

**Maryland Statewide Independent Living Council
(MSILC)
Full Council Meeting
199 E. Montgomery Ave, Suite 100
Rockville, MD 20850
Meeting Minutes**

December 12, 2019

Attendance:

Present: Tony Lawson - MSILC Chairman, Joyce Brooks - MSILC Secretary, Denise Thomas - MSILC Executive Director, Rose Carey - Vice President (phone), Mike Bullis - CIL Rep (phone), Laurie Elinoff (phone), Ray Smith

Absent: Tom Laverty, Magtanggol (Bong) Delrosario.

Welcome & Introduction: The meeting began at 11 a.m. Mr. Lawson led the meeting with welcome remarks and introduction.

Executive Committee

Secretaries Report - (Joyce Brooks, MSILC Secretary):

- **Roll Call:** A roll call regarding members was taken and recorded.
- **Review and Approve 09/26 Full Council Minutes:** The Full Council Meeting minutes from 09/26/19 were reviewed by members. Mr. Lawson made a motion to approve the minutes, Mr. Smith seconded, motion was carried and the minutes were approved.
- **Review Current Attendance Log:** Members were asked to review the attendance log for the last three meetings to make sure that information was accurate. Members were also reminded that they should attend the Full Council Meeting in person as much as possible (at least once a year) and/or they need to inform the secretary of the council or Executive Director, if they cannot attend.
- **Review Contact information:** Members were directed towards the current membership roster, which contains their name, address, telephone numbers as well as e-mail address. Each member was asked to review their information to make sure that it was accurate. Any suggested changes that they have should be directed towards the Secretary of the Council or the Executive Director.

Chair Report - (Tony Lawson, MSILC Chair)

- **Committee Meeting Schedules:** Each member was provided a list of dates in which the four committees of the Council meet on a monthly basis. Members were informed to select at least one committee to serve on as a member of the Council. Members were advised to review the Council calendar, which is available on MSILC website regarding the dates of meetings.
- **Review of Sub-Committees:** Mr. Lawson, Chair of the Council briefly reviewed the description of each of the four committees of the Council; Public Engagement, Infrastructure, Outcomes and Executive Committee.

Officer Election for Vice- Chair & Secretary: The Chair reminded members that during the previous Full Council Meeting nominations for the positions of Vice-Chair & Secretary were open. Each member at that time had a chance to either nominate themselves or nominate a fellow member for either or both positions. This was done via email to the Executive Director. After that time it was noted that two individuals were nominated for the position of Vice-Chair and one for the position of Secretary. Those individuals were Mr. Delrosario and Ms. Carey for Vice-Chair and Ms. Brooks for Secretary. After the nominations were gathered, each individual was contacted to determine if they had interest in applying for an officer position and if so, they were requested to do an in-person interview. The membership committee will provide feed back after the interviews and then all Council members present will have a chance to vote for the nominees.

Candidates Speeches: During the time, only one candidate for the position for Vice Chair was present to provide a speech before the Full Council Meeting, that individual was Rose Carey. The Committee tried to contact Mr. Delrosario via phone to join the meeting to see if he was available to provide some words to the Council but he was not available at that time.

Q&A with Discussion: The Chair, after the speeches were given by each candidate, asked the Council members to ask any questions. At that time no questions were asked.

MSILC Treasurer - (*Denise Thomas- MSILC ED*)

Review Fy 19 Final Budget vs Actual Report: The members of the Council were informed that they were actually operating within their FY 20 operating budget. Therefore, a review of FY19 was done, based on the expenses incurred by the Council. All the line items broke even. There is a \$5000 carryover from FY 19 to FY 20.

Two expenses that are still out, (1) the cost related to financial review and (2) the growing expense for training. The council was made aware that there is a difference in amount allocated towards the training base for FY 20. There was an increase of approximately \$2000 towards training cost.

Break

Outcomes Committee - (*Laurie Elinoff, Committee Chair*):

- **Overview SPIL 2020 Amendments Progress:** The Council members were reminded that the SPIL for 2020 was submitted on time. But, based on the information provided, the ACL wanted a few additional questions asked by the IL Network. There were two sections which had to be amended to fill this request. They were section 3.2 which was regarding the IL Network or CIL Network. Also, section 5.0 which the DSE had provided additional information on the funding for the SILC. That information was submitted to the ACL within a timely manner before the deadline date. Our contact at the ACL had forwarded an email message to the Executive Director noting that the amendments had been received and that if they had any additional questions that she would follow up with an additional email. So far there has been no additional email. Therefore, the SPIL amendment has been approved.

- **IL Partners Retreat:** A general discussion was held by the members present regarding the upcoming IL Partners Retreat. The training topic will be regarding stress management and a suitable date will be determined.
- **IL Awareness Event Planning:** At this time, there was some discussion regarding the development of the IL Awareness Day Event. The Chair of the Outcomes Committee was asked to contact CIL Directors to see if there was any legislation being reviewed which the IL Network should follow up on in regards to the logistics of the event. There still is not a clear understanding whether it's a one day or two day event or whether it involves visiting legislators.

Center of Independent Living Report - (Mike Bullis, CIL Rep): According to the CIL Representative, all centers were busy completing their 704 reports at that time.

Public Engagement Committee - (Tony Lawson- Committee Chair):

- **St Elizabeth School:** MSILC Chairman, Tony Lawson attended this event. Mr. Lawson reported that the event was well attended and a lot of individuals came over to the MSILC table to obtain information. He forwarded certain individuals that requested more information about Centers for Independent Living directly to the IMAGE Center.
- **Individual Outreach:** During the time of this Full Council Meeting, there was no individual outreach reported.

State Rehabilitation Council Report - (Tony Lawson, Liaison)

- **Elect New Rep for SRC:** It was noted that Mr. Lawson has been representing the MSILC on this committee for a little bit over a year. However, due to the fact that he is extremely busy, there is a need for another member to serve in this capacity. Individuals who are interested in applying for this position should follow up with Ms. Thomas, Executive Director and express their interest as well as start the process of filling out the application.

Staff Report - (Denise Thomas, Executive Director):

- **Meeting Listings:** Each Council member was provided a list of meetings of the Full Council, as well as due dates for certain committees. Each council member was asked to keep this information available. Also, they were directed to the calendar on the MSILC website to ensure they have information regarding various Council meetings.
- **Training Request Listing Form:** The Council members were notified that on a quarterly basis, the Executive Director will provide information regarding trainings provided by ILRU. However, if council members are knowledgeable of other training within the community that the Council could benefit from, please bring it to the attention of the Executive Director and the Executive Committee by completing a Training request form. The form should be filled out in a timely manner and the Executive Committee will approve that training.
- **SILC Congress:** This year SILC Congress will be held in San Diego, California. It will take place the later part of February. Mr. Lawson, MSILC, Chairman will represent MSILC in this annual event.

- **Election Result:** As previously mentioned, Rose Carey was nominated for the position of Vice-Chair. She was interviewed, she answered questions regarding the position and stated that she was interested in the position. After the election, it was noted that Rose Carey had been elected as a Vice-Chair of the Council. Joyce Brooks remains as Secretary of the Council.
- **PPR report:** As previously mentioned, all centers are busy completing their Annual Reports for the Council with the assistance of DSE. After finalizing their PPR, the data will be submitted in the timely manner

Public Comments: There were no public comments.

Adjourn: The Full Council Meeting was adjourned at 12:20 p.m. by the Chairman of the Council - Mr. Tony Lawson.