

Steve Sisolak  
Governor

Richard Whitley, MS  
Director



**DEPARTMENT OF  
HEALTH AND HUMAN SERVICES**  
Aging and Disability Services Division  
*Helping people. It's who we are and what we do.*



Dena Schmidt  
Administrator

**Draft Minutes**

Name of Organization: Nevada Statewide Independent Living Council (SILC)

Date and Time of Meeting: June 11, 2020  
9:30 a.m.

This meeting will be held via video-conference only:

In accordance with Governor Sisolak's Declaration of Emergency Directive 006; Subsection 1; The requirement contained in NRS 241.023 (1) (b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate is suspended.

The public may observe this meeting and provide public comment on Zoom.

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Meeting Materials Available at: <http://adsd.nv.gov/Boards/SILC/Agendas/>

1. Welcome, Roll Call and Introductions  
Kacy Curry, Vice Chair

Members: Kacy Curry, Vickie Essner, Patricia Unruh, Renee Portnell, Mary Evilsizer, Cheyenne Pasquale, Jennifer Kane

Guests: Adrienne Navarro, Anne Schiller, Jacob Johnson, Cimi Neal, Lynda Tourloukis, Dora Martinez, Lisa Bonie, Gene Hawkins, Jeremy Norris, Sabra McWhirter, Mark Tadder, Nathan Say

CART Provider: Becky Van Auken

Staff: Dawn Lyons & Wendy Thornley

2. Public Comment (Members of the public will be invited to speak, however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Please clearly state and spell your name. Public comment may be limited to 3 minutes, per person at the discretion of the chair).

Dawn Lyons: Expressed her condolences to those members of our black community who have passed unjustly and she stands in solidarity with those individuals and those groups. She also welcomed and congratulated the two new members, Eric Jimenez and Renee Portnell. She said that there are more interested parties and that there are several applicants awaiting appointment. There are a few present on the phone and she invited them to introduce themselves.

Nathan Say introduced himself. He stated that he had submitted his online application to the Governor's office. He is a consumer and has Cerebral Palsy. When he was previously living in Hawaii, he was the chair of the Statewide Independent Living Council of Hawaii. He also has experience working at both the Southern Nevada Center for Independent Living and the Hawaii Center for Independent Living.

He looks forward to getting on the council and making contributions to the statewide independent living program.

Sabra McWhirter introduced herself. She stated that she was working in the independent living program at Easter Seals which then became Sustainability Health. She is also a consumer, living with multiple chronic illnesses and is also a caregiver. She is interested in learning more about the Council and hopefully serving on it and serving the community in a new way. She is happy to be here.

Gene Hawkins initially had some technical difficulties and so Kacy Curry introduced him. Gene is a consumer, lives in Las Vegas and is active in the community. Gene was able to get access to his microphone and continued his introduction. Gene explained that it takes a little

bit to get his words out and sometimes experiences frustration communicating with people who would rather speak with his wife.

Patricia Unruh: Welcomed Gene to the group.

Dawn: Welcomed the new applicants and interested parties. She mentioned that she sent out a notice to the group, that the NICL Conference is coming up the week of July 20th and it is going to be virtual this time. So, no program costs, no hotel costs, no per diem. All the SILC does, is pay the registration. So any member who wants to attend, let her know and she can get them registered.

She has had a request for an accommodation for this particular council. It's been requested that meetings last no longer than three hours at a time due to not being able to really sit with that focus for that long.

She thinks if there are a lot of agenda items that need to go into one meeting, they are probably going to need to look at the possibility of providing two meetings in order to meet that accommodation.

She also mentioned that meetings, as long as they're virtual, run about approximately \$400 per meeting.

She wanted to keep the SILC informed about their budget in that regard because every time they have a virtual meeting, it's at least \$400 for a three-hour meeting. Right now, the SILC has about \$9,000 budgeted each year for meeting expenses. If a sign language interpreter is added, it can double that.

The SILC has spent just over \$3,500 through May. They are halfway through the year and have spent close to half of the budget. That includes prorated amount of about a hundred dollars for the Zoom account and almost \$3,500 of transcription and sign language interpreters.

Gene Hawkins: Would like people to take time and understand what he is trying to tell them, and he has no problem hearing people. He hopes that he can be accepted and be a part of the group.

Kacy Curry: Misses Sam Lieberman and his efforts on behalf of the SILC.

3. Approval of Meeting Minutes from April 9, 2020 **(For Possible Action)**.  
Kacy Curry, Vice Chair

Patricia Unruh motioned to approve the minutes. Renee Portnell seconded. The motion carried.

4. Elect a New Chair and Vice Chair for the Council in Advance of the Annual Meeting for the Upcoming Year **(For Possible Action)**.  
Kacy Curry, Vice Chair

Patricia Unruh nominated Kacy Curry for Chair. Kacy accepted the nomination. Mary Evilsizer nominated Erik Jimenez for Chair. Erik was not present to accept or reject the nomination. It was agreed to vote for an interim Chair until the next meeting when Erik could be present, and a vote could take place for Chairperson.

Kacy Curry was voted in as the Interim Chair until the next meeting.

Kacy Curry nominated Patricia Unruh as the Vice Chair. Patricia accepted the nomination. Patricia Unruh was voted in as the Vice Chair.

5. Update and Discussion Regarding Member Training “Traits of a Good Council Member.”  
Dawn Lyons, Executive Director  
Jeremy Morris, Executive Director, Ohio SILC

Dawn Lyons: At the last meeting she passed out material that was from the SILC guide book. It was Chapter 8 called “Recruiting, Orienting and Training New and Established Council Members.”

At the last meeting, she had stated that at this meeting, she would read through the “Traits of a Good Council Member” to the council. Here is the content of that material.

- 1) Besides obtaining a working knowledge of the SILC and disability issues, what other qualities make a good council member?  
Have a commitment to disability rights.  
To start with, it's best if you're committed to the rights of and improving services for people with disabilities and furthering the mission of the SILC in your state.  
Working or volunteering in the disability arena is not about the money.  
It is more about giving back to the community while working on improving social justice, independence, and quality of life for children and adults with disabilities in your state.
- 2) Bring your skills.  
Bring the skills, experience, and connections you have to work with the SILC.  
Your skills in finance, planning, public relations, writing, social media, et cetera, are valuable assets to the SILC.  
Offer your skills and connections to the council to maximize your membership and effectiveness.
- 3) Learn new skills.  
In addition to learning new information, it's helpful if you're willing to learn new skills in financial management, strategic planning, evaluation, et cetera.  
It takes time and effort to acquire knowledge and skills, but these abilities will benefit both your SILC and you personally.
- 4) Develop relationships.  
You should develop relationships and make friends with other SILC members and staff.  
It will make meetings and work groups more enjoyable and effective.  
Try to learn the names and responsibilities of the other council members and staff as soon as you can.  
Treat staff as equal partners.

- 5) Respect and listen to others.  
It is helpful if you listen to others and consider different issues from all sides.  
Try to stay on good terms with everyone, even if someone opposes you.  
Respect confidences and privacy.  
Gather information if needed.  
Ask questions about anything that is confusing or that you need more information about.  
Other people most likely feel the same way.
- 6) Voice your opinion.  
Voice your opinion especially if you have different information or views.  
Your opinion counts and makes a difference.  
Try not to take it personally if people vote against something you want.  
Consider a compromise when necessary to move ideas forward and help everyone feel their opinions worth.
- 7) Participate fully.  
Of course making sure that you attend and actively participate in all council and committee meetings is the most basic, but nevertheless, important quality.
- 8) Be on time.  
Make sure that you let the chair know if you're unavoidably late or cannot make the meeting.  
The willingness to serve on a work committee and take action where needed moves the work of the Council forward. Councils need active, engaged members.  
Read agendas and attachments sent out ahead of time before you attend meetings.
- 9) Do everything that you say you're going to do.  
If you run into difficulty completing a task let the chair know and ask for help.  
If you fail to meet your obligations, other committee or council members will have to pick up the slack.  
If you come up with a new idea, be willing to help make that idea happen.
- 10) Remember the big picture.  
Be proactive and tentative and focus on the important stuff such as where the SILC and independent living network are going, how they are doing and current strategies, policies, not minor details.  
Try to monitor what's happening to stay ahead of problems instead of reacting to a crisis.
- 11) Offer solutions.  
If you point out a concern, try not to blame or point fingers and always offer a solution.  
Things will move forward if criticism is constructive and includes possible solutions or steps to resolve the issue.  
On the other hand, make sure to show your appreciation for other members and the SILC staff.  
Many times people hear what is going wrong or what needs to be improved but do not hear about the things that are going right or that they're doing well.

12) Be an ambassador.

Share information about your SILC through social media and with the social and professional groups you belong to.

Dawn Lyons: There's a section on social media later in the guidebook and she recommends that everybody read the guidebook. There's also a virtual version, and she can send that to anybody who hasn't received it yet.

She then introduced Jeremy Morris to segue into his SILC. He provided this group with some materials.

Jeremy Morris: He is the director of the Ohio SILC and he has been with their council for just under three years now. Prior to that, he was a CIL director, so he has been in Independent Living (IL) for around 12 years.

When he came in to the Ohio SILC, they were at a point where they had seven council members and they were not in compliance with membership guidelines.

They took the time as a group to talk about what they wanted to see for the future of their council. They knew that they hadn't been operating to the level that they should have been or could have been.

They spent a lot of time in meetings talking about how they plan for the future of what their council needs to look like.

And part of that, was going through all of their bylaws, policies and procedures making sure that foundation for them was set, going forward.

So one of the documentation he provided to the Nevada SILC, is the Ohio SILC member policy manual.

That was a guide that the Ohio SILC put together as a council because they wanted to make sure that when members came in and they are receiving their initial training, they had a resource that had almost everything they would need to potentially reference at some point in time.

They wanted to make sure they had one comprehensive guide just for the council members.

They have personnel and fiscal policies as well.

He likes to have as many policies and procedures as possible.

But they had noticed that there were stand-alone policies that the council had adopted at different points in time that because they weren't in one place, would be forgotten.

This has helped their council members keep more organized in terms of understanding the essentials of the policies that they are responsible for.

It makes it easy for them and their staff to work with the council, things like reimbursements, travel policies, that are in writing and everyone has that ahead of time.

So it does create less questions as they're going into meetings or they have council members that will be attending any conferences, so everything is spelled out a little more cleanly for them now.

Those policies and procedures, they needed to discuss were the way that they held their meetings.

Historically, the council held a two-day meeting, and the first day was set for committees.

They had seven council members, and at the time they had six different committees.

With seven people and six committees, the four and a half hour time block that was set up on the first day of the council meetings was for committees, there were never set times for any particular committee.

So it became all seven members discussing as a group any topic relevant to any committee.

So really they didn't have any actual committees meeting, even though on paper they had six. So they realized that was not effective for them to be operating.

They had a realignment, where they looked at the duties and functions that each of the existing committees were supposed to be doing and ways that they can streamline and make things a little bit more concise as they moved forward.

So one example they had a finance committee, a policies and bylaws committee, and an executive committee.

So all three of those committees were handling very similar things.

So their executive committee assumed the roles of the finance committee, policies and bylaws committees.

They had a nominating and recruitment committee that seldomly met.

When they knew they had appointments that were needed, they were not necessarily the ones doing the active recruiting because, they were not having regular meetings.

So there was no real structure. They wanted just a committee to focus on the nominating and recruitment of candidates and looked at how can they broaden that.

So the council created the Education and Outreach Committee that assumed those roles of nominating and recruiting people for the council, but now they're looking at, how do they better provide outreach about Independent Living?

How do they better educate the community at large about what the CILs are doing across the state?

How do they better educate policymakers about the state Council and Independent Living?

So it's working out a lot better to have that type of focus with those job duties that were the nominating recruitment committee.

They also had two different state plan committees.

They had a committee just for monitoring and evaluating the state plan and then they had a committee just for writing and amending the state plan. At any point in time, one committee is significantly less active during the SPIL writing time, that committee would be engaged a lot more than the monitoring committee.

When they were not writing the state plan, that writing committee, there wasn't much for them to do at that point.

So they joined those two committees together and created one state plan committee.

Their third kind of standing committee that they have, that was one that was a brand new committee that they hadn't had anything like that.

It has a very long acronym and he thinks eventually they're going to change it because they couldn't decide on a name so it became a really long name it's the Community Advancement and Advocacy Committee. They call it the Advocacy Committee most times.

That's their committee where they look at what are the issues that are coming up across the state and how can the SILC become involved in those types of issues?

In the state councils, advocacy is a more recent authority that they're allowed to now engage in, it's something that they hadn't fully taken advantage of in the past.

Now they are becoming much more active in their advocacy role.

It took about a year of having that new committee structure for those three committees to really start working as committees.

They do still have two days of council meetings.

First day those three committees have a two-hour meeting.

Not everyone attends those in person. They have people who will call in or attend virtually for those committee meetings.

They really try to prioritize that a lot of the work that needs to be done is done in those

committees.

Those smaller groups of people are able to get a lot more done and move things forward a lot quicker than the entire council working on things as a larger group.

They did go from seven council members to nineteen. In a year's time that was a very large jump for them. When they did have seven council members, they were noncompliant for several reasons but one of the reasons was, they did not have any ex-officio members. As a council, that is a requirement.

When they worked with the Governor's office, one of the issues they had at the time was the Executive Order from the Governor's office specified that they would have seven voting members and seven non-voting members.

Of those voting members, one person must be the Center for Independent Living representative. That person cannot count towards the majority of the people with disabilities on the council.

Therefore, because of that, and the seven non-voting members that they would have at any point in time because of the Executive Order, it was mathematically impossible for them to have a full council and be in compliance.

It took some time to get the Governor's office to fully understand and be on board with everything that they were saying.

They initially had pushed the idea they wanted to limit the ex-officio, non-voting members to three.

The Governor's office didn't like cutting it down that far.

So the compromise ended up being fourteen voting members and five ex-officio, non-voting members.

In their state, the Governor specifies the agencies that will be represented.

They do have a little bit of flexibility in trying to recruit members within each state agency.

But they are bound to have five state agencies that they must have representation from.

That was a new factor for their council. They had to look at not only doubling the voting members but also bringing in five new non-voting members. They asked themselves, "What did they want this council to really look like?"

There were a lot of conversations they had about the role of the ex-officio members, they know they do not want those members to dominate the meeting.

They don't want them to have a huge amount of influence in the direction of the council because that should be the individuals.

That should be the individuals specifically with disabilities that are making those decisions and have that type influence of direction of the council, those members did have strong input that they could be giving.

They do require each ex-officio member to serve on at least one committee.

The ex-officio members each pick the committee that they felt best represents what they could bring to the table.

Right now, one of the things that they're doing is they're looking at the state plan, and coming up with a more readable document for the public.

That way they're not giving out a huge, long document to people.

They want a shorter, condensed version that they could pass out as an informational material. And one of the state agencies, the one state agency representative, he jumped in and said he would be more than happy to help.

The SILC has some people in their office who work on that type of communications, when they



get a draft together, send it over and he will have the ex-officio go through it.

It's been nice that some of these state agencies, now that they're actively bringing them to the table and they do feel part of the organization, they're helping bring some of, not necessarily funding, but some of their resources at their departments to the council. They are helping to build stronger partnerships not just with the Council, but also stronger partnerships developing within the centers and those state agencies.

So this was a very long process.

They went through six months of those discussions, talking about how are they going to look when they come through the other side of this reorganization..

There were a lot of bumps along the way.

It took time to figure out exactly what it was that was going to make them be the most effective council they could be.

He thinks now they are at a point where they're starting to see some of those results.

Some of the other documents that he sent out to this group included ILRU templates for the council member job descriptions.

The Ohio SILC took those templates and made sure that it fit what they wanted, what fit best for their council.

And they took a couple steps further. They have a job description for the SILC Chairperson, for the Vice-Chair, the Treasurer, the CIL representative, the voting members in general, and the ex-officio members. So everyone understands what their role is when they come to the table and they're part of the council.

When they also looked at the role of the CIL representative, they did make the decision to continue this, that the CIL representative is actually part of the executive committee, as the CIL representative needed. They therefore, are not eligible then to be the Chair or Vice-Chair.

They try and keep those positions open to the other individuals with disabilities on the council. But they still made sure that CILs are represented by being part of the Executive Committee.

Dawn Lyons: Asked Jeremy about the Ohio SILC's process, if someone typed up a draft and bring it to the group and then they hashed it out, or did the whole group go step by step through it together?

Jeremy Morris: He stated that it was a little bit of both at times. They started out with an all-day strategic planning meeting with the council.

It would have been more difficult during this current time having to do it virtually than it was being in person. They went through some different exercises like, "What do you think in your history as a council member, what has been the strength of our council?"

Doing those analysis questions, "What are the strengths, what are our weaknesses, where do you see our opportunities and what are the threats to us?"

Going through that, simple strategic planning at an organizational level, it's interesting to think about as a council, they're always looking at the state plan.

Sometimes there is a need to have a strategic plan of your own, for you as an organization because the state plan isn't the plan just for the council.

They went through that type of strategic planning process to go through this.

When they were looking at individual policies they asked for a couple volunteers so they did have a smaller group of people that were reviewing policies and procedures and giving suggestions and comments.

They also reached out to other councils.

There's no reason for any state council to try and figure out anything all on their own. Every state has a state council. All are operating slightly differently, just like every Center for Independent Living is different. Every state plan is a little different too, and when they look at the core elements of things, a lot of them have similar policies and procedures. There were a lot of policies and procedures that when he started, he had worked through the Association of Programs for Rural Independent Living (APRIL), they have a mentoring program. So even though he had worked at two CILs prior to coming to the SILC, being at the state council was different enough than being a SILC director that he felt that he could benefit from that. Having that mentor, he was able to get a lot of input and see a lot of sample policies and procedures that they were able to use and tweak things to make sure that they fit what their needs were. They also found out interesting things as they went through the process.

At one point in time, their state council had a parliamentarian who was paid to come to every council meeting. Part of the reason for that was in the early 2000s, there was enough fighting that went on at the state council meetings that it was necessary to have that third-party person be there to control the room. The fighting was between council members, the fighting was between the council and the CILs, the fighting was between the council and the Designated State Entity (DSE) and sometimes it was everyone against each other. Those meetings were very hostile. Luckily they had moved along past that. At one point, they also had an attorney that they would have work with them on reviewing policies, contracts, things like that. Jeremy started asking questions and found out that the structure that they have as an organization, because they're not a nonprofit, they have representation from their state's Attorney General's office. They were not allowed to have an outside attorney because they were supposed to be using the Attorney General's office all of those years, but no one ever told them. That's been a nice resource when the Council has questions or concerns, they have an attorney that's within the Attorney General's office that they can call up and ask to look into something, review, give samples and suggestions for them. It's nice to have access to those types of resources.

There's a lot of pros and cons to nonprofit SILCs. At one point, as part of that strategic planning activity, they had identified that they wanted to be a nonprofit. They wanted to incorporate and make that jump to be nonprofit and they quickly came to realize that they were not allowed. The way their state policies and structures are set up, unless the state statute that established the Council gave them permission to incorporate as a nonprofit, they are not allowed to do so. For them to make that switch to be a nonprofit, they actually have to get state statute changed that would allow them to do so.

Patricia Unruh: Asked Jeremy if it was correct that his council meets two days in a row.

Jeremy Morris: Yes, their council, meets two days in a row. Creating an actual structure and routine to their meetings was very important as they moved forward, because they never had that.

The first day, the third Wednesday of every quarter, the State Plan Committee meets around 10:00am to 12:00pm.

The Education and Outreach Committee meets from 12:30pm to 2:30pm and then the Advocacy Committee meets from 3:00pm to 5:00pm.

The following day, Thursday, the Executive Committee meets from 10:00am to 12:00pm. As part of that Executive Committee meeting, they review everything that went through all of the committees the day before, because the other committees will tell the Executive Committee about voting related issues that they need to have on the agenda for the next council meeting. They review the financials for the organization and are given a full financial report.

They go through those voting issues. They look and see if there is anything else that the Executive Committee needs to make sure is ready for the next council meeting.

The full Council then meets from 1:00pm to 4:00pm.

In the past, the council meeting went for six hours. It was a full day of just the council meeting. They had the afternoon, there was a good two hours where they would bring in different people to give reports on things that were happening in their agencies and things that were going on in other state agencies, which was great to get that information, but his council was not doing anything to use it.

They made a decision instead of having those updates every single meeting, they will invite speakers to come to just the regular, quarterly meetings.

They will set up maybe a half hour, 45 minutes of the agenda and people from different departments and agencies would come to talk about programs that they're doing just to make sure that people are more aware of other things outside of Independent Living but gives them the opportunity to learn who his council is.

That's always the big thing. Because typically when they come, they don't leave right away. As soon as they're done, they don't run out the door and leave, they listen to what his council is doing. They hear what's going on with Independent Living.

So it's been really nice to form some partnerships through just bringing in speakers.

Patricia Unruh: Asked Jeremy about the process his SILC went through, going from seven to nineteen council members and how long that process took.

Jeremy Morris: They started with planning discussions that started in July, and they kept those going, through October. In September, they were looking at the actual regulations and requirements and realized that they were not in compliance and they never would be. They shifted focus and from October until March, that's when they had to work with their Governor's office to get the Executive Order changed.

Then from March until August, they recruited and got all of the new appointments.

They reported themselves out of compliance to the Administration of Community Living (ACL). When they got that notice from ACL saying they were out of compliance, then the state understood.

After the mass recruitment, that is when they started the new committees.

They slowly phased everything in and spent almost a year putting all of the pieces together after they created the plan.

At the time they were meeting every other month. Through this reorganization process, when they looked at how many new council members they were going to have, the idea of nineteen

people having to come every other month, they knew that that would take away from people's ability to commit to it because they knew not everyone could take two days out of their schedule every other month to come to the meetings.

They did at that point make the change to quarterly meetings.

Each of their committees have Chairs and the Chairs of those committees can call committee meetings throughout the year when they're needed.

That helps the Council get a little bit more work done in between those quarterly council meetings.

For example, with COVID-19, they are meeting every week with their Chair, the Chairs of the Advocacy Committee and as a council, because they wanted to get a little bit stronger in the advocacy efforts, they put out a request for proposals and entered into a contract with one of the Centers for basic advocacy support.

The Council asks the Centers for support on information on policies, legislation and topics the Council is interested in. They use the wording that was available in the "Frequently Asked Questions on Lobbying Versus Advocacy" from the Administration For Community Living.

The Council tells the Centers that they would like information on certain pieces of legislation.

The Centers provide them with a one to two-page summary of the impact people with disabilities without taking any actual stance to it.

The Centers may be able to engage in the lobbying on their end but the Council just wants the bullet points of the impacts of a particular piece of legislation.

Then the SILC is able to be more effective because Jeremy does not have the unlimited time that he can research every bill, policy and procedure out there. They have one Center that's very large and has an advocacy that has three people, the head of it is a lawyer..

Occasionally, Jeremy gives them pieces of legislation that weren't on their radar.

It works out as a nice joint partnership with them.

Their committee actually looks at those summary analysis and the Council puts together public testimony to submit as interested party testimony during the legislature season.

Every time they submit one, they make sure that it's not a "for or against" piece because they really try and make sure they are not going to hit that lobbying line in any way.

They do submit testimony now regularly about certain bills; the potential impacts to the disability community both good and bad and sometimes in the same bill it's both good and bad, highlighting, what the Council wanted to make the Legislature aware of because they try and promote that as a council, they are a resource to the General Assembly. Last year, when all of

the new legislators came into office, the SILC sent out a letter saying, "Here's who we are, here's the Statewide Independent Living Council, we are a Governor appointed board.

If you ever have policy related questions or if you want to hear feedback from the disability community please reach out to us. We can be a resource to you."

It doesn't happen that often, but that's one of those situations, if a legislator expressly reaches out and says "I need your help on drafting a bill.", that's no longer lobbying.

So if they know to reach out, if they make that request, you can then be very involved in some of those activities.

Mary Evilsizer: Asked Jeremy if his SILC is able to get their budgets in a timely manner from State Fiscal, and is his Center is a Part C or a Part B center.

Jeremy Morris: They do not receive either funding. They are one of those few state councils out there who is actually not using any Independent Living dollars.

Regarding the budget, he said that there was a lot of banking laws that changed after September 11th, and it's to prevent, basically shell corporations and organizations from starting bank accounts.

Back in the late nineties, the Ohio SILC opened up their own bank account, and they have talked with the Attorney General's office so that they are aware that the SILC has this and has not told the SILC that they cannot do it.

He is not sure how it would be possible now since they are not their own nonprofit.

They operate as an independent state agency.

He is not a state employee.

They have been labeled as a quasi-state entity by the Attorney General's Office and there's no definition of what that actually means.

Because of that, their contracts do come through their Designated State Entity.

As a council, the Executive Committee led by the budgeting talks, and the treasurer will lead those conversations. Jeremy will work on figuring out last year's budget, and what they project for this year. He and the treasurer will go through that information and that will get presented to the Executive Committee for review.

They approve the operating budget for the next year in their August council meeting. Actual contract and funding coming from the state as two different pieces.

They know in general how much funding they will have in their contracts from the state.

They always make sure that they are approving their budget way before that.

Usually when the state budgeting process happens in September, or in October 1st grant start, things are a little bit smoothed out.

The state has their own process and procedures for everything.

As they go through it, the council looks at the total organizational budget and they have to take out the part that is just the one contract with the state and put it into their budgeting format and their template, submit that for approval, and there are a couple times that they have come back and question if something is allowable.

They have had a bad history in the past of the state fighting them on those financial matters.

They have worked it out better, the state understands that the SILC does have control of their own budget.

The SILC understands that it's the state's money, there's accountability that they have to provide, they can't go out and recklessly spend federal dollars.

Because of that, it does create a little bit of a balance at times, but they do still have full control of, and create their own budget that they submit to the state.

In their budget, there's a line item that was for Independent Living in the state budget with just general state dollars. Part of that goes towards matching the federal Innovation and Expansion funds that he uses as a state council.

Those are Vocational Rehabilitation dollars that come from Department of Education, not Health and Human Services. They use those for their operations, and then part of that line item goes towards matching the Part B funding that goes out to the centers.

Whatever remains in that line item comes to the state council for the SILC's operations.

They have two state funding line items that make up their state council budget.

The state general funds are somewhat more flexible than the federal funds that they have.

They still can't buy anything or do everything they may want with those state funds.

However, with the federal funding, if they need to buy any type of computer hardware, things like that, the way that state agency's process is, they have to actually allocate, if they buy a new computer they have to allocate that cost over the next three contracts.

They can't pay it all out in this year's contract.

It's easier for him to use his state funds that he can pay for it all this year -- so they do have that a little bit of added flexibility but at every council meeting the executive committee prepares a financial report showing the budget and current expenses. Since they have their own bank accounts that their treasurer signs off on, they meet with her separately. She gets statements and the bank reconciliations and she goes through them and she actually has to sign off on each one of those statements saying she has reviewed everything. Jeremy has a finance background and created accountability and internal controls, as they had none before he came to the council. He had a lot of input when they were creating financial controls.

Mary Evilsizer: Commended Jeremy and his SILC's financial planning. She also stated that she has been noticing a trend throughout the CIL and SILC community where the SILCs are opting to fund out their Title VII Part B to help the CILs and, as an Executive Director for a CIL, they know what that can mean. She loves his SILC's marketing materials and their bylaws are excellent. It sounds like they have done a very good job helping their members to understand their roles.

Jeremy Morris: He thinks one of the important things, is to make sure that as a SILC, you have partnership. He looks at the CIL directors across the state, they have twelve centers in Ohio and he looks at them as they are his counterparts. None of them are over each other. They are equals when it comes to the world of Independent Living and they need to treat each other in that way.

Dawn Lyons: Thanked Jeremy for coming and providing all the helpful information and expressed appreciation for the great work that he has been doing.

Kacy Curry: She thanked Jeremy and stated that this SILC has done some of the things mentioned. That under Dawn's direction, they have been progressing well and Kacy is excited about some of the things that they have outlined. She appreciated all of Jeremy's details.

Jeremy Morris: He thanked the Council for having him and he would be available if they had more questions. They could send the questions to Dawn and he will get any information they need.

Patricia Unruh: Thanked Jeremy for that offer, all the materials and that it had been wonderful.

6. Additional Training and Correspondence by Ohio SILC Executive Director.  
Jeremy Morris, Executive Director, Ohio SILC

This agenda item was addressed in the presentation by Jeremy Morris in the above agenda item.

7. Review and Approval of State Plan for Independent Living (SPIL) Draft to be Submitted to the Administration for Community Living (ACL) **(For Possible Action)**.  
Kacy Curry, Vice Chair

Kacy Curry: Introduced the agenda item and expressed high gratitude for the participation of everyone who worked on this.

Dawn Lyons: She confirmed that everyone had the final draft of the state plan that the SPIL workgroup had been working on the previous day. She acknowledged that people had not had time to review it. She noted that there was a slight change that included "State of Nevada" on the first page. Also, on the last page, she is going to change the signature line to state who the chairperson of the SILC is, which currently, is Kacy Curry and she will be signing the SPIL if it is approved.

This SPIL is effective October 1<sup>st</sup>, 2020, through September 30<sup>th</sup> of 2023, which is the standard three-year term for our state plan.

Because she knew that the members had not had a chance to read the entire document, she read the Executive Summary aloud.

Jennifer Kane: She thanked everyone who put their time and effort into that. She could tell it was crafted with consideration, and thought, and she knows how much work must have gone into that.

Dawn Lyons: She also thanked everyone who had worked on it.

Mary Evilsizer: Thanked Jennifer for noticing and acknowledging the hard work put in. She also noted that this SPIL was in a newer format with new sections. She feels it is done and signable.

Patricia Unruh motioned to approve the SPIL. Renee Portnell seconded. Motion carried.

8. **Review and Approve SILC Notice of Funding Opportunities for Fiscal Years 2020 and 2021 (For Possible Action).**

Dawn Lyons, Executive Director

Dawn Lyons: She started with fiscal year 2020 Notice of Funding Opportunity (NOFO). This is a replacement for the original funding opportunity that was put out last year. It was intended to be awarded and then some internal structural changes happened with the entity granted the award where the state told the SILC that they had to do it again. The one difference is that it was originally for \$70,000, and it is now for \$50,000 total. That is due to other spending that the SILC opted to do during that year. It is for \$50,000, and other than that, the language is exactly the same as the previous one. The dates have changed. Now it's going to be a period from June 1st of 2020 through September 30th of 2021. That is to allow more time for the money to be spent down. However, September 30th is the end of that fiscal period of extension, that ACL allows the SILC to spend that money. So there will be no extensions granted for any awards, any subawards on this particular NOFO this time.

She gave a brief overview. Originally, this Notice of Funding Opportunity was intended for Independent Living services throughout the state that are either underserved populations, services that have been found to where there are gaps in those services throughout communities. And any other supplemental type of funding that might be needed to improve wait lists and similar things.

She noted that the deadline for submission had passed and proposed the new deadline be moved to June 30<sup>th</sup>.

Renee Portnell motioned to move the submission deadline for the 2020 Notice of Funding Opportunity to June 30, 2020. Patricia Unruh seconded. The motion carried.

Dawn Lyons: She continued with the next Notice of Funding Opportunity for Federal Fiscal year 2021. The objectives and the goals were not changed.

The term is from October 1st of 2020 through September 30th of 2021.

This follows the budget that's in the new SPIL that will be submitted to ACL provided that ACL approves it, this SILC should be able to proceed with it as it's written.

It falls under Goal 1, to improve access to independent living supports and services.

Which, more specifically, Objective 1A to provide support for new community services and services with the high need through the state.

The priorities for this NOFO are:

1. Addressing accessible and affordable housing for people with disabilities in the state of Nevada.
2. Addressing accessible and affordable transportation for people with disabilities in the state of Nevada.
3. Services for traumatic and other brain injury services focused on here -- rural services for independent living.
4. Transition services for students in Nevada including personalized guidance and assistance in planning for college.
5. Transition services for individuals from institutional settings where supportive services fall short of the individual's immediate needs.

Most of these are similar to last year's NOFO goals or priorities, there were some differences in transition services that needed to be addressed, so those were changed just slightly.

The expected outcomes would be an increased number of people with disabilities who can obtain affordable and accessible housing as a result of this project, increased number of people with disabilities who receive affordable and accessible transportation, increased number of people receiving brain injury services, increased number of people with disabilities who have live in rural areas receiving IL services, increased number of students with disabilities supported through transition services, and increased number of persons with disabilities transitioned from institutions.

The funding available for this will be up to \$70,000, that's all Part B funds and it's in the budget for the Fiscal Year 21 State Plan.

One thing to note about this Notice of Funding Opportunity is that, because the Centers are receiving separate CARES Act funding to address COVID-19 emergent needs, this particular NOFO did not address any COVID-19 needs.

Although we do know that there are needs, the centers will be able to handle that with their



additional funding from ACL.

So that's why COVID-19 wasn't addressed in this particular notice. The group agreed to move the application date to July 30, 2020.

Patricia Unruh motioned to approve the 2021 Notice of Funding Opportunity. Renee Portnell seconded. The motion carried.

9. Review and Make Recommendations Regarding Disability Questions for the Data Hub **(For Possible Action)**.

Dawn Lyons, Executive Director

Dawn Lyons: She handed out in the meeting materials, basically what she was planning to give to KPS3 because they're asking for what types of categories and what kinds of reports the SILC would like to see.

They asked for a list of types of categories and types of reports that the SILC would like. She gave them basically what was needed within the SILC's categories and demographics. Which is the name of the business or organization, the disability services provided and how many consumers are served and what types of consumers those are, the counties served in Nevada. If there is a wait list and services requested. What age category the person is in. What types of disabilities they have.

Under types of disabilities, Dawn combined blind and low vision and Deaf and hard of hearing. She will add behavioral to mental and emotional health.

She also asked KPS3 for a separate section where the SILC could have a partner community board or forum to share needs and important information and success stories, etc.

The second page breaks it down as to which types of disabilities and which types of services she asked them to include.

That is actually the more important part that Dawn needs the group's feedback on, if she forgot any of the types of disabilities or services that need to be included. She was not exactly sure how they planned the layout to provide the SILC with the reports that KPS3 is going to provide. Transportation would be added as a category as would caregiver/respite. Dawn told KPS3 that the SILC really needs to be able to run reports based on county, location-based first and foremost. For example, if the SILC wants to run a report on how many people with this type of disability are being served in a particular county or in multiple counties. Also, what types of services are being requested in these areas that aren't being provided. There was discussion for including reporting on demographics. It was agreed to align the demographic choices, with what the CILs report on to the federal government. Dawn will get that information from the CILs' PPR reports, Mary will send the most current one to Dawn.

These are the things that will help the SILC really determine, if services increased, if the numbers of consumers served increases, if there's an area that seems to go down in services or another area goes up in services we can have that community forum as well to gauge why that might be happening.

Those are the kinds of things that can be tracked as the year goes on.

When partners first start an account, they fill out a simple survey to provide this information. How many consumers, how many and what types of disabilities do they provide services for etc.

Every time the partners go into the account, they don't need to redo the survey.

If they want to, they have the option to delete that survey and update it.

But we don't want cumulative data.

If they reported they served 26 customers in June, in July when they come back, if they report oh, now they serve 27, it's not going to add those two together, it's just going to change that number to 27.

They don't need lots of surveys, they don't need to redo it a lot.

They just need to redo it as their data changes and then they can update it.

That will benefit the SILC, and then it will start over every fiscal year and we'll be able to archive old years, but it will disappear for the partners.

If the partners are looking for current data on Lincoln County, they can find that data just as we can. Although we will have an additional ability to go in and see who those providers are, the rest of them will not see provider-specific information.

Kacy Curry: Asked for clarification about having the partners understand that it is a regular update process, how to update and about noting waitlists.

Dawn Lyons: The providers will be given a training probably by the SILC, and Dawn will get that information like a tutorial type of thing from KPS3.

She will be able to build on that to explain to them that the number of consumers they're serving if that goes up, they're going to want to edit their data to show that information.

But it will be explained to them that it's for the fiscal year, so if that information changes, it's really important to make sure those changes are noted.

If they are not going to change the type of services that they have all year, then they may not need to update that.

Those are the types of things that will be explained to them. Dawn believes KPS3 understands that the wait list question of "yes or no" would relate to the type of service provided. KPS3 doesn't have that structure laid out yet. Dawn will explain this to KPS3.

Patricia Unruh: Asked Dawn about the location of the archive for the SILC members to access it and if Autism in included the categories.

Dawn Lyons: She will ask KPS3 about the access to the archives for the SILC members and partners. She asked the group if Autism should be included under cognitive, intellectual and developmental, or if it should have its own category for tracking purposes and if it should be described further by three age categories such as, under 18 years old, adult and over 60.

There was discussion and the group decided that Autism would be separate with the different age categories included.

#### 10. Approve Next Meeting Agenda Items and Next Meeting Date **(For Possible Action)**

Next SILC Meeting July 9, 2020 at 9:30am Zoom/Teleconference

Kacy Curry, Vice Chair

Introduction of new members and interested members/scheduling of subcommittees

Revisit the election of the SILC Chair

CIL roles training by Mary Evilsizer

Update on strategic plan and timeline

Update on data hub

SILC budget

11. Public Comment (Members of the public will be invited to speak, however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Please clearly state and spell your name. Public comment may be limited to 3 minutes, per person at the discretion of the chair).

Mary Evilsizer: The Southern Nevada Center For Independent Living, along with the LGBTQ community, and the disability community, stands in solidarity with the black community during their time of need now as SNCIL always has.

They continue to support and encourage and let everyone know that they are here, they are united.

Patricia Unruh: Agreed with Mary wholeheartedly as a white person, but she is, as a LGBTQ individual, appreciates that and she appreciates what the black community is right now, and fully supports them.

Dora Martinez: Thanked Wendy Thornley and Becky, the transcriber, and Dawn Lyons.

Thanked Lisa Bonie and her staff at the Center for Independent Living in the north.

A lot of people were able to get grocery assistance with their temporary food assistance program. She was sharing this Zoom call with other people from Southern Nevada. They don't have wifi. They were wondering if the Southern Nevada Center For Independent Living is going to do the same because they haven't seen anything, they don't know where to go, if it's consistent North and South.

And also that next month, July 26th, it is the ADA's 30th anniversary.

Mary Evilsizer: When the COVID funding started, both centers North and South, worked together developing and designing the same program to access services as a matter of dialing 702-889-4216. They are initiating a public campaign to get the word out and want to reach all of their communities.

Thanked Dora for bringing that up and hopes to hear from everyone that has been affected by COVID that need help.

Kacy Curry: Offered her phone number as interim chair, should anyone need to contact her. She can also be reached through Dawn and Wendy.

Feels the group has done very well and most important thing to her is that she feels unified.

Dawn Lyons: Wanted to make sure that it was clear to everybody who is listening that in order to access services in the south for COVID-19 emergencies and needs, they can call the Southern Center for Independent Living at (702) 889-4216.

Patricia Unruh: Thanked Lisa Bonie and the northern Center because she (Patricia), has been a recipient of the food distribution program and working with Joni whom she appreciates greatly.

12. Adjournment (Agenda items may be taken out of order, combined or consideration by the public body, and/or pulled or removed from the agenda at any time. Pursuant to NRS 241.020, no action may be taken upon a matter during a period devoted to comments by the general public until the mater itself has been specifically included on an agenda as an item upon which action may be taken.)

Kacy Curry, Vice Chair

Meeting adjourned at 12:56 pm.

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**NOTE:** They are pleased to make reasonable accommodations for members of the public who have disabilities and wish to attend the meeting. If special arrangements for the meeting are necessary, please notify Wendy Thornley at (775) 687-0551 as soon as possible and at least five days in advance of the meeting. If you wish, you may email her at [wthornley@adsd.nv.gov](mailto:wthornley@adsd.nv.gov) According to NRS 241.020, supporting materials for this meeting is available at: 3416 Goni Road, #D-132, Carson City, NV 89706 or by contacting Wendy Thornley at (775) 687-0551 or by email at [wthornley@adsd.nv.gov](mailto:wthornley@adsd.nv.gov).

***Agenda Posted at the Following Locations:***

Notice of this meeting was posted on the Internet: <http://www.adsd.nv.gov> and <https://notice.nv.gov>

**In accordance with Nevada Governor Sisolak's Declaration of Emergency Directive 006 there will not be a physical location for the Governor's Commission on Behavioral Health Meeting regarding the Annual Governor's Letter.**

- As per Nevada Governor Sisolak's Declaration of Emergency Directive 006; Subsection 3: The requirements contained in NRS 241.020 (4) (a) that public notice agendas be posted at physical locations within the State of Nevada are suspended.
- As per Nevada Governor Sisolak's Declaration of Emergency Directive 006; Subsection 4: Public bodies must still comply with requirements in NRS 241.020 (4)(b) and NRS 241.020 (4)(c) that public notice agendas be posted to Nevada's notice website and the public body's website, if it maintains one along with providing a copy to any person who has requested one via U.S. mail or electronic mail.
- As per Nevada Governor Sisolak's Declaration of Emergency Directive 006; Subsection 5: The requirement contained in NRS 241.020 (3)(c) that physical locations be available for the public to receive supporting material for public meetings is suspended.
- As per Nevada Governor Sisolak's Declaration of Emergency Directive 006; Subsection 6: If a public body holds a meeting and does not provide a physical location where supporting material is available to the public, the public body must provide on its public notice agenda the name and contact information for the person designated by the public body from whom a member of the public may request supporting material electronically and must post supporting material to the public body's website, if it maintains one.