



## WASHINGTON State Independent Living Council

### WASILC QUARTERLY MEETING MINUTES

**Friday January 13, 2017**

Best Western Plus Lacey Inn & Suites  
8326 Quinault Dr. NE, Lacey, WA 98516

#### **Members Present:**

Mark Leeper, Center Director Representative, Pullman  
Jana Finkbonner, VR Tribal Representative, Bellingham  
Kayla Victor, Private Business Representative, Vancouver  
Keith James, Advocate for Individuals with Disabilities, Seattle  
Ryan Nabors, CIL Representative, Tumwater  
Almir Trejo, General Public Representative, Tacoma

#### **Members Absent:**

Krysta Van Woert, General Public Representative, Tonasket

#### **Per Phone:**

Sheila Turner, Parent Guardian Representative, Pasco  
Deb Cook, DSB Ex-Officio, Seattle

#### **Council Staff:**

Kim Conner, Executive Director, Olympia  
Cassi Villegas, Executive Assistant, Olympia

#### **Call to Order:**

- Called to Order: January 13, 2016 at 9:13 by Mark Leeper, SILC Chair

#### **Report on Action Items:**

- Kim submitted the 2016 budget to Andres Aguirre, DVR Director, for approval. It was accepted and approved
- The SILC's budget comes out of DVR's Innovation & Expansion budget. In the future, the SILC might have to access part of the 30% of the Part B funds, available through WIOA changes, to supplement its budget. DVR has to use 15% of its budget for PRE Employment training. Kim will monitor potential changes
- Mark and Kim had a meeting with Keith Swenson at the Governor's Office. Topics discussed were the placement of SILC and Council membership and recruitment

#### **New DVR Director: Mark Leeper**

- Jana would like to thank Andres Aguirre on behalf of the Council for his contributions and support of the Independent Living philosophy
- Mark reached out to Andres Aguirre and thanked him for his support of the SILC and IL movement.

### **Finance/Budget: Kayla Victor/Kim Conner**

- Kim went over the current quarter's budget. Budgeting is not easily comparable due to DOH contract having different fiscal dates
- DOH contract needs to be invoiced. Kim is working on straightening out the payment coding to accurately invoice DOH
- We needed to replace a computer. This was not in the budget but we will be able to absorb the cost from savings in other line-items
- Jana asked about how the quarters will compare. Kim explained that we would adjust the document to reflect quarterly expenditures for the Council to track

### **New Business:**

- Discussed letter from the CILs to the new Assistant Secretary. Mark read the letter aloud for everyone to hear (phone attendees). Then there was a discussion about the Assistant Secretary's background and experiences in IL, VR, and government
- Reviewed letter sent to Acting Secretary Lashway and Assistant Secretary Quarel. Intention was to educate and invite a collaborative relationship. Suggestions were made for changing the letter. All agreed that the letter should be sent once edits were complete
- Part B contracts end Sept 30<sup>th</sup>. There is \$60,000 for youth conference left as carry over per a conversation with fiscal at DVR. There is interest in partnering with the APRIL conference that will be held in Spokane in October 2017. Kim will work with the Youth Committee and interested partners in developing some options to support youth with the \$60K youth conference carry over funds
- Jana is wondering if there someone in the IL community that we can bring in to engage youth? Kim said that Bill was asked to collaborate with APRIL and would like SILC to also be included. We need to discuss this with the CILs and get their ideas
- Sheila added that EBC (her center) might want to be involved in the youth conference with APRIL (get in touch with her director). DSB could be a collaborator (and possibly funding) if this fit into the scope of what they do
- Mark mentioned that carry over money might not be available in October for youth. Kim states that we should have those funds in October because carry over is used first

### **Committee Discussion: Mark Leeper/Kim Conner**

- Mark talked about each committee and what they do. As well as who is chair and members in each committee
- Mark asked each committee to determine regular meeting times. Sheila would like to adjust committee meeting times so everyone can serve their committee effectively (i.e. evening meetings). It was recommended to think of non-Council members who could serve on each of the committees. Kim will be working on staffing committees so people only serve one committee at a time
- Discussed collaboration within/between committees, how to track accountability. Jana wants to ensure each committee has a definitive purpose and exists for more

than just one goal. Deb Cook has suggested narrowing down our committees to better manage them

- Discussed narrowing down committees, instead of removing any committee we will just work through as these are currently stated and allow them to break down or build, as they are needed

- Executive Committee: active

No need to report out.

- Legislative Committee: active

- Assess Placements of SILCs within the state
  - Keeping in contact nationally of appointments and other events taking place
  - Collaborating with CILs, watching bills
  - Housing and transportation issues
  - Keith "What are items that need immediate attention?" Kayla- Legislative Reception, we need to create a unified message for Feb 1<sup>st</sup>. Our voice is getting the message out from the CILs side. CILs should be more involved. Kayla feels we need to focus on mental health issues and collaborate with agencies that advocate for these issues
  - Two basic question "What do we want to do?" and "how can we do this?"
- Kim has the power to make executive decisions as needed

Full participation is requested. (staff: indicate in subject how important message is to indicate response/acknowledgement time. Also indicate response necessary-to everyone or just kim? Etc.)

Level 1-5 of importance> ACTION OR FYI > respond all?

What is going to be the legislative SILC Message

Brainstorm who else would like to be a part of the committee (recruiting- membership)

Invite centers to be a part of it. DRW office to recruit? DVR DSB? DSB has legislative analysis (DSB, Toby, DRW)

Monitor bills (ie what Toby presented)

- Marketing and Outreach Committee: active

- Redesigning the Website
- Creating unified message
- Kim might know someone who has marketing background that may be interested in joining the committee
- SILC involvement in Social Media (state agencies have very strict rules, this is currently being researched)

- Youth Committee: re-activate.

- Interested in partnering with people from Idaho and Montana
- Recruiting for the committee through higher-ed
- Youth Committee should be familiar with funding services/resources (DSB)

- Needs to create regular meeting time
- APRIL Conference attendance is an interest

- Membership Committee

- Needs to be diverse. Current Board Members need to be well trained so they can train new members
- Membership and Marketing committee should get together to develop materials for training
- Chaired by either Chair or Vice Chair of EC
- Kim is happy to handle the recruitment process and responsibility if people want to give her names of potential members
- There is a need for routine recruitment
- Jana has experience in this and would not mind sitting on the committee

- Resource Development & Employment: inactive and will remain inactive

**Motion: Kayla “I motion to adjourn”**

**Vote: All in favor, motion passed unanimously**

**Adjourn: 12:51 P.M.**