



# STATE INDEPENDENT LIVING COUNCIL

**January 19, 2022**

**1:00 p.m. – 2:30 p.m.**

**FULL SILC Meeting**

**IN-PERSON AND ZOOM**

**Members and Ex-Officios Attending:** Chair Carrie Dudley, First Vice-Chair Deborah Ritcey, Immediate Past-Chair Jeff Dickinson (Remote), and Member Michelle McConaghy (Remote)

**Staff:** Jennifer Beaulieu (SILC Assistant)

**Guests:** Matthew Greenwood (SILC Nominee, Remote), Matthew Knee (SILC Nominee), and Ryan Witterschein (SILC Nominee, Remote)

**Communication Access:** Laurie Meyer (ASL Interpreter), Marion Richard (ASL Interpreter), and Denise Gracia (CART)

The SILC meeting was called to order at 1:07 PM by Chair Carrie Dudley. Attendance was taken via introductions.

\*Quorum was not reached. Approval of the November 2021 meeting minutes was tabled for the next meeting.

As the chair of this council, Carrie will follow the federal health emergency guidelines as it relates to the rising cases of COVID and allow this body to be remote with the ability to meet with quorum while being remote.

## **Committee Updates**

Carrie Dudley mentioned that nominees can attend committee meetings.

### **A. Membership Committee Report**

Carrie gave the report out for the Membership Committee. Currently the Membership Committee doesn't have a chair. One pick for the Membership Committee Chair was Jeff who agreed to chair the Membership Committee.

Carrie went over the process of how an individual becomes a member of the SILC.

Carri mentioned that part of the on-boarding process is that everyone must join a committee. There was further discussion over the on-boarding process. Ideas raised during the discussion were having mentors for new members and including the bylaws, policies & procedures, and the Financial Disclosure Form in the documents a new member receives. Deborah noted that the bylaws and policies & procedures should be published and be made public knowledge.

Jen raised the idea of having Rose Prescott's replacement be a member. There was some discussion on what population group she would represent. It was noted by Deborah that if someone wants to join the council and can represent multiple population groups, they should be able to choose what they represent. She mentioned that some individuals might not want to disclose they have a disability or might want to choose who to represent based on what representation the council needs. Jen noted that in the current application, you can pick up to two groups to represent. Deborah asked Jen to send the application to the Membership Committee for review.

## **B. Governance Committee Report**

Deborah reported out for the Governance Committee. She went over what was discussed at their last committee meeting. The first item that was discussed was the evaluation process of Jen, the staff for the SILC. The evaluation has occurred, the notes just need to be typed up.

The second item that was discussed was the assessment tool. The assessment tool will be used to assess the five contracted vendors who receive Part B funding. The vendors are Granite State Independent Living, Northeast Deaf and Hard of Hearing Services, Inc., Brain Injury Association of NH, Future in Sight, and B and F Technologies. The committee decided to have Daniel create the document because as the DSE, he disseminates the monies. Once completed by Daniel, the assessment tool will be reviewed and approved by the Governance Committee. Daniel committed to having the tool completed by either the February committee meeting or the March committee meeting. Deborah noted that in the SPIL, we voted to have the Executive Committee and the Governance Committee create the document. She noted that she added a subline to the SPIL tracking tool under goal 1.3.2.a. Goal 1.3.2.a relates to the development of the assessment tool and added that the DSE will develop the tool and the committee will review it. She mentioned that the tool will include a site visit, chart audits, additional questions, etc.

The third item that was discussed was the 2021 PPR. She noted that both the narrative and the data needed from the vendors are completed and were submitted to Daniel. Daniel just has to add the DSE data and submit the PPR.

The third item that was discussed was the consumer survey. Like the assessment tool, it was decided by the Governance Committee to have Daniel develop the survey and have the Governance Committee review the final product. Deborah mentioned having Daniel reach out to the other two vendors (i.e., Future in Sight and B and F Technologies) to bring them to the SILC. She noted that they should be members of the SILC and involved in the creation of the survey because we need to make sure the seven to ten questions that are asked in the survey are relevant to every organization.

Further discussion occurred over the surveys. One concern that was raised during the committee meeting and this meeting, was that the surveys only capture data from consumers who already receive services but not the data from individuals who contact a vendor and are referred out. We don't know how many are falling through the cracks and not receiving services that would allow them to be more independent. Discussion ensued on how to capture that data. Another concern that was raised was that with some of the questions, some individuals would need to be prompted to answer. Matthew Greenwood noted that a phone number or email should be included in the survey in case someone has difficulties with the survey. Deborah mentioned the need to focus on the survey because that is in the SPIL. Capturing the data from individuals who contact vendors but aren't consumers isn't required by the SPIL.

### **C. Advocacy Committee Report**

Carrie noted that the Advocacy Committee haven't had a meeting since she's been the Chair. Discussion occurred on the cause of and ways to solve this problem. The next step is to contact Ellie (the Advocacy Committee Chair) to have the committee pick a few dates.

Deborah mentioned that with the clothing drive, Ellie gathered 6 bags of various clothing. Ellie will be donating the items to the VFW-Auxiliary.

### **Discussion on Replacement for Second Vice-Chair**

Due to a lack of a quorum, a new Second Vice-Chair could not be voted in. Carrie will send out an email to all members, asking for someone to step up to the position of Second Vice-Chair.

### **Other Business**

Matthew Greenwood mentioned how he's noticing difficulty with the quorum. This is specific to committee quorums. Discussion ensued.

Deborah mentioned that she would like to have the last page of the SPIL tracking tool as the only item on the next Executive Committee meeting's agenda.

There was a reminder announced about turning in one's RSA 15-A Statement of Financial Interests forms which is due this Friday.

Matthew Knee mentioned that there will be an upcoming 5k for mental health on April 16<sup>th</sup> at Rollins Park, hosted by Fellowship Housing Opportunity.

Carrie ended the meeting at 2:28pm

Minutes Recorded by Jennifer Beaulieu