



# WASHINGTON

## State Independent Living Council

### WASILC QUARTERLY MEETING MINUTES

**Friday, April 12, 2019**

Oxford Suites

4051 Meridian Street

Bellingham, WA 98226

#### **Members Present:**

Mark Leeper, Center Director Representative, Pullman  
Jana Finkbonner, VR Tribal Representative, Bellingham  
Keith James, Advocate for Individuals with Disabilities, Seattle  
Ryan Nabors, Advocate for Individuals with Disabilities, Tumwater  
Michael Richardson, Advocate for Individuals with Disabilities, Seattle  
Sheila Turner, Parent Guardian Representative, Pasco  
Alyssa Adwell, Youth Representative, Seattle  
Kayla Victor, Private Business Representative, Vancouver  
Carl Johnston for (Rob Hines), Ex-Officio DVR, Olympia

#### **Members Absent:**

Davi Kallman, Advocate for Individuals with Disabilities, Pullman  
Arlene Itou, Ex Officio Department of Services for the Blind (DSB), Seattle

#### **Council Staff:**

Kim Conner, Executive Director  
Jim House, Disability Integration Manager  
Nichole Kloepfer, Executive Assistant

#### **Guests:**

Kimberly Meck, Director, Alliance of People with DisAbilities  
Tammy Cooper-Woodrich, Tribal VR Counselor  
Don Kosier, Community Member  
Patt Kosier, Director, Center for Independence  
James "Dino" Christianson, Community Member  
Kevin Hooey  
Keith Swenson, Office of Boards and Commissions

**Call to Order:** Friday, April 12, 2019 at 9:07am by Keith James, Chair.

**Motion:** To move the SPIL report to 9:10am, Friday April 12 so Kimberly Meck can participate in the SPIL report and move the Chair report to later in the agenda and to move business items to the first day instead of the second day.

**Motion:** Kayla Victor

**Second:** Jana Finkbonner

**Vote:** Unanimous

## 2020-21 SPIL Draft Report for Approval - Michael Richardson

Michael Richardson opened the discussion thanking the SPIL committee for all their work.

- Public comment for the draft plan is open from May 1 – May 31. For additional information and the process to submit feedback go to the WASILC website [www.wasilc.org](http://www.wasilc.org).
- The current SPIL is a consistent and standardized plan that has been used over the last 9 years it includes collaborative activities, the CILs, budget, the IL Network, addressing expansions etc.
- Keith James asked what are the efforts to reach out to underserved populations?
  - The SPIL indicates the counties served per center. If the CIL helps outside of their designated areas they must use Part B funds.
  - The committee recognizes the need for collaboration and development of an IL Network. Building an IL Network is the first step in order to build on supporting unserved areas.
- Kayla Victor noted that information shared at the October, 2017 quarterly meeting was not captured in the SPIL. Kayla will send her comments to Michael for the SPIL committee to review and determine any appropriate changes.
- Jana Finkbonner asked about CIEP portion in the SPIL. What will be done to address the funding issue if it shifts? Kim answered that if the CIEP portion shifts amendments can be made if funding is lost or changed.

Alyssa Adwell asked if there was another way to get the word out through committees? Recruit community members?

- Kim indicated that all SILC committees can have non WASILC members on them.
- Jana suggested creating an outreach committee to invite partners.
- Ryan Nabors suggested reaching out to GCDE. They have a form Council members fill out once a month identifying additional outreach to keep it on record.
- Alyssa, a long term plan would be good to keep track of data and having mailing list is a good idea.
- The IL Network is a grass roots system. As a person with a disability and as an advocate you must remember that CILs and SILCs are not there to support other systems. I want us to focus on the IL philosophy for consumers. That is the underpinning's of the moment. We should connect with partners for a check and balance for when they aren't listening to their consumers.

**Motion:** Approve the draft SPIL with the submission of Kayla Victor's additions to go to public comment.

**Motion:** Jana Finkbonner

**Second:** Shelia Turner

**Vote:** Unanimous

**ACTION:** Jana Finkbonner mentioned the SPIL did not mention anything tribal. She will send Michael a copy Indian policy for review.

**ACTION:** Kayla Victor will send her revisions to Michael for the SPIL committee to review.

## Chair Report - Keith James

- January QM Survey Review

No report was given due to time restraints.

**Policy & Procedures; Assurances & Indicators- Kim Conner**

- Kim Conner gave an overview of ACL requirements: to be compliant, the SILC is required to have a policies and procedure manual that includes the ACL assurances and indicator requirements.
- Davi Kallman and Kim Conner have been working on the manual for the last 4 months.
- Reviewed and discussed
  - Kim started a conversation with Keith Swenson at the Governor’s Office about a year ago to begin the process of updating the Executive Order to align with the WIOA of the Rehabilitation Act.
  - Kim noted that the Bylaws, Executive Order, and the Policy & Procedures are not in alignment with each other. Working on the Policies & Procedures and bringing into compliance with ACL’s assurances and indicators is the first step.
- The Council agreed that the Executive Committee will appoint an ad-hoc committee to review the Policy and Procedure manual and bring any recommendations to the July quarterly meeting.
- Jana Finkbonner, Alyssa Adwell, and Kayla Victor and possibly Davi Kallman volunteered to be on the ad-hoc committee.

**Motion:** To approve the policies and procedure manual with replacing the marketing committee verbiage, under committees, back to the 2017 language.

**Call for the Question:** Mark Leeper: To vote on the current motion on the floor.

**Motion:** Jana Finkbonner                      **Second:** Mark Leeper                      **Vote:** Unanimous

**Motion:** To strike the points that’s are out of compliance around the written ballot in the policies and procedure manual.

**Motion:** Mark Leeper                      **Second:** Jana Finkbonner                      **Vote:** Unanimous

**Executive Director & SPIL Report: Kim Conner**

- Kim gave Director’s report

**SPIL Report:**

- Kim provided an update on the current SPIL
- Coalition on Inclusive Emergency Planning (CIEP) – Jim House
  - Jim reviewed the CIEP portion of the SPIL

**Action:** Jana Finkbonner asked about a statewide effort for emergency preparedness. Jim House will touch base with Dino in the Bellingham area. Jana asked to be invited to the meeting.

**BREAK**

**Marketing Committee- Kayla Victor**

- Kayla Victor asked how important it is to committees to get their voice out.
  - Council members agreed that it is important to have a clear and consistent message
- Keith James asked the Council if it was appropriate for the website to be managed by the Marketing committee.
  - Council member(s) believe this would fall under staff duties

- Kayla Victor has concerns regarding the process used for contracting with the current design vendor and the process is currently at a stand still.
  - Council member(s) support moving forward
  - Staff is waiting for invoice from vendor per vendor communication
  - Council member(s) concern over legal liability

**Motion: To move forward with the vendor and purchase order process.**

**Motion:** Jana Finkbonner                      **Second:** Alyssa Adwell                      **Vote:** Unanimous                      **Abstain:** Kayla Victor

**Motion: That the work process goes through Kim and Antjuan. Kim needs clarification from the committee that he is billing us for work being done.**

**Motion:** Jana Finkbonner                      **Second:** Mark Leeper                      **Vote:** Unanimous                      **Abstain:** Kayla Victor

**Action:** Keith James, requested that individual Council member’s pictures on the page be reinstated and would like the SPIL link on the website fixed.

**Legislative - Ryan Nabors**

- No report at this time.

**Youth - Alyssa Adwell**

- Alyssa reported on youth committee activities and their transition survey. For details on their report please see attachment.

**Membership - Kim Conner**

- No report at this time.

**Action:** Get outreach form for GCDE for a tracking template for Council members.

**Working Lunch**

- The Council working lunch started at 12:10pm.

**New Business:**

**Identify & Approve APRIL conference attendees**

**Motion: To move nominate Alyssa Adwell to attend the APRIL conference.**

**Motion:** Jana Finkbonner                      **Second:** Mark Leeper                      **Vote:** *Unanimous*

**SILC Congress report: Keith & Ryan**

- No report was given due to time restraints.

**Letter of Commitment CHRIL: Conflict of Interest discussion**

- No report was given due to time restraints.

The meeting adjourned at 2:15pm by Keith James, Chair.