

SFIL Goal 4: Support the Operations of the NCSILC Nonprofit Office

September 17, 2014 Teleconference

In attendance: Kay Miley, Deidre Dockery, Will Miller (SILC office)

Will chaired the meeting and will do so until another Goal 4 Committee Chair is appointed.

Meeting convened by Will at 10:05 AM

Will summarized and took questions regarding the following year-end data for FY2014:

Goal Description: Part B funds are used to ensure that the NC SILC nonprofit office operates efficiently and effectively, in compliance with the Federal Rehabilitation Act, and in accordance with written policies under the Department of Health and Human Services.

Objective 4.1: Maintain an autonomous and independent NC SILC nonprofit office.

Activity: Part B funds are provided for general operations of the NCSILC nonprofit office and the NCSILC related activities.

| <u>PAYMENT</u> | <u>DATE REQUESTED</u> | <u>DATE RECEIVED</u> | <u>AMOUNT</u> | <u>NOTES</u> |
|------------------|-----------------------|----------------------|---------------|--------------|
| Advance of funds | 07-27-13 | 10-09-13 | \$38,197.00 | |
| October | 11-10-13 | 12-11-13 | \$12,387.28 | |

| | | | | |
|-----------|----------|----------|-------------|---|
| November | 12-09-13 | 01-08-14 | \$16,464.46 | |
| December | 01-03-14 | 01-29-14 | \$10,046.52 | |
| January | 02-10-14 | 03-10-14 | \$18,856.18 | |
| February | 03-10-14 | 03-26-14 | \$12,592.30 | |
| March | 04-10-14 | 04-22-14 | \$12,183.62 | |
| April | 05-08-14 | 05-29-14 | \$18,037.12 | |
| May | 06-09-14 | 06-24-14 | \$18,890.87 | |
| June | 07-02-14 | 07-21-14 | \$ 9,611.31 | |
| July | 08-05-14 | 09/05/14 | \$12,083.34 | \$15,926.25 spent this month; reimbursement for \$15,926.25 because we have spent into the FY2014 cash advance. |
| August | 09/09/14 | | \$0 | |
| September | | | \$0 | |

Activity: A sub-committee from the SILC identifies and reports annually on best practices from other states by reviewing other SPILs, contacting other SILCs, attending the SILC Congress, and reviewing other publicly-available information.

| <u>YEAR</u> | <u>ACTIVITIES</u> | <u>BEST PRACTICES</u> |
|-------------|------------------------------|---|
| FY 2014 | SILC Congress 2014 (WM & DH) | Sessions attended: <ul style="list-style-type: none"> • Implementing the |

| | | |
|---------|---|--|
| | | <p>SPIL – Online Documents and Support System as Evidence</p> <ul style="list-style-type: none"> • Legislative Advocacy • State Sharing: Brag and Borrow • Working with SRC's • Monitoring and Evaluating the SPIL – Best Practices • Accessible Virtual Meetings |
| FY 2014 | ARRA funding inquiry to SILC E.D.s | Strategies to deal with loss of ARRA funding provided from RSA, TN SILC, and NY SILC |
| FY2014 | Per Diem inquiry to other SILCs and RSA | Input received on payment of per diem for days spent travelling prior to a SILC event |
| FY2014 | APRIL Peer-to-Peer mentorship program (Brad Williams, NYSILC) | Focused on SILC funding, public input and needs assessment for SPIL, loss of ARRA funding, and WIOA developments |

Activity: The sub-committee from the SILC contacts other SILC organizations or visits other SILC organizations in the region.

See above. No other SILC organizations visited this year, but this is a possibility for FY2015-16.

Activity: The flow of Title VII, Part B funds (from RSA to the eventual Title VII, Part B contract recipients), shall be transparent, and an accounting of such funds shall be made available by the DSU to NCSILC on a monthly basis.

Part B spending reports for the SILC and CILs were requested and received as appears below. The SILC office will request these reports on a monthly basis going forward.

| <u>MONTH</u> | <u>DATE REQUESTED</u> | <u>DATE RECEIVED</u> | <u>NOTES</u> |
|--------------|-----------------------|----------------------|--------------|
| October | | | |
| November | | 11/22/2013 | |
| December | | | |
| January | | | |
| February | | 02/01/14 | |
| March | | 03/01/14 | |
| April | | | |
| May | | | |
| June | | 06/27/14 | |
| July | | | |
| August | | | |
| September | | 09/9/2014 | |

Objective 4.2: The NC SILC nonprofit office coordinates SPIL-related activities.

Activity: The NC SILC holds quarterly meetings.

| <u>DATE</u> | MEETING HELD? | NOTES |
|-------------|---------------|-------|
| Oct 2013 | Yes | |
| Jan 2014 | Yes | |
| Apr 2014 | Yes | |
| Jul 2014 | Yes | |

Activity: The NC SILC disseminates information.

- This info is provided in quarterly E.D. report (WM, 2/19/2014)

January 2014 report:

The SILC office received twelve I&R inquiries from October through December via phone and email. The inquiries were from individuals with disabilities (IWDs), family members of IWDs, or service organizations. Individuals seeking IL services are referred to CILs and/or local VR-IL or DSB-IL offices in their area. The NCSILC website received 2781 hits for the quarter and 15,735 hits for the calendar year.

April 2014 report:

The SILC office received twelve information and referral requests via phone and email from January 1 to March 31. Seven requests were from individuals with disabilities (IWDs), four from family members or friends of IWDs, and one from staff of a nonprofit organization. Individuals seeking IL services are referred to CILs and/or local VR-IL or DSB-IL offices in their area.

July 2014 report:

The SILC office received seventeen information and referral requests via phone and email from April 26 to July 7. Eight requests were from individuals with disabilities (IWDs), seven from family members or friends of IWDs, one from a city government employee, and one from the host of a radio program. Individuals seeking IL services are referred to CILs and/or local VR-IL or DSB-IL offices in their area.

October 2014 report:

The SILC office received twenty information and referral requests via phone and email from July 8 to September 30. Seven requests were from individuals with disabilities (IWDs), ten from family members or friends of IWDs, and three from service providers.

There were 15,721 hits to www.ncsilc.org during FY 2014 (from October 1, 2013 to September 30, 2014). More specific data is available from the SILC office upon request.

SILC staff and members attended various conferences and meetings in FY 2014, including:

- Quarterly SRC meetings
- Quarterly Commission for the Blind meetings
- CRC meetings
- Discovering Our Treasures conference
- Disability Rights NC conference
- Triangle Radio Reading Service (TRRS) board meetings
- Arts Access board meetings
- DSB-IL staff training meeting
- 2014 Youth Leadership Forum
- 2014 IL Summit

- Disability Rights NC open house event
- DVRS Service Animal Workgroup meetings
- NC Dept. of Public Safety Emergency Preparedness grant meetings
- Joy A. Shabazz Center for Disability Rights 17th Annual Meet and Greet
- NC Medicaid Reform Stakeholder Engagement Group meetings

The SILC Office sends periodic “News from the SILC” emails with IL-related information to SILC members, ex officios, DSUs, and CIL Directors

Activity: When sufficient funds remain in a fiscal year, the NC SILC implements an annual IL summit to garner input and monitor implementation of the SPIL.

| <u>FY</u> | <u>IL SUMMIT HELD?</u> | <u>IF NO, EXPLAIN DECISION</u> |
|-----------|------------------------|--------------------------------|
| 2014 | Yes | |
| 2015 | | |
| 2016 | | |

Activity: The NC SILC maintains representation from youth with disabilities.

- “youth” clarified as under 30 at Jan 2014 SILC meeting (WM, 2/19/2014)

| <u>FY</u> | <u># OF MEMBERS UNDER 30 Y/O</u> | <u>OTHER MEANS OF REPRESENTATION?</u> |
|-----------|----------------------------------|---------------------------------------|
| 2014 | 2 | |
| 2015 | 3 | |

| | | |
|------|--|--|
| 2016 | | |
|------|--|--|

Activity: The NC SILC implements recruitment and membership procedures.

Request the status of new recruiting and membership procedures on an annual basis. Summarize the descriptions below.

Fy 2014:

Steps to appointment on the SILC are as follows:

1. Applicant Completes and returns a SILC office application and criminal search authorization form. The application includes a current resumé and three personal references.
2. Applicant is contacted for a teleconference interview if his/her application is selected by the SILC membership committee. A member of the committee contacts the applicant's references before or after the interview.
3. Teleconference interview with the membership committee is held.
4. The membership committee votes on endorsement of the applicant for membership to the full SILC council.
5. The full SILC council votes on whether to endorse the applicant for membership to the NC Office of Boards and Commissions.
6. The applicant completes a state SILC application and returns it to the SILC office. The applicant may also send the application directly to the NC Office of Boards and Commissions.
7. The Governor's office notifies the applicant and provides a welcome packet if he or she has been appointed to the SILC.

The SILC office has developed form letters to guide the applicant through this process, and a letter of endorsement to send to the Office of Boards and Commissions with the state application if the full council votes to endorse the applicant.

FY 2015:

FY 2016:

Activity: For NC SILC succession planning, the membership committee identifies and recommends, on a continuous basis, at least three potential SILC nominees who meet the qualifications mandated in the Rehabilitation Act.

| <u>DATE RECOMMENDED</u> | NOMINEE'S INITIALS |
|-------------------------|--------------------|
| 1/17/2014 | DB |
| 4/25/2014 | RA |
| 9/16/2014 | BW |
| 9/16/2014 | LC |
| | |

Activity: The NCSILC provides orientation and training to new members, to include assignment of a mentor and training sessions in conjunction with NCSILC quarterly meetings.

| <u>MEMBER'S NAME</u> | MENTOR'S NAME | ORIENTATION TRAINING RECEIVED? |
|----------------------|---------------|--------------------------------|
| | | |

| | | |
|---------------|-------------------------|-------------------------|
| Mitzi Kincaid | Sandy Ogburn | Yes |
| Sandra Hicks | Kay Miley | Yes |
| Deja Barber | N/A (appointed 8/18/14) | N/A (appointed 8/18/14) |
| Ricky Alewine | N/A (appointed 8/18/14) | N/A (appointed 8/18/14) |

Meeting ended at 10:30 AM

Respectfully submitted by Will Miller.