

Minutes of February 3, 2016

Attending Members
Executive Committee: Sara Powell, Chair, Springfield
Terri Finn, Vice Chair, Salem
Edward Heflin, Secretary, Macomb
Jeri Wooters, Treasurer, Decatur

Members: Gianna Baker, Chicago
Margarite Brooks, Normal
MaryBeth Farmer, DRS, Springfield
Amy Foster, Alton
Andres Gallegos, Chicago
Michael Griswold, Rockford
Esther Lee, Arlington Heights
Kevin MacDonald, Vienna
Jennifer Phillips, DeSota
Hadley Ravencroft, Urbana
Curtis Robinson, Grayslake
Barbara Stotlar, Pinckneyville
Cynthia Swanson, Naperville

Guest: Ann Ford, INCIL

Staff: Sarah Durbin, Executive Director
Tara Dunning, Financial Manager

Wednesday, February 3, 2016

Call to Order: The meeting of the Statewide Independent Living Council of Illinois was called to order by Vice Chair Finn at 10:02 a.m. on Wednesday, February 3, 2016. Finn welcomed members and introductions were made.

Approval of Minutes: The minutes of the November 4, 2015 meeting were distributed for review and approval.

MOTION: Brooks motioned to accept the minutes of the November 4, 2015 meeting as presented. Heflin seconded the motion. Motion carried.

Operations Committee Report: Committee Chairperson Baker directed the Council to review the October, November and December financial reports that are in the packet. She explained the excess spending in line 1975 and the budget adjustment that will need to be made by year's end.

MOTION: Griswold motioned to accept the October, November and December financial reports as presented. Baker seconded the motion. Motion carried.

Outreach Committee Report: Committee Chairperson Brooks reported that the Council was at full capacity until the Department of Children and Family Services (DCFS) representative retired in December. Durbin is working to find a replacement for DCFS representative Wonderlich. She has two potential individuals whom she will reach out to and follow the process the Outreach Committee has put in place.

Executive Director's Report: Durbin reported on the progress of the 2017-2019 State Plan for Independent Living. Advisory group are meeting regularly to develop the goals, objectives and activities. The Drafting Committee is gathering all the information and moving forward with the development of the Plan which is due June 30, 2016 and takes effect October 1, 2016. She discussed the revised timeline. We will have a draft ready for approval at the May 4, 2016 meeting.

Durbin gave an update on the 2014-2016 State Plan for Independent Living activities. All objectives and activities have been or will be accomplished by the end of the three year Plan.

Advocacy Advisory Group Report: Committee Chairperson Gallegos discussed the objectives and activities being developed for the 17-19 SPIL.

Employment Advisory Group Report: Committee Chairperson Swanson discussed the objectives and activities being developed for the 17-19 SPIL.

Housing Advisory Group Report: Committee Chairperson Baker discussed the objectives and activities being developed for the 17-19 SPIL.

Transportation Advisory Group Report: Committee Chairperson Finn discussed the objectives and activities being developed for the 17-19 SPIL.

Chair Report: SILC Chair Powell discussed the appointment of the I.L. Network Design Committee during the February 3rd meeting. She reported in addition to the individuals who were appointed in February, she has also appointed Mike Egbert and Barbara Stotlar. Powell reported she has discussed this decision with the Executive Committee who agreed, however a motion to ratify the previous motion is necessary.

MOTION: Ravencroft motioned to ratify the amendment of the structure of the Independent Living Design Committee. Brooks seconded the motion. Motion carried with two abstentions by Finn and Powell.

INCIL Report: INCIL Representative Wooters reported that INCIL's Advocacy Committee hosted an Advocacy 101 webinar recently which was recorded and is available for future use by CILs. Wooters reported that INCIL is beginning to plan for a Region V Independent Living Conference in the spring of 2017. Wooters reported the I.L. Network Design Committee has been working on writing the priorities for Section 3.2 of the State Plan for Independent Living.

DSU Report: DRS Representative Farmer has provided a written report to the Council. It is attached as Addendum A.

Adjournment: A motion to adjourn the meeting of the SILC was made by Robinson and seconded by Brooks. Motion carried and meeting was adjourned at 2:16pm.

Next Meeting: The Statewide Independent Living Council will meet next on May 4, 2016.

Edward Heflin, Secretary

Date

**ADDENDUM A:
UPDATE
IDHS, Division of Rehabilitation Services
Submitted Feb 3, 2016 by MaryBeth Farmer**

- Kris Smith is now solely at DRS as Division Director and no longer Acting Director with DoA. A formal announcement of the new appointment is expected soon.
- HSP sent information to Centers regarding overtime, forms and the process for reimbursement. In summary:
 - The FLSA now includes home care workers.
 - FLSA requires overtime be paid at time and one half hours worked over 40 in a work week.
 - FLSA requires time be paid for travel between multiple customers served on the same day and will count toward work week hours.
 - Customers and Individual Providers must monitor service plan hours to ensure compliance with the overtime policy.
 - Customers are required to hire additional Individual Providers if their service plan averages over 35 hours per work week.
 - An increase in Individual Providers will not cause a change in the number of hours on the Service Plan.
 - Customers will be required to maintain a back-up plan for emergency and non-emergency situations.
 - Failure to comply with overtime policy may result in a change of level of service and/or removal of funding for the Individual Provider.
 - Certain exceptions exist, primarily for those with the highest care needs and serious health and safety considerations.
- Vivian Anderson, DHS/HSP Bureau Chief, sent an email on December 4, 2015 which contains the applicable DHS HSP overtime forms. Additionally, Labor Relations will have discussions with SEIU concerning the DHS/DRS policy. This Policy can be found on the DHS webpage. A two-month grace period of enforcement has been provided so customers have ample opportunities to identify additional Individual Providers.
- Illinois will be participating in the Workforce Innovation and Opportunity Act (WIOA) National Governor's conference in Washington, D.C. to learn about WIOA implementation across the United States. Kris Smith will be a panelist to discuss Illinois' VR approach to pre-employment training.
- While there is still not a budget in place, DHS' VR funds and the structure of the HSP program assists with the continuation of provider payments.
- The Independent Living Unit is currently reviewing all of the Center's 704 Annual Reports. Centers also provided to DHS the number of hours spent in the areas of "Individual Services" as reported in the 704. The total number of "Individual

Service” hours provided by Centers is 90,179.23. The total number of hours documented in the “Community Activity Table” by Centers is 44,385.55. This reporting year, 8,812 consumers received direct services with a total of 68,642 consumers who received direct services and Information & Referral services. Also, the Independent Living Unit provided DHS’ portion of information to SILC for submission of their Annual 704.

- No Wrong Door-The Executive Committee was formed to address issues and provide for the timely submission of the NWD Plan. As reported earlier, the Committee is working with the Lewin Group to assist with the development of the mission, vision, goals and action steps. At this point, Committee members are working on assigned goals and action steps to achieve those goals. All this information is draft and, upon finalization of the information, it will be shared with entities for further comment prior to submission.
- Accreditation-DRS staff and legal staff met to discuss the rules in place which require national accreditation of programs offered to customers, specifically vocational rehabilitation. From initial research, CARF appears to be the only accrediting body that would be appropriate for Centers that provide vocational rehabilitation programs. DRS staff will be revising the following rules: 89 Ill. Admin. Code 530; 89 Ill. Admin. Code 509; and Ill. Admin. Code 886. Much work and discussion still needs to occur, but the IL Unit shared with participants the affect and impact accreditation would have on CILs.
- The Independent Living Unit staff continues to visit Centers and conducted two on-site compliance reviews. Another on-site compliance review is scheduled for February 4 and 5. The IL Unit has been conducting paper compliance reviews through information submitted from the annual 704 reports and information posted in DHS’ Central Repository Vault (CRV).
- The Grant Accountability and Transparency Act (GATA) Unit has involved staff from across many state agencies with each agency having a Chief Accountability Officer. There are various subcommittees working on the implementation of GATA. At this point, many Center staff are represented on the subcommittees, but DHS encourages Center staff to actively participate if possible. Please see the GATA information posted at: <http://www.illinois.gov/gov/budget/Pages/GrantAccountability.aspx>
- 704 and contract training-DHS began revising some of the training provided to Centers in 2008 and 2011 on these topics. We understand that GATA and ACL may change some of the format or reporting requirements, but are mainly focusing on definitions and process. The IL Unit and Ann Ford will be working on this training. A few Center Directors may be asked to participate.