Services Provided by State Agencies	\$0	\$400	\$0
Insurance		\$1,284	
Mileage Allowance - Personally Owned Vehicles	\$219	\$240	\$0
Mileage & Allowance - SILC volunteers		\$1,134.51	
Out-of-State: Transportation (Conferences)		\$0	\$3,459
Other Travel-related Costs	\$8	\$16	
ISF Overhead/Service Charges	\$0	\$207	
Fees: Single Audit			\$114
Fees: Miscellaneous (<i>SILC Public Forum Sponsor</i>)			\$0
Subtotal Operating Supplies & Expenses	\$730	\$4,137	\$3,948
SILC all funds Operating Supplies & Expenses		\$8,085	
Miscellaneous Benefits/Subsidies			\$1,500

Independent Living Administration Detail	GCD Admin \$	State SILC \$	SILC Federal \$
Possible State Fiscal Year 2017 (October 1, 2016 to June 30, 2017) Request			
Assistance and Grants	\$0	\$0	\$1,500
SILC all funds Assistance and Grants		\$1,500	
Total Administrative Support	\$12,593	\$29,935	

Independent Living Budget Requests	GCD Admin \$	State SILC \$	SILC Federal \$
July 1, 2017 to June 30, 2018			
State Employee Wages & Benefits			
Case Management Coordinator	\$9,018		
<i>Annual Hours</i>	227.40		
<i>FTE</i>	0.14		
Subtotal State Employee	\$9,018	\$0	\$0
Contracted Professional Services			
Training and Education Services			\$3,000
Legal: General/Other		400	
<i>Personal Care Assistant Hours</i>		52	0
Other Medical Services		\$796	\$0
Clerical Services (<i>Grant Assistant</i>)	\$6,488	\$6,550	
<i>Annual Hours</i>	345.1	348.4	
<i>FTE</i>	0.21	0.21	
<i>CART Reporter sessions</i>		14	0
<i>CART Reporters</i>		\$4,899	\$0
<i>Interpreters hours</i>			38
<i>Interpreters</i>			\$2,204
<i>Interpreters/Translators</i>		\$4,899	\$2,204
<i>Meeting Facilitator</i>		\$0	\$1,600
<i>Strategic planning / SILC Development</i>			\$7,000
Communications and Media Related Services		\$0	\$8,600
Employees Retirement System of RI	\$357	\$361	
Subtotal Contracted Professional Serv.	\$6,845	\$13,006	\$13,804
SILC all funds Contracted Services		\$26,810	
Operating Supplies & Expenses			
Office Supplies and Equipment	\$0		
Computer Supplies and Software and Equipment	\$298		
Program Supplies and Equipment (less than \$5000)		\$475	\$125
Membership Dues & Fee			\$500
Postage and Postal Services		\$200	
Print Advertising		\$267	
Printing - Outside Vendors		\$80	
Printing Services Provided by State Agencies	\$0	\$533	

Independent Living Budget Requests	GCD Admin \$	State SILC \$	SILC Federal \$
July 1, 2017 to June 30, 2018			
Insurance		\$1,296	
Mileage Allowance - Personally Owned Vehicles	\$245		
Mileage & Allowance - SILC volunteers		\$2,300	
Out-of-State: Transportation (Conferences)		\$0	\$10,249
Other Travel-related Costs	\$12	\$21	
ISF Overhead/Service Charges		\$215	
Fees: Single Audit			\$152
Fees: Miscellaneous (<i>SILC Public Forum Sponsor</i>)			\$100
Subtotal Operating Supplies & Expenses	\$555	\$5,387	\$11,126
SILC all funds Operating Supplies & Expenses		\$16,513	
Miscellaneous Benefits/Subsidies			\$1,500
Assistance and Grants	\$0	\$0	\$1,500
SILC all funds Assistance and Grants		\$1,500	
Total Administrative Support	\$16,418	\$43,323	



MOTION: Reserve of between 20-25% of the above federal funding will be held in reserve, in order to fund necessary activities during the lag time between grant cycles.

Motion moved by RB, seconded by AA, passed unanimously

Announcements



The future Council meeting this year are Wednesday October 19th 1-3 PM & December 14th at Ocean State Center for Independent Living

Executive Committee meetings this year are Wednesday October 5th 1-3 PM & November 30th at 10 AM -12 PM at the Governor's Commission on Disabilities, 41 Cherry Dale Court, Cranston, RI

The Membership & Finance Committees will meet on Wednesday October 5th 3-4 PM, immediately following the Executive Committee meeting at the Governor's Commission on Disabilities, 41 Cherry Dale Court, Cranston, RI

Adjournment, Chair



MOTION: To adjourn at 3:25 PM

Motion moved by AA, seconded by MM, *passed unanimously*