# MISILC

01/20/21 Council Meeting

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 >> Yvonne: We are not at a quorum yet, so I'm going to wait just a minute.

 >> Mindy: Good evening, Frank. How are you doing today?

 >> Frank: Good evening everyone I'm doing well. How is everyone doing?

 >> Pretty good.

 >> Hey some. That's good.

 >> Yvonne: It looks like let me count one more time. Participants jump around so bear with me while I try to actually count. I know Will is coming. He is running a little bit late he had a work appointment that started at 4:45 so he will be here. Let me see what is in the chat. Oh, Theresa's sound is not working do you want to try logging off and logging back on Theresa?

Maybe that will help, and we will wait just a minute. For those who do not recognize who that is Carri is our auditor with the ALG group is it ALG group or is that redundant?

 >> Carri: Group is it, yep.

 >> Mindy: I will be providing formal introduction of Carri at the appropriate time. Excuse me, on the agenda.

 >> Mindy: Theresa.

 >> Theresa: Yes.

 >> Yvonne: There she is. Okay, so before we delve in, I will save that when we get to it so I will say welcome thanks again most of us here are volunteering our time, so I really appreciate you giving an evening to the SILC. Are there any accommodation requests from any of our members?

Ex officio members, guests at this time?

Okay, Tracy, can you officially call the roll and establish the quorum, please.

 >> Tracy: Sure, Frank Animikwam.

 >> Here.

 >> Allen Beauchamp.

 >> Here.

 >> Jamia Davis.

 >> Here.

 >> Stephanie Deible.

 >> Here.

 >> Teddy Dorsette.

 >> Will Harrison.

 >> Mindy Kulasa.

 >> Present.

 >> Jan Lampman, Theresa Metzmaker.

 >> Here.

 >> Mark Pierce.

 >> Here.

 >> Yvonne Fleener.

 >> Here.

 >> Madam Chair, you have a quorum.

 >> Yvonne: Terrific, good, good, good. I was saying a second ago we are going to try and do something a little bit different just to save a little time, but it might be a little clunky at first. When we have votes on things that are procedural, or regular kinds of things like approving the agenda and approving minutes, adjourning the meeting, approving the regular reports, we are going to turn off the screen sharing of documents so that we can populate most of us on the screen. And then I will say let me read exactly what I wrote here. Then I will say all in favor say aye. A show of hands so we can do both. Or if you can't do one or either of those then you can do I think you can do a thumbs up on here through the chat. But if everybody can put their hand up so we know and then we will stay for just a second so Tracy can record that, and then for no we will ask people to say no or give a thumbs down if they disagree. That will save a little bit of time for us. But like I said it might be a little clunky at first. We won't do that. We will do roll call votes when it comes to anything that is out of the ordinary, approving Bylaws, when we do approve the audit or the signature of the 990 those kinds of things, we will do roll call official votes. At any time, a Council member can say that they can request that a roll call vote. You don't have to say why. Usually, it's because maybe the vote is really close. You know maybe it's almost 50/50 yeah and nay and the chair calls it a certain way and you're not shower and want a roll call vote that is a reason to do it but if you want a roll call vote say Madam Chair, I would like a roll call vote and a roll call vote will happen. Any questions about that?

 >> Mark: Yes, this is Mark, Yvonne.

 >> Yvonne: Yes.

 >> Mark: Happy New Year to you.

 >> You too.

 >> Mark: The only drawback I think is important that we ask if this is okay because a person with a visual impairment may want to be a part of that. I understand what you're saying.

 >> Yvonne: Right.

 >> Mark: But just to keep inclusion involved in our meeting.

 >> Yvonne: Yes.

 >> Mark: I think it's very important that we get approval from everybody here before moving forward.

 >> Yvonne: Yes. I did talk with Tracy and Steve and we will make sure that everyone is vocal recorded so that in the minutes somebody will be able to see. Currently we don't have that request for Council members. But I do understand that. And that was the last concern I had about doing it this way. Are there any questions or concerns about that at this time?

 >> Steve: Yvonne, typically when there is a unanimous vote doing it the way that you've laid it out is appropriate. But if there is a dissent or abstention then call for a roll call vote would be appropriate regardless of what motion is on the table so if it's a unanimous vote it's appropriate to do that. Like you said with things like the Bylaws and things that are of a substantive nature a roll call vote would be appropriate. But in a procedural vote the minutes and things if there is a no vote, then we should go back and do a roll call vote to make sure everyone is on record on who dissented and who agreed.

 >> Yvonne: Right and we can do that from if that is not what Robert's rules says but we can do that from accommodation standpoint absolutely.

 >> Mark: Accommodation.

 >> Yvonne: Does that work for everybody to do it that way?

Repeat it. What we will do when we are doing kind of procedural votes, we will ask people to say aye and/or raise their hand but raising your hand is ultimately what we are looking for. If you can. If that is a possibility. Tracy will record that. We will say no. If there are no nos or it's unanimous "Yes" or "No," we will keep moving. At least one person votes no, yes from the majority then we will go ahead and do a roll call vote. Sound good?

 >> Steve: Yep. This is Steve just for the record since the roll was called Will Harrison and Jan Lampman have joined the meeting.

 >> Yvonne: Welcome Will and Jan.

 >> Will: Hi guys.

 >> Yvonne: I will close that and go on here with that being said let's go ahead and look at the agenda. There are some amendments but if we can have a motion on the floor to approve the agenda and a second.

 >> Mindy: Then we will make the amendments?

 >> Yes.

 >> Mark: Thank you Mindy.

 >> Yvonne: If someone can say so moved so we can start discussion about the agenda.

 >> Jan: So moved.

 >> Thank you and a second?

 >> Mark: This is Mark I second that.

 >> Yvonne: All right, so with that being said I can tell you there are some amendments and then I will take amendments from the floor as well. We had added in here that we would be approving the monitoring report. The discussion tonight is for information only. We want more time to kind of review it. We want to give you guys more time to review those documents. So Carri being here tonight along with Mindy will really be educational and informational in nature. So that will be taken off.

 I also would like to take off the guest speaker. Our guest speaker was not able to make it tonight. That's okay because I think the audit gives us time to kind of slow down and really go through the audit carefully and everybody can ask questions.

 And it may mean we end a little early. The guest speaker which was supposed to be at 6:30 will get deleted.

 And then I would like to do the SPIL monitoring after the ex officio report because the SPIL monitoring and the topic of strategic planning go hand in hand. If we could just do the reports first and then those two discussions can happen somewhat together. That flow will go better that way. Do you see at 7:20 move that SPIL monitoring to after the reports are done.

 >> Mark: I'm having trouble seeing. Okay got it. All right.

 >> Yvonne: You got that Steve? Where it says SPIL monitoring move that underneath the ex officio reports.

 >> Steve: Yes, I'm unable to modify this PDF right now.

 >> Yvonne: Okay.

 >> Steve: Tracy will modify it on the public record documents so when we get to the section, we will just know to drop that down.

 >> Yvonne: Okay, are there any other amendments?

Any other additions?

All right so if we could get a new motion to approve the agenda as amended.

 >> Mindy: This is Mindy Kulasa. I move that we approve the agenda with the several noted amendments made.

 >> Yvonne: Thank you. And a second.

 >> Frank.

 >> This is Jamia Davis I second the motion to approve.

 >> Yvonne: Okay and then Steve if you will stop your screen share for a moment. All right let's go to gallery view so we can see. Okay, so for Council members all in favor if you could raise your hand and say aye.

 >> Aye.

 >> Yvonne: All right, are there any opposed?

If you are opposed, you can say no or you can do one of these. All right agenda approved. A little clunky but we will get it. Maybe someday we will be in person again.

 All right the next topic is our minutes. We have two sets of minutes that were sent to you October and then the December 17th meeting to approve having me sign the SPIL amendment. If we can get a motion to accept and place on file both of those minutes as presented you can say so moved.

 >> Frank: So moved.

 >> Yvonne: And a second, please.

 >> Stephanie: I will second.

 >> Yvonne: Okay, are there any edits to those minutes?

All right hearing none, if you can stop the screen share momentarily, Steve, all in favor of approving both the October 28th and December 17th minutes raise your hand and/or say aye.

 >> Aye.

 >> Yvonne: All right, anyone opposed please do this or say no. All right. Motion carries.

 And now I'm going to turn things over to Mindy to introduce our next guest. But I do want to give some recognition to Mindy. Mindy has been working tirelessly as you guys know she has a banking background. Her expertise in finance has come in really handy helping us grow as an organization and really get a handle on understanding the finances and the budget so we are going to use tonight as an opportunity for her and Carri to kind of teach us about audits and why they are important and why they should be it to us as the fiduciary agents of the SILC. Take it away Mindy.

 >> Mindy: Thank you, Yvonne. Good evening again everyone. First of all, I just want to reiterate, we recognize that all of you just received quite a few audit‑related documents as well as a second e‑mail containing our IRS form 990 filing. So just to explain, Carri Bevard who I will introduce in just a moment is here representing the SILCs outside external auditor. And this was a virtual audit. Which made it a little different than most audits. And we decided that it made sense to have Carri join us this evening, all of the reports that you just received via e‑mail are indicated as draft reports only. So Carri is going to walk you through all of these documents so that when you do have the opportunity between now and the March meeting, you will know what to look for. And you will look through that document and you say, hey, I know what that means, that's what Carri explained at our January meeting.

 We will not be accepting the audit‑related documents or the IRS form 990 filing until our regularly scheduled meeting on March 17th. So that will give everybody lots of time to review all this fun stuff.

 Without any further ado, it is truly my pleasure to introduce Mrs. Carri Bevard to all of you. Carri is with the ALG group. They consider themselves CPAs consultants and more. She works out of the East Lansing office. Carri holds a Master of Science in accountancy. She is a certified public accountant. And in addition to that designation, which all of us are familiar, she holds an even more prestigious designation. She is a chartered global management accountant. And in all my years of working with auditors, and I have worked with many throughout the years, Carri is the first auditor that I have ever worked with who has earned and I mean earned that very prestigious, professional designation.

 So, you can rest assured that we have a real pro.

 Now, the SILC entered into a three‑year contract with Carrie's firm to conduct our annual external audit. We are in the second year of that contract. And Carri is here to go over the audit reports with you.

 But, you know, I would be remiss particularly given the fact that we just celebrated on Monday Dr. Martin Luther king junior's day. On Tuesday we celebrated the national day of racial healing. And of course, today marks the inauguration day of our new president. Carri has on her signature line of her e‑mail fabulous quote that I would like to share with you from Dr. Martin Luther King, junior. And that quote states: Darkness cannot drive out darkness. Only light can do that. Hate cannot drive out hate. Only love can do that. So, without any further ado Carri I will turn the show over to you.

 >> Carri: Thanks Mindy I have to say I feel a bit of pressure here to live up to that introduction. That was quite something. Thank you.

 >> Mindy: You're welcome.

 >> Carri: I'm going to share my screen, or try to, to bring up the audit report. And can everyone see that?

Or no?

Yes, it says I'm sharing. Does everyone see the audit report?

 >> Yes.

 >> Carri: Great. You never know if this stuff is working or not. But what we have, and your copies say draft. Mine doesn't because I'm the auditor. So, what we have here is your financial statement and independent auditor's report for September 30th of 2020. It does not seem like it was that long ago, but it's a few months now.

 We are going to jump right into it. This is the independence auditors report. This is page one. And for me as the auditor, of course, and should be for you, this is probably the most important document that I prepare for you. And that is the letter that says that I audited your financial statements. Kind of gives a little bit of a scope about your responsibility for those audit statements in that the SILC is responsible for the preparation and fair presentation of the statements in accordance with accounting principles accepted in the U.S.

 And you're also responsible for designing and maintaining internal control. So that's your responsibility.

 My responsibility is to come in, take your reporting, look at the numbers, obtain evidence to support those numbers, and then give an opinion. Which on page two you see my opinion. And this is the opinion that you want to see. It's what we call unmodified. In other words, there is no caveats, there is no additional paragraphs after this. We are just going to say that the financial statements that I audited present fairly in all material respects the financial position of SILC as of September 30th, 2020. So that's what you want to hear from me.

 And congratulations because when I give an unmodified opinion that means that management did its job. And presented me with auditable numbers.

 So, page three, of course is your statement of financial position. For those of you that are in the for-profit world this is your balance sheet. This is where we list all your assets and then what you owe and your net assets, your accumulated earnings of for September 30, 2020, we are showing cash 88,368. Accounts receivable 16661. This is from your contract with the state. Prepaid insurance and another prepaid expense.

 A little bit of accounts payable that is what you owe. Some accrued payroll, that is vacations, payroll taxes, anything that you would have owed on September 30th and we say accrued payroll in that what we look at is if somebody walked out the door at 5:00 on September 30th and had vacation or sick time or whatever that you owed them, what would you have to pay them. So that is what that number is. We've got the payable for the BSBP. That is something that we looked at last year. Last year for those of you that weren't here, there was a 75,000 advance that had been received prior year. And then there was 40,000 additional that was owed. So, all throughout the year, they worked hard. They got that total, the 115,000 that was owed down to 33224. So that's a significant decrease in that balance. But also, a decrease in your cash reserves and what not. But you know nice to not owe.

 Net assets, that's your accumulated earnings. That is what is over time has accumulated and is just sitting there, saying this is what we got. So, 108606. If you look at your current assets to your account’s payment and accrued payroll, you're in good shape. You have a current ratio that is more than one so that means you've got enough money in current assets to pay your bills for the next few months.

 Page four statement of activities and changes in net assets. This is what in the for-profit world we call the income statement. Basically, outlining your income. Grant revenue. And your interest on your cash. Then we have program expenditures. And administrative expenditures. Program of course, that's as the name implies is what you spent for the jobs you do. And then of course you always have administrative expense. Those are expenses that we just can't categorize as any program. So, 58591 is what we came up with there.

 And you have a change in net assets of a negative 509 so that is a decrease. It's a loss on the year, but only 509 for 2020 I think is good. Considering that what everybody has been through this year with COVID and what not to have only a 500 loss is and with your grant arrangements and what not break even is kind of where you want to be. So, this is a good report.

 The statement of functional expenses that follows that, just basically takes those expense numbers on the statement of activities, and gives you a little bit more idea of what's included in there. Salaries, payroll taxes, contractual fees, travel, you have got your statewide licenses, your SPIL support. Those types of expenses. And this is where we make those categories. Generally, overall, 25% is an admin and the rest is to program. So that is a decent percentage. Compared to other non‑profits.

 The statement of cash flows, this is where we take your income or loss in this case and kind of look at the changes on the balance sheet from last year. To realize and look at what did you spend your money on. And as you can see, and what I want to point out because I talked about on the balance sheet was that repayment to the BSBP of 82273. So, decrease in cash. So, you have over all a decrease in cash just mainly because of that. That was a huge use of your cash resources. So, at the beginning of the year, you had 135664. At the end of the year 88368 and if you go back to page three you will see that that number does match that.

 Starting on page 7 we have our notes. We basically stay a little bit above the organization and what you do. Then we go into the bases of accounting which these financial statements are accrual basis. Using generally accepted accounting principles of the United States. Acute basis is where we recognize the income and expenses in the period in which they are incurred. Not in the period in which they are paid. So that is where you get your concept of accounts receivable and accounts payable because you have revenue that you've earned but not received and conversely you have expenses that you have incurred but not paid yet. That is accrual accounting. Kind of as simple as I can get it and I know it’s kind of a tough concept for some. But that is as we say in the accounting world it's accrual world. So.

 >> Mindy: Carri.

 >> Yes, you didn't know I was going to tell an accounting joke.

 >> Mindy: Tell the accounting joke.

 >> I said its accrual world.

 >> Mindy: I got it. I just wanted to mention that I think Carri I just got it. That is a good one. I like that. I'm going to steal that. I wanted to mention that Carri is more than happy to take questions from you as she is walking through these reports, okay?

I think we forgot to mention that upfront.

 >> Carri: We did and sometimes I speak a little fast so if you're not getting it, feel free to interrupt me and ask anything because I'm more than happy to provide an answer.

 >> Mindy: So, I noticed that everyone was muted by the host. How do we want to indicate to Carri so that she can tell that there is a question?

Steve, Tracy?

How shall we handle that?

Steve, you're muted. Steve, you're muted.

 >> Yvonne: I think the best way to do it is have either Mindy or Carri maybe stop every occasion and say are their questions at this point?

Maybe after each page or so we don't have as much to retain for our questions.

 >> Mark: We could do something with the chat box.

 >> Yvonne: Or somebody could put it in the chat box and Tracy can keep an eye on it too to see if there are any chat questions, she lets you and Carri know.

 >> That is fine or unmute yourself and I'm fine with that just blurt out because the way with the screen share, I can't see everybody. So.

 >> Mindy: Yeah, and really, we want this to be an interactive discussion and I promise you, promise you that in the world of auditing and accounting, there is no such thing as a silly question, okay?

So, you guys I know you're not shy. So, don't be afraid to ask. While we have Carri with us tonight, okay?

So, don't be shy out there and studio audience land.

 >> Carri: Yes, we are open to audience participation at any point in time. So, feel free to interrupt.

 So, we've gone over the basis of accounting. Net assets. This is something that changed last year and even though you don't have anything with donor restrictions right now, we have to put it there. It's the rules. But to explain a little bit you know, and I talked about net assets when I was on the balance sheet net assets without donor restrictions those are available for you to use at any time. If you get something from a grantor a donor and it's restricted for a particular use, that would be with donor restrictions and would be a separate category in your net assets.

 Cash and cash equivalence. Grants receivable. We touched a little on that. Depreciation. Not really an issue. We didn't add any assets this year. I don't think that anything got disposed. And everything is pretty well fully depreciated, so there again we have to put that policy out there because we want to make it clear to people that are looking at your financial statements what you do. Or how you handle it when you have it. But as far as this audit itself, it was not really a factor, so other than that being said I'm not going to dwell on it much more.

 Revenue and revenue recognition. I highlighted this one because this was the big change that we had in accounting this year. We had a new set of rules come in because we are transitioning in to being more international type standards to be more comparable and compatible with other countries. Revenue recognition is something that was part of that. And so basically in your case with your agreements with the state and what not, those are grants you have to perform and incur allowable expenses. Before you get paid. So, it doesn't really have a huge effect on you if it were a contract and you were promised a certain amount of money and had to do projects over time, we would put the whole thing on as receivable now and move it to revenue as it was earned.

 Just a little bit of a change there. But wanted to point that out because it is something new and I know from meeting with Steve and Mindy and Yvonne and Tracy that you know your kind of looking you know with all the changes you're making that you may have some different funding streams in the future, so something to think about as you're moving forward.

 >> Mark: I got a question. This is Mark, Carri. Highlighted that out according to this 33,224 of this revenue had to be classified as deferred until it's earned.

 >> Carri: Right, that is the amount of the deferred revenue that is still left over from the Bureau of services for the blind persons. So, we put that there because it is on your balance sheet.

 >> Mark: Okay.

 >> Carri: As deferred.

 >> Mark: Okay thank you.

 >> Carri: Uh‑huh. So, income taxes. We file a 990 and you didn't owe or pay any income tax. Concentration of credit risk. What we want to point out here is that you are 100% except for that little bit of interest from your bank accounts grant supported. So, if revenue streams from those grants were to change significantly, decrease, it would definitely affect your viability as an organization. So, something that I know from talking to the board members and what not that you are looking at some different funding streams and with the changes you're making. So, it's something to keep in mind that you have that 100% grant support and that the loss of that would be a significant situation for you to be able to continue as a viable organization.

 We also of course put here the cash limitation of banks. But that's kind of perfunctory for you. Liquidity was new last year and I kind of brought it up talking about current ratio with the balance sheet and that is that we are going to list your current assets. We are going to subtract that bit of deferred revenue. And say that available funds to meet obligations in 2021 fiscal year is 75281. Maybe a little lower than you would like it. But it is what it is. You're not in the red. You are able to pay your bills going forward and you know so.

 >> Yvonne: Carri, this is Yvonne is there a best practice for what you would want that to be?

Is it you know three months?

Is there.

 >> Carri: In the past the saying has been, you know, you would like to see at least a year's worth of revenue or a year's worth of budget as reserve.

 >> Yvonne: Okay.

 >> Carri: But this your case it's kind of hard because you could be basically at zero and as long as you knew those grant streams were still coming in from the state you would remain viable.

 >> Yvonne: Right, okay, thank you.

 >> Carri: Yep. But to point out that those available funds, you know, they are decreased and some of that is of course because of the big repayment to BSBP. And so, and I know the board is looking at some strategic planning. So, to harp on it right now is kind of a moot point. We won't go into it much more. But just to make you aware.

 Contracts and grants receivable and deferred. The 16661 in accounts receivable is from your MRS grant.

 And then we did put ‑‑ I did put this little table in here basically outlining the activity on the BSBP so everybody could see where you're at and how that all went ‑‑ has come about since September 30th of 2019. Since last year's audit. And to be able to repay 82000 in a year, that's really super. That's a lot of hard work to make that happen.

 Okay, you have Lisa’s, and we talked a little bit the other day about the retirement plan. Which the prior auditor had as a 401(k) and of course last year my first year with you I had continued it as being a 401(k) and then Steve kindly looked up all the plan documents for us and we came to realize you have a simple IRA retirement plan. Which falls under code section 408 of the Internal Revenue Code. All in play are eligible to participate. The 3% match is still in place. And during the year that ended September 30th, 2020, you had only one employee participating. And that is why that expense is so low because you weren't matching only one person.

 Last year we had that big phone prepaid expense that you received the refund of. Also putting a little bit in here about the prior year fraud, just basically to say that you know you had it last year. We looked at it, you have looked at it, there has been no action. Probably if there is no action on September 30th, 2021, we will take this note off. But meanwhile we will since it's still kind of new we will leave it out there.

 >> Mindy: Carri excuse me for just a moment.

 >> Sure.

 >> Mindy: Steve because we have so many brand-new Council members, could you briefly recap what that is in reference to if you would?

 >> Steve: Certainly. When I started two years ago in February, we had an accountant who was getting ready to resign his position and he was still on acting as our accountant for one month after I took over. We put out a request for proposals to get a new accounting firm on board. And during that interim process it was revealed that he had ‑‑ he was also the accountant for one of the Centers for Independent Living here in Michigan and he had been charged with embezzling over 1.5 million from that Center for Independent Living. Over the course of about six or seven years. So, when we got our new accountant on board in April of the year that I was hired, we went back through all of our bank statements and our accounting statements to see if we could track down if, in fact, we had been a victim of embezzlement as well. And we discovered that this accountant had embezzled just under 10,000 from the Council. So, it was much less than what happened unfortunately to that Center for Independent Living here in Michigan. And we did diligent discovery with our new accountant. We spent almost a year doing discovery. I was in contact with the Michigan State police detective. Who was on the case. Turned over all of our information of what we had found out and the different techniques that the accountant had used. And then as part of the recovery process, our new accountant helped us put in to place checks and balances and separation of duties so that this would never have the opportunity to take place again.

 You will also see in the audit that we are a very small nonprofit. It is basically me and Tracy that are the employees. And for separation of duties, with Mindy's expertise, she has started greater oversight of our financial transactions. She has been given read only access to our accounting system that is online. We no longer have physical checks in the office. Everything is done through three different systems using Quickbooks. Using a software online software program called hub docs where we upload all of our invoices and our accounts payment. We have separation of duties in terms of review of those invoices and payment of those invoices. And then we use bill.com I'm sorry we use bill.com and hub docs. The third software either generates a check that is sent to the vendor or electronic fund transfer if we have their account information. And so, there are multiple levels of review of our accounts payment and those transactions and Mindy as the treasurer is part of that process and can dip into our accounting system at any given time to do transactional reviews as kind of a monthly or whatever frequency audit that she wants to do. So that's kind of the background behind what I walked in to when I first took this job and the state police decided not to charge Richard with the embezzlement from SILC because they felt that it would not result in any further charges or any further time on his prison sentence. And that it would not ‑‑ the cost of that to the public would not equal the outcome of what would happen. So, this is the second year of our audit that we are in to where this issue is still here. And as Carri said this will probably come off the audit next year. And I'm very confident with Mindy's expertise, the accounting firm that we have on board and our accounting system that we now have in place that we have a lot of checks and balances and separation of duties in place that were not there before. We also do extensive background checks on any contractors that we have come in. We do a State of Michigan license verifications. We do I chat checks through the Michigan State police database. We do Sam checks which is the Federal Government to make sure that nobody is federally debarred from participating in Federal contracts. And then anyone that is doing financial services for the Council we also do a credit background check on them as well.

 >> Mindy: Thank you, Steve. I just think it's important for the Council to have a very good comfort level. And we will be chatting about this later under unfinished business as I update you as to where we stand on our financial policies and procedures advisory committee. Does anyone have any questions for Steve?

Okay, thank you, Carri.

 >> Carri: Not a problem.

 >> Mindy: This is one of these things you may read later that may linger and I just wanted everyone to have the assurances that this most certainly has been addressed and as we would say in the accounting world, the deficiency has been cured.

 >> Carri: That's what we might say, yep, for sure. Last thing on the footnotes is of course that change in accounting principle which we have to disclose every time these things come out and as I explained earlier it's the one about the accounting for the changes in the revenue recognition. So just a little blurb about that and that is the end of the audit report itself. Did anyone have any questions?

Concerns?

Find any typos?

I'm good with anything. That sounds awful quiet. So, let's move on then to I think we will ‑‑ what I will cover next is last year we had that 40,000 adjustment for the Bureau of services for blind person. We recorded that because of that the amount we recorded it as a finding. An audit finding is something that is more serious than just a, hey, you know I saw you're doing this. Why don't you do it this way might work out. That would be just a comment or recommendation. A finding is something that we say as a material weakness it might cause a material misstatement of your financial statements that wouldn't be prevented, protected, or corrected. And we found that the ‑‑ there was some bills for the Bureau of service for blind grant that did not get recorded.

 So, this year we didn't find anything. And so, we have just basically given you the letter with the statement that is a summary of September 30th, 2019, is attached. We reviewed the finding. We reviewed the corrective actions and procedures. And didn't find any other deficiencies. So, this just summarizes that finding. The amount of the question costs and says that you were working on repaying it. That's that amount that's still due to the Bureau of services for the blind. And that will ‑‑ this will disappear provided, you know, no other new things are found with next year's audit, this will disappear next year.

 Letter of comments and recommendations, this is of course always the highlight. This is everybody sits on the edge of their seat for the audit ‑‑ auditor to go over. And that basically what this is, is not a finding because it's not really significant enough to be what we would call a significant deficiency or material weakness like I just talk about. But it's just stuff we noticed that we think maybe needs to be brought to your attention.

 Last year we didn't have anything. This year we are recommending that you review those retirement plan documents to make sure that everything is in place the way they should be. And that your policies and procedures regarding participation for the employees and that the transactions that are entered in to regarding the plan are compliant. So, I know this is in Mindy's wheelhouse and she is just anxious to get on to looking at all that, all those plan documents, so I'm sure that is going to happen. But just wanted to remind you.

 And then the small size like Steve said a few minutes ago, this one is just it just always is going to probably kind of sit there because you are a small organization. Two employees. It requires that that board does continue to provide some oversight or review of the organization in order for operations to be smooth, continuous, and to have those internal controls in place that are desirable. So that one we just we will just leave.

I also have and you also have the communication letter. This letter is where we as the auditor come out and say that, you know, we have done the audit, we are issuing our report. And we have given you some information. You can see that in the first paragraph we have communicated the letter as of September 26th of 2019. That is our three‑year engagement letter. So, it looks old. But it covered all three years. So, we are going to continue to use that.

 And I just noticed that report date says 2020. I'll have to fix that.

 The aspects of the accounting practices. When we come in, we look at your accounting practices, your procedures, what ‑‑ how are you doing it. And are you using gap. Are you not using gap? And this is where we say if you have input any new accounting principles and you can see there is that darned revenue recognition thing again. And just basically saying that we did look at that and that everything all your transactions that you have recognized are within your policies and procedures and that there is no lack of guidance, there is nothing out there that is whacky for lack of a better term.

 >> Mindy: Carri just made reference to gap.

 >> Yes.

 >> Mindy: That is an acronym for generally accepted accounting principles. So, as you serve on other boards and work with other auditors, just wanted you to know that that's kind of the standards that the accounting world has to follow. So that's what gap is.

 >> Carri: Yes, it is. We love rules. We also look at estimates. And for your statements with no depreciation and what not there really aren't any so we basically can say that you know, the disclosures and the estimates are fine.

 We encountered no significant difficulties in dealing with management. And performing and completing the audit. And this year has been really difficult with COVID and with being able to come to clients to interact with clients and to talk and get things you know the way we want them. It's been really hard. We did this virtually. We have had a couple Zoom calls. Everybody has been super, super cooperative in e‑mailing me and scanning me stuff that I have asked for. So, I really do want to comment Steve and Tracy and Brad and Mindy and Yvonne for working with us on this because this 2020 hasn't been easy and I honestly have to say that I do miss the personal interaction a little bit more. And appreciate that as we have learned to do this last year. No disagreements. We request the management representation letter. That's a letter that we send to management, well, that we prepare, we send it to management to review. Basically, just says that you provided me everything I asked for. Et cetera, et cetera, that you have not done anything illegal. You are just making some representations that we are required to have in our file as auditors so when the people come to audit me as the auditor that I can make them happy too.

 So that's what that is. And we are not going to go over it, but that letter is going to be probably Steve signing off and saying that he did everything for me.

 And we had no findings or issues with the audit. So that is the end of the audit itself. All the letters, the report, everything. Any questions?

Comments?

Changes?

Is everybody still awake?

All right, do you want me to just jump in to the 990 then, Mindy?

Okay all right last item is the 990. This is definitely marked draft because we kind of just ran out of time. This was kind of a hail Mary getting this out to you in time for tonight's meeting. The 990 is a form that exempt organizations are required to file with the IRS every year. So even though they say your tax exempt, tax free the IRS still likes to know what you are doing unless you are a church then you don't have to file one of these. There are very few tax-exempt organizations that don't have to file this 990. They collect information about you. We provide them with volunteers and number of individuals employed. The numbers themselves tie back to those audited financial statements. So, everything is pretty similar as far as numbers. I'm not going to go into a whole lot of detail in the numbers. Just pointing out page two is where we put your mission statement, you are required by the IRS as an exempt organization to have a mission. We look at your program achievements. What do you do for what you get and spend?

These pages basically are the IRS' way of getting us to answer a whole bunch of questions that we know what additional schedules are required. So, I'm not going to go into those in detail, but they ask a whole lot of questions about did you have related parties?

Did you have people with family members?

Did you have ‑‑ did you provide indoor tanning services?

For some reason.

 >> Yvonne: Carri if I can add there are governance questions too for non‑profits.

 >> Carri: Right and those are a little further down.

 >> Yvonne: That will come into play later we will have an opportunity for some governance training and that will have more meaning for people, but I did have a question. At the nonprofit that I worked for I am executive director and I sign the 990s. So, is it typical to have the board chair instead of the director or executive sign it?

 >> Carri: No, it just depends on the organization. Generally, it's anybody that is authorized to sign.

 >> Yvonne: Okay.

 >> Carri: For the organization so and generally those are mostly the people that are on the bank accounts.

 >> Yvonne: Right.

 >> Carri: In this case we would have Steve sign it.

 >> Yvonne: I don't care either way I was just curious.

 >> Carri: I follow suit of what was done prior and if you want that to change, we can obviously change it. It has not been submitted yet. So there again they collect information about your tax filings. Did you pay your payroll taxes?

And then they get into as Yvonne mentioned how many people are on your board?

How does the board operate?

How do you review the 990?

Do you have a whistleblower policy?

Do you have a conflict-of-interest policy?

And you put on there an additional schedule in the back called schedule O not only do we have a conflict-of-interest policy but here is what we do. So, there is all kinds of verbiage on this form. Lots of pages and so I'm not going to ‑‑ I'm just skimming over it and as before if you want particular items highlighted, we can do that. But it just basically is a ‑‑ when they say informational return, and one thing to point out too as a board member you have a fiduciary duty to the organization, that is a financial duty. So, it's important to understand this 990 and to look at those financial reports. Because your name is getting sent into the IRS. And your name and this form are also published on Internet websites, guide star and a couple other ones where these 990s are out there. So, you want to make sure that you're doing your due diligence, that you are doing your fiduciary duties because your you are associated with this organization as a director.

 We also disclose executive director. We have to put payroll, benefits, everything out there. It's truly informational return. And there's a lot here. Here is the statement of revenue. This is if you look at the audit report, this will tie pretty well to your audited financial statements. I say pretty well because I think there is a rounding dollar somewhere in here. But other than that, functional expenses. Same form basically. We do have to breakout officers and directors or what they call disqualified persons. So that would ‑‑ that is a whole other definition of somebody that is maybe a related family member or what not. Where you have to break that salary out of the average guy pay.

 >> Mindy: Yeah, and this is where we talked about the multi-million-dollar salaries that all of you Council members get paid for serving on the Council. So, you know where your just reward comes from, Council members. But.

 >> Carri: It comes from the glowing halo that you get and the self-satisfaction for volunteering.

 So, balance sheet same thing 108606 everything is pretty much the same. So, the one schedule that is also pretty important and will be the last thing I cover with on this 990 unless you have other questions is this schedule A. This is where you tell the Government what type of organization you are. Where does your money come from?

Et cetera, et cetera. And in your case, you are an organization that normally receives a substantial support from a governmental unit or the general public. And that is important because it determines what schedule, on schedule A you have to fill out. And in your case part two, we list all your income for the last five years. This is a rolling five-year number. So next year 2015 will drop off and 2020 will be added. And/or yeah 2021 will be added. And it looks funny and why is this a 2019 form because of your fiscal year ending in September. We use whatever form is available in September and that is the 2019 form.

So even though this says 2019, it's really your 20, September 30, 2020, number. It's confusing at times.

 >> Yvonne: Can I ask Steve a question really quick, Steve.

 >> Steve: Yes.

 >> Yvonne: What accounts for the significant change in this time period?

 >> Steve: That is funny you should ask because Yvonne I was just going to jump in to explain the reduction in our annual budget.

 >> Yvonne: Yeah.

 >> Steve: The previous director Rodney Craig created a lot of inefficiencies with SILC and we got out of a building we were paying almost 30,000 a year in rent for. We used to host our Council meetings at the crown Plaza hotel in Lansing and those cost anywhere between 5 to 8,000 per meeting. With meals and accommodations, since we have gone virtual and we have moved office locations, we've also stopped sending out paper bound Council packets. There has just been a lot of efficiencies that have been created to reduce our budget and our footprint that frankly were unnecessary. And that, you know, meeting virtually has really helped with. Less travel from around the state to come to Council meetings in person. So really, you're seeing a lot of efficiencies that were identified by Rodney Craig who was my predecessor to really make our budget lean and mean so that most of the money within SILC's budget is going towards SPIL activities as opposed to Council accommodations, things that could really be reined in extravagant meals at the crown Plaza hotel. We've really gotten ourselves to a place of highly efficient use of public dollars. And I really credit my predecessor for that. And we continue on that path today.

 >> Yvonne: So, Steve, the money I'm looking at is revenue. And so, are you saying that because you cut those expenses you didn't need the revenue therefore the revenue went down?

 >> Steve: Yeah, I mean we cut expenses is what we did. And so, because we are on a reimbursement basis with our grants and contracts, it's money in, money out. So, when we find efficiencies to reduce expenses, our revenue goes down equal to our expenses going out. So, we are really a zero-budget nonprofit. We are not a traditional nonprofit because we don't provide services like non‑profits do. We are more of a Council that we set our budget each year according to the activities that we are going to do within the SPIL and then our basic administrative costs and so as we hone those down, we are able to save public dollars by shaving off unnecessary expenses.

 >> Mindy: Steve, could you please comment on our two funding sources and the percentage that those two funding sources cover?

 >> Steve: Yes. We have a contract with Michigan rehab services who acts as the designated state entity for our SPIL.

Or the fiduciary for all the money that comes into the State of Michigan for our state plan. We also have a contract with the Bureau of services for blind persons. As another revenue source. The reason we have the contract for with BSBP is that we give them part B money that they can use for independent living services for the consumers that they serve. In turn, they give us a portion of their money back that is non‑part B money to supplement back the money we gave them through part B. Otherwise, we would solely contract with the DSE for our funding to support the SPIL.

 Currently the money we get from MRS is the part B money of course. And state GFGP dollars and also what they call I and E funds which is innovation and expansion money, so we have three pots of money that makeup the SILC budget.

 So, anything else that you want to know about that, Mindy?

 >> Mindy: The 6535 split.

 >> Steve: Yeah, so 65% of our budget comes through the MRS contract and 35% of our budget comes from the BSBP contract.

 >> Mindy: And that's the concentration of credit risk that Carri was referring to in the audit report that we are solely reliant at this point in time and as of September 20th or September 30th of 2020 we are solely dependent on 65% of our revenues coming from our contractual agreement with MRS. And 35% of our revenues coming from our contractual agreement with the BSBP. So that ties back into the point that Carri made, if anything were to happen to jeopardize those contracts in any way, then we would have to find other funding sources in order to continue our viability as the Michigan Statewide Independent Living Council. Does anyone have questions about that?

 >> Frank: This is Frank Animikwam so hypothetical question here. If that situation were to arise, do we have any contingency plan or back up funding sources currently in place that we could seek out?

 >> Steve: That is a good question Frank. This is Steve. In order for the IL network to receive part B funding and part C funding in the State of Michigan, a Statewide Independent Living Council has to be established and funded within that state. So, within Federal regulations we are required to be in order for part B and part C money to flow into the state. And there are ‑‑ there is language within the statutes that require the adequate funding of SILCs throughout the nation. So, one way or another, the SILC would have to be funded by our DSE and by the feds in order to continue our existence regardless of what pot of money they decided to pull those out of. So, it's almost written into the statute that in order for the Centers for Independent Living to continue to receive part B and part C funding that the SILC continue to be established and adequately funded to carry out its statutory duties. So.

 >> Frank: Thank you Steve this is Frank again so what I'm hearing, and I remember reading about it too we have security then with our funding.

 >> Steve: We do. We are not a traditional nonprofit. Our SILC set up a nonprofit to act as the operational arm and the employer of record for employees. Not all SILCs in the nation have a nonprofit arm. Some of them use state employees to carry out the administrative function of the SILC but here in Michigan they formed a nonprofit so that we don't use state employees. Which the statute allows you to do.

 >> Mindy: And Steve tossed out one acronym to clarify. He mentioned DSE. And Michigan rehabilitation services is our SILC Council's designated state entity. So that's an important relationship between the SILC and Michigan rehabilitation services that we all as Council members need to understand. So that is an excellent question, Frank, thank you so much for raising it.

 >> Yvonne: I want to add something to that. So, our nonprofit so this audit is of the nonprofit, not the Council so to speak?

 >> Steve: Uh‑huh.

 >> Yvonne: Let's say the State of Michigan said we don't want those dollars any more therefore the Council wouldn't exist, right?

But the nonprofit would still exist, but the nonprofit would have to find ways to fund itself, grants, donations. And to answer your question about contingency plans, Frank, I think through our strategic plan we will embark on it will be what else can we do as a nonprofit separate program the Council and how will we fund that, so I think that is the next step for us.

 >> Frank: Thank you, Yvonne.

 >> Carri: So anyway, back to schedule A, we have a rolling five years. That is totaled and a percentage is computed of public support. And in your case 99.92% is coming from that Government agency or from the general public. If it were to drop, say you got some huge ‑‑ you went about your fundraising, you got some huge grants from foundations or whatever, that public support percentage would start to go down and that is because when you get these large grants from private foundations, that is basically considered a donation from one person. And they become who they call a that donation can't exceed 2% of the amount on line 11. So, 2% of that amount if somebody gave that would go up here. If it was from a private donor and so, then it would decrease your percentage. So, something to be aware of as you are, you know, going out and seeking further funding streams is that you might not see these really high percentages. That being said you've got several years of them being built up over time so it would take a little bit for it to get down to 33 and a third percent.

 So that's the last thing I'm going to specifically go over on the 990. I do want to point out schedule 0 where I said the narratives go for those. Those items on some of those checklists. And this is where the Government body reviews the 990. The board performs an annual performance review. Your governing documents are available upon request. That is where some of that narrative stuff comes in. Also want to point out schedule D. This is where we reconcile the revenue to the audit and the expenses to the audit. But it's also where we put this footnote for your tax position and how tax positions are analyzed by the organization. It's pretty standard boilerplate language just basically saying, yeah, we look at it. We don't think we owe anything. So of course, you know you want to make it sound a little bit better than that. But basically, saying you don't believe you have taken any tax positions or done any activities that would jeopardize your exempt status is what that is all about.

So other than that, I am finished. Does anybody have any questions that they want to hurl at me?

 >> Mark: Yes, Carri, excellent overview of the 990. I don't know if I missed something here, but I was trying to find out did we put our mission in here?

And what our actual position was?

Of what we do?

 >> Carri:

 >> Mark: On the 990 it says we say what we do. Did I miss something?

 >> Carri: It's in a couple places. It's actually on page one part one where we put a brief.

 >> Mark: Okay.

 >> Carri: We put a brief statement there and then on page two where we go over the program services there is a statement here and I did highlight it because when Mindy and I spoke before the meeting she is going to take a look at some of this wording. And we are going to see if we can do a little bit better.

 >> Mark: Thank you. That is what I wanted to hear is can we let's really say what we do, and somebody looks at this we are valuable. That's all I really wanted to say, thank you.

 >> Carri: Right and some places put in these program services accomplishments, some places put you know verbiage how many individuals you served, et cetera, et cetera, et cetera, and it's something that at this time every year when we are doing the 990 that you review. So, and next year too questions two and three with the changes that you're making that went into effect after this 93020 fiscal year end those answers two and three might not be no, they might be yes because you might be making some changes there too. So, like I said it's truly an informational return and it definitely has a lot of information on it. So.

 >> Mark: Yeah, thank you Carri because not to interrupt you but just to say as a Council members we are a voice for people with disabilities and you know it's our job to monitor the SPIL. And the SPIL is a three‑year document for the state. And what our goals are going to be toward enhancing the life of people with disabilities across the State of Michigan. So, I just I think with the great people we have on our Council you know they have a real strong purpose statement of what we do can really guide us in the next three years.

 >> Carri: For sure.

 >> Mindy: Yes, Mark, I assure you that through working with initially the executive committee of the SILC and with Steve, that's why this is a draft 990. A lot of this language has just been carried over from year to year. And I assure you the language that will be used in filing this 990 will be a full and accurate representation of our contributions to the disabled citizens of the State of Michigan that we all represent. So, once we had this meeting tonight, executive committee and Steve and Tracy are going to take a very close look. I in particular have personally prepared form 990s. So, I'm intimately familiar with this wonderful form. But anyway, rest assured, you are all going to receive quote, unquote final drafts for consideration. And at that point if there is something that a Council feel needs to be added or reflected, that is not reflected after we go through and make changes, that's our next opportunity to have at it.

 >> Correct.

 >> Mindy: So, we have gone ahead and asked Carri to file an extension for the form 990. IRS regulations require that a nonprofit organization file their annually required IRS form 990 within five months of the 15th day following the end of your fiscal year. And, clearly, we are going beyond that 15th day of the fifth month because we truly want this 990 to be what we discussed we want it to be. And what it needs to be. So, there is an automatic six‑month extension that is granted to 501C3 organizations in filing the 990. So, by asking for an extension, it's built right into the law. It's a very typical occurrence that I know Carri will concur with me on that. And it does not raise any red flags. You know, with the IRS. Uh‑huh something is going on there in Michigan. They didn't file that 990 by the 15th day of the fifth month. So, I assure you it's a no harm, no foul extension to request.

 >> Carri: Correct.

>> Yvonne: We are two minutes or one minute now from a break. So.

 >> Mindy: That is like perfect timing isn't it, Yvonne.

 >> Yvonne:

 >> Carri: All right so I'm done. If there are no more questions, I will talk to you soon. And thank you for having me. I'm going to sign off just simply because I have another meeting after this one. And if you have any questions or if you are looking at the documents and something comes up or you see something that is not right please feel free to contact me. You can go through Steve or Yvonne or Mindy or Tracy and they will either get you my contact info or forward it to me. I'm open to questions. This is why we present this as a draft. So that you can review it. Get your questions answered and then we can ‑‑ then you can at the next meeting vote to finalize it and have it the way that you want it. Because except for that one letter that I prepare at the beginning of that audit report, this is your information. So, I want you to be happy with it. And comfortable with it.

 >> Yvonne: Thank you so much Carri and Mindy and we will take a break and come back at 7:10 and get started with our staff reports.

 >> Mindy: Thank you, Carri. Pleasure working with you.

[ Recess]

Hi Bill.

 >> Bill: Hello.

 >> Yvonne: Hello.

 >> Bill: I was talking and went on mute, but they are probably all used to that.

 >> Yvonne: It happens to me all the time too. I am e‑mailing you Allen but it turns out I have not been e‑mailing you. Tracy told me I had the wrong e‑mail so I will e‑mail you at the correct address and I want to set up a time just to meet with you one on one via Zoom and talk about the Council and strategic planning and such. So, I apologize.

I was e‑mailing Alex@misilc who was a past board member so my bad.

We hoped you are on the board of la sale, right?

 >> Yes Marquette.

 >> We tried to reach out to Sarah and have her present and it worked out well because we used more time for the audit than we planned but I really when we met one on one with the CIL directors it was really interesting to talk to her about culture and diversity in the upper peninsula and what that is like up there and what outreach is like and hoped to have her speak but you run in to her can you let her know we would love to get her at one of our meetings or in between meeting trainings to talk about that.

 >> Sure, I have a meeting with her on Monday evening actually.

 >> Yvonne: That would be perfect thanks. We left a message but when I called it was an all-day staff meeting and I don't know if it has been given to her yet so are most people back?

I'm just going to assume so here. Let me make sure we still have a ‑‑ okay, just in case people don't know, I know we have been doing Zoom a lot so you probably do but the you go up to the top right hand corner where it says view and you click on it, on mine when I open up the MISILC meetings it automatically starts at a speaker view but I prefer gallery view so just in case you don't know about that you can click gallery view and you can see a lot more people. And the thing between the photos or the images and then the documents there is like a scroll bar to go left and right and you can make the pictures bigger or you can make the document bigger. Just in case you don't know that. There is Teddy's face. Hi Teddy.

 >> Hello, hey.

 >> Yvonne: Hey hold on here. Let me check something. Okay, Theresa is with us, but she doesn't have her camera on right now because she is doing something, but she is listening, and she is here so we will go ahead and get started. Thank you, Mindy, just a shout out to you, that was great. I learned some things. And I'm glad we took the time to do that and it was a blessing we did not have a guest speaker because we used that whole time.

 >> Mindy: I have to turn around and say thanks to all of you. Carri and I worked carefully together in crafting presentation tonight that would be beneficial to our SILC Council. So as to better help us carry out our fiduciary duties. So, I really appreciate. I did not see anybody out there sleeping. During Carri's presentation everybody looks bright eyed and bushy tailed, so I feel very fortunate to have someone like Carri on our team. So, my shout out goes tonight to Carri. And to Steve and to Tracy.

 >> Yvonne: Steve go ahead with your staff report.

 >> Steve: Great, thank you Yvonne. I've got a very brief report this evening. The first thing I want to talk about the annual PPR report which used to be called the 704 report. This is a report that all of the Centers for Independent Living are required to submit to the administration on community living which is our Federal funder. SILC also jointly submits a PPR report with the DSE. The DSE is the main entity responsible for submitting and crafting this report. And through November and December I had the pleasure of working with our ex officio Bill Addison who is our representative of the DSE. On our Council. And we crafted the PPR report. The PPR reports are due to ACL no later than December 31st of each year. This year there was a little bit of a caveat because ACL decided to take down their online submission system due to accessibility issues. So, the PPR report is complete. We had that completed before our December 31st timeline. That is currently at the DSE. The finalization of that is in process. And Tina Fullerton who is the Bureau director for our DSE is in the process of signing that. That will come over to SILC. That will be distributed to the Council when that is ready. And we plan on presenting that for informational purposes at the March Council meeting. And Yvonne as the SILC chair is also a signatory on that report. So, once we have the final PPR report from Tina, that will be distributed to the Council and then we will review that at the March Council meeting on the 17th.

 In regard to the new SPIL, we had a meeting at the end of last year because we had some amendments that we had to submit back to ACL for full approval. We did receive notification on January 12th that our SPIL amendment was approved by ACL. So, we have a fully approved state plan for independent living at this point that I'm very excited about.

 One initiative that the Council is tasked with in the new SPIL is our statewide outreach initiative where the Council is responsible for doing outreach statewide. The methodology of how we are going to do that is articulated in the SPIL. And in the next ‑‑ over the next month I'm going to be looking for a handful of volunteers from the Council and a handful of CIL directors to help us with program design on how we want to go about designing our outreach process to the state to reach unserved and underserved people with disabilities in our state to help them become aware of the Independent Living program throughout Michigan. So, I'll be sending out a query e‑mail to all Council members to see who might be interested in serving on the workgroup in addition to the CIL directors.

 As you know, we had our website fully redesigned to become completely accessible. I'm really excited about the accessibility features on that website. We have an accessibility widget built into the website for anybody with a visual or auditory disability can click on. There is a built-in feature that allows for screen reading. It allows you to adjust the website to your viewing preferences. You can adjust contrast. You can adjust the size of the text. It's all integrated and built right in. So, I'm really excited about our new website. And welcome feedback from our Council members and the general public on how we can continue to improve that.

 We also have integrated in to that a notification system so that you can sign up to receive notifications when updates are made to the website. That includes any new document uploads. The website has been streamlined and made easier to navigate through our contracted partner that helped us with that initiative. And so please give feedback to me and Tracy on any improvements that you feel could be made to that website.

 The last thing is the SPIL monitoring report. The final report for 2017‑2020 from the last SPIL which is the evaluation piece will be pushed out to the Council during our March meeting. I almost had the entire report complete and I had a power failure on my computer that ended up wiping out the report that I had ready for tonight. And Yvonne was gracious enough to afford me more time to recreate that report that we will present in March.

Yvonne has also taken the initiative to create a dashboard, two different dashboards for our new SPIL monitoring report that we are going to look at later on in the meeting and I'm excited to have that dashboard available to start reporting out on our new SPIL activities to the Council and to the public.

 Upcoming training opportunities, as you know, there is a monthly SILC speak peer call that is facilitated by ILRU. And that affords the opportunity for SILC members and SILC directors to have a one-hour peer to peer conversation about topics that ILRU picks for us to discuss. That's a great opportunity for Council members to be able to interact with other Council members from across the nation and also other SILC directors.

 We still don't know yet if the SILC Congress is going to take place this year. If it does, it's going to be held virtually. I know that NICIL last year held their annual conference virtually and instead of it being a three to four‑day event it was spread out over a week and a half to two weeks and it was done every other day with different breakout sessions that you can attend. And I know that Bill Addison was doing a proposal to the SILC Congress this year to do a breakout session on two CFR200 which are the administrative requirements for Federal grants and contracts. And once I know more about if that is going forward, I will forward that opportunity to all Council members to be able to participate in that. I think you will find it a very worthwhile endeavor and use of your time. It gives us the opportunity to hear directly from ACL our Federal funders and an opportunity to speak with them and interact with them. That's always been a very invaluable part about being in a face‑to‑face conference that's typically held in San Diego each year. So, once I learn more about that, I will be sure to share that information with the full Council and any sign-up information or your ability to participate in that.

 So that is my very brief report. And I will be happy to take any questions.

 >> Mark: So, this is Mark. Steve, you didn't answer one of the questions that the directors had. On the 2017‑20 SPIL report, you plan on having that ready by early March?

Or when do you plan to have it ready because the directors were looking for that also.

 >> Steve: Yeah, probably before that, Mark. It will be ready before March. But formally presented to the Council at the March 17th meeting, yeah.

 >> Mark: Can I say you will be able to present it the first in the March meeting for directors would that be safer for you?

 >> Steve: Yes absolutely.

 >> Mark: Okay, and then my next question was: The new SPIL and the dashboard. I guess I'll wait to see how that plays out. But I don't know if you are a part of that piece of creation NetCIL interaction so that the report can be extracted from the NetCIL database to the likings of what we need.

 >> Steve: Yes, there are a few SPIL goals and objectives that lend themselves to NetCIL extraction. And I've been working with the NetCIL users’ group. Unfortunately, I have not been able to attend the past couple of meetings due to COVID coming through our household. But I've been in contact with Roger Jones who is facilitating that workgroup to get updates on the goals and objectives that lend themselves to data extraction from NetCIL and there is a CIL workgroup that is working on implementing that right now. Many of the other SPIL goals and objectives are going to come from reports from leading a sis that we've identified within the SPIL. So, this SPIL is not so heavily leaning on data extraction from NetCIL.

 >> Mark: Right.

 >> Steve: That the previous SPIL did. So, yeah, not so much coming out of NetCIL this time. But for the goals and objectives that lend themselves to it, we will have those protocols set up in all of the 15 Michigan CILs and following those protocols for data entry.

 >> Mark: Okay Steve that is the answer to a question since we are not ready for that will you produce some type of template so the directors can put the information needed to get our first quarter's report in?

Because we are starting to stand up them objectives in our goals for the year and we kind of want to know what that will be.

 >> Steve: Yeah, let me just throw this up here really quick as a prelude. This is the dashboard that Yvonne came up with that we will review a little bit later. But it's basically condensing down into to page the goals, objectives measurements and then the years, the progress on the action items that we are going to use for reporting out.

 >> Mark: I can't really see it but that is okay.

If I have to get it e‑mails or something. It's way too small.

 >> Yvonne: It's an attachment already. It is attached in the calendar event so.

 >> Mark: Okay good.

 >> Yvonne: Very small.

 >> Mark: All right that's all I had. Thank you.

 >> Steve: Awesome, thanks Mark.

 >> Yvonne: Any other questions for Steve?

All right if you think of one later, if it comes to you feel free. We can always go back.

 So, it was important for me that we have times for every agenda item, so we stay on track. Clearly, we underestimated at the executive committee these three reports because it was supposed to take ten minutes for all three reports, and we are already five minutes behind which is great because we want to hear from Steve.

 So, we are going to have to makeup that time a little bit time elsewhere but for the executive committee report, you have the minutes. But I will just say that the executive committee in addition to doing things like preparing the agenda and things like that spent time thinking about Council education and what we can do to build the next group of leaders who will be the executive committee, how do we best monitor the SPIL and those kind of things and that is where some of those agenda items have come from. So, we will get more into that but are there any questions based on the minutes from the executive committee?

If not, Mindy, I don't want you to feel like you are not able to give enough of a report, but if there is a way to highlight or speed that up just a little bit, that would be great. But you're on next.

 >> Mindy:

 >> Yvonne: Take the time you need. You are on mute right now. We can't hear you.

 >> Mindy: This will be really quick, folks. We've heard a lot of numbers tonight. So, and there are, frankly, is not a lot to report at this point in time. Steve, if you could scroll up on that a little bit, just a quick, you know, our balance sheet, our statement of financial position. Steve, can you scroll up?

On the screen on that?

.

 >> Steve: I'm at the top of the document, Mindy can you see the statement of financial.

 >> Mindy: Scroll down. I told you the wrong way because I'm trying to talk fast. Basically, this is where we are at. I want to get to our checking account balance is as of the period ended, we had 43,000 in checking and about 7 grand in savings. So, I think you understand hopefully a little bit more after tonight how the SILC money kind of flows in and flows out. Almost as a pass-through type of function. So, scroll down some more. So, our total assets are obviously lower than what you saw in the audit tonight because we continue and have continued to pay down on the BSBP dollars. Scroll to the bottom for me, Steve.

 So total assets are at 83,000. We do not have any cash flow problems. So, nothing to be concerned about there.

 And really not much at all to say on the liability side. No significant liabilities. I do want to note, however, if you look at line item 2900‑00 deferred revenue, as of the end of our accounting period, we only have 13,094.73 owed to the BSBP. So that balance continues to get worked down. And that's good news.

 But, again, it has impacted our cash position. So, Steve jumped super quick if you would to our budget, which lists our income and expenses. We will take a very quick look at that.

 Yvonne you might have to share and reshare Steve because nothing changed for us.

 >> Mindy: Yeah, it's still showing the balance sheet.

 >> Steve: How is that?

 >> Mindy: There we go. That's better. Scroll down if you would, please. Okay, let's look at the bottom line. Okay so bottom-line net revenue, we are in breakeven position. Like we should be.

From month‑to‑month. So, nothing in particular to point out. We are right on track. As Carri and I have indicated and have indicated previously, we are zero based budgeting operation. We budget to break even and that's what we have done. We are breaking even in this accounting period. So that is accomplished.

 And last but not least, Steve, if you could bring up the check register. And I know it's hard to see. But there are no unusual expenses that I need to report to you.

 The bulk of our expenses, of course, are in paying for our wonderful SILC employees. So, Steve, a brief comment on payment, please, to Court land consulting for 2550.

 >> Steve: Absolutely Mindy. That was our contractor to redesign our website.

 >> Mindy: Okay, I just wanted to confirm that. I didn't want to say that and miss speak. So otherwise pretty much business as usual. So, unless anybody has questions for me, I think that will suffice as the treasurer's report in the interest of time.

 >> Yvonne: If there are questions, we have time and make it work so if you do have a question for Mindy please feel free to ask.

Okay, then Steve if you could stop sharing so the screen gets larger again. So, we need a motion to accept the reports as presented. You can do that by just saying so moved.

 >> So moved.

 >> Yvonne: Thank you and a second.

 >> Jamia Davis I second.

 >> Yvonne: Thank you. Any more discussion? Okay, and you can all in favor please say aye and raise your hand.

 >> Aye.

 >> Yvonne: Okay, anyone opposed?

All right we will submit those reports.

 Thank you, everybody. So now we are going to move on to our ex officio reports. Starting with Bill Addison who has his camera on today. Thank you.

 >> Bill: First time people know what I look like here. Is that you laughing?

All right. Good afternoon everybody actually good evening. Before I get in the report, I have a couple of comments in areas about the financing of these programs here. And maybe after this explanation you kind of understand a little better of the exact financial position that you're in. For those who don't know me I'm Bill Addison from MRS. I'm the representative for Tina Fullerton who is our director. I'm responsible for the contracts that are cut with Steve and all of the CILs. I want to talk really quick a minute about that. Is that these programs are federally funded and what the federally funded requirements are is that they are cost reimbursement programs. And I think Mindy used the term they are break even and that is certainly true. Is that the agency Steve's agency and all the CILs must first incur the expense and what they do is submit a statement of expenditures and we reimburse them. Based on that type of method, there is no profit that is incorporated into the process. So truly it is a break-even scenario.

 One of the things I think the auditor was talking about was the solvency ratio. So, we are one to one right now. Which is a positive position to have for not for profit. And it would be difficult to exceed that based solely on our funding because again it's cost reimbursement and there is no profit incorporated into that at all.

In fact, if you figure in inflation it's probably a slight loss year in and year out here. So, I just wanted to add that so from folks who are new into the system here.

 Also wanted to talk about SILC Congress. And Steve I looked at the web page this morning and what I got out of it was it's going for April 25th and it's in person. I don't know if you have any other information on that. I think you are on mute, Steve.

 >> Steve: Sorry, was that for the SILC Congress, Bill?

 >> Bill: Yes, I was.

>> Steve: I will dive back into that and send an update out.

 >> Bill: I just want to reinforce and for the most part it's very good training. If you are a rookie in the systems, it teaches you about relationships between the CILs and Federal funding sources. And to my report here, again, from MRS here as everybody else did it took a little bit of a hit the last couple months especially since March and the number of people that came to our door. And the number went down drastically after March. The good news is more people are applying for our services, our numbers are going up which is very positive. And the Governor has identified a return-to-work scenario. It's in the first part of March. With all these things that have occurred lately, coming back in March will be a challenge. All of that is right now the plan this could happen. We have issues to address and that if we return to work as you know we work with large groups of people, there are so many things and abilities that must be modified before we can have these numbers of people come back to work and for our customers to be safe and put those constraints up for our customers also will be a challenge here.

 What we are doing and again my role at MRS is I'm a division director. And what is called program enhancement division. I do all the contracts for the CILs so what we are going to do is have a training session February 2nd at 1:00 for all of the CILs and whoever else wants to attend a session on how CILs get funded and so what we are going to talk about is there are several different pots in which we pay CILs. There is a Federal funding called part B which is the Federal dollars, there is state funding which went up this year and there is also what we call SSA funding which is our revenue that we earn from SSA transactions. So, what we are going to talk about we are going to have two training sessions. The first training session is on how we compute what pot we draw those monies from. And we also will show you how the carry over amounts of part B Federal dollars are computed year in and year out. And we will show you how much kind of is left on the table every year from all of the CILs and how much ‑‑ how we carry those amounts over.

 The second session we are going to provide which is going to be the same day on February 2nd is we are going to talk about some of the constraints of the Federal funding sources. We are also going to talk about this, and this is the first time we have done this is we have got one month of transactions and we have October, November, and December billings in for the CILs. So, for the first time what we want to do is kind of sit down and look at it from a budgetary process. That is, we are going to take those three months billings and extrapolate those amounts forward and tell you what are the possible impacts on the pots of money that we are drawing from there. We will also talk about PPP. The paycheck protection program. And there are Federal regulations related to the PPP process when you are federally funded with a grant. And there is a pecking order that you have to charge expenditures to. And we are going to talk about that when we talk about PPP and in what order you have to bill certain funding sources.

 And I think, Steve, I think that is all I have.

 >> Steve: Great.

 >> Mindy: Bill.

 >> Bill: Yes.

 >> Mindy: This is Mindy Kulasa. Pleasure to see you.

 >> Bill: Why thank you.

 >> Mindy: Pleasure to meet you.

>> Bill: Thank you.

 >> Mindy: Two things first of all on behalf of all of the CIL treasurers out there, I thank you very much. I'm a former CIL treasurer at Disability Network Southwest Michigan. So, I'm thrilled to hear of the training that you are offering. I personally would love to participate. However, I'll be working during those hours. I assume you will be recording it for future access.

 >> Bill: We will be doing that.

 >> Mindy: Excellent. I will look forward to viewing that recording. So, thank you.

 >> Bill: Anything else.

 >> Mindy: Thank you very much.

 >> Bill: You're welcome. Steve, anything else?

Thank you.

 >> Steve: Yvonne, are you still with us?

Are you going to push forward to BSBP?

 >> Yvonne: Can you guys hear me?

 >> We can now.

 >> Steve: There you are.

 >> Yvonne: I was talking to you Lisa and why is Lisa not talking to me.

 >> Lisa: Because I could not hear a word you said.

 >> Go ahead Lisa sorry about that.

 >> Lisa: No worries we all have been battling the virtual slug sometimes this is Lisa from BSBP I'm your liaison from the Bureau and I don't have you know I understand allotted five minutes and we are behind. So, I will manage that.

 BSBP is.

 >> We will find time elsewhere if we need to Lisa so say what you want.

 >> Lisa: No worries it's getting late and we are all tired I get that. No, just appreciate the opportunity to present with you and thanks to Bill Addison for his very detailed explanation of how the IL part B process manages and so as you know Michigan Rehabilitation Services is the DSE. However, in Michigan because we are two separate voc rehab agencies make it a little bit interesting because although BSBP is not considered a DSE so to say that's a lot of initials there, acronym. Anyway, as you also know BSBP is a supporting partner of the SILC and we appreciate that opportunity and we value the relationships that we have with our SILC partners as well as our CIL partners. We are using just to give you a thumbnail and may have said this before BSBP utilizes the Independent Part B grant passes through MRS to BSBP for supporting individuals in Michigan that are not vocational but require the skills necessary to maintain their independence in their home and in their community.

 As a result of that, we also use that those services to promote inclusion in our community. And we and to increase our customer service. So, I think I mentioned at our last meeting working with Disability Network capital area on a customer survey project and we have also worked hard to provide some assessment equipment for some of our Centers for Independent Living as well as our American job centers or one stop centers. So that individuals who whether they work with BSBP or MRS or anyone whether they do or they don’t, and you know in compliance with the model of CIL of the Centers the Independent Living movement and we want access to be available for everyone. So, we have done some work to provide some accessible tools at some of those locations.

 BSBP is also we are working very hard this year in a virtual world that we are living in as Bill said we are looking towards we have been told that we are home until March 1st. We really don't have any additional information other than you know some preliminary stuff. So, we will keep you posted as we learn more.

 Our training center which is in Kalamazoo Michigan which is dedicated to workplace readiness skills and independent living skills received notification we will be able to begin providing in person services. Excuse me scratchy throat although we don't have a date for that as yet. So, we will let you know as soon as we do.

 We are in and Yvonne I welcome you. I believe that you will be part of the Michigan Council on rehabilitation services. Beginning February of 2021. So welcome aboard. I'm the liaison from BSBP for that.

 >> Yvonne: Thank you and thanks for the warm introduction via e‑mail I appreciate that.

 >> Lisa: Absolute MCRS is obviously a VR partner and much like the SILC is from the CILs in terms of helping you know to be a consumer voice. A business voice. And of course, a VR voice as well. So, we appreciate all the participation there.

 We don't really have any I guess what I would like to mention to you is that as we move forward it would, but I would be happy to entertain if there is anything that you would like to learn specifically about BSBP or services we provide or a relationships with the CILs, I would be happy to prepare something for that. I'm always happy to provide you just an update on what is happening at BSBP but I want to make this presentation meaningful you as well so if you have suggestions or thoughts, I will welcome them. And I would also be happy to at your choosing to be a guest speaker to speak about BSBP and the services we provide because I do think that we are a little bit of an anomaly here. Unfortunately, only one entity is able to sign the SPIL which is at this point the DSE which is MRS and we you know we certainly partner very closely together. And I appreciate that relationship, but you know I want to make sure that you understand what the 35% of us are doing here. At BSBP that supports the SILC so you're welcome to ask me any questions you want now or if you want to put them in the chat or propose them later that's fine too so thank you.

 >> Yvonne: We will definitely keep that in mind too when I get to the part about strategic planning and training about having you have more time to really explain all the things that you do and how it relates to our SPIL and otherwise. So, thank you. Any questions for Lisa?

All right, thank you so much.

 >> Lisa: Thank you.

Yvonne: I lost my page. Okay, Annie are you still here with us?

 >> Lisa: I see her name.

 >> Frank: Same.

 >> Lisa: It does not look like she is muted.

 >> Yvonne: Can one of the interpreters.

 >> There she is.

 >> This is Annie speaking I'm here this is Annie speaking first of all I want to thank you for having us here today. I want to introduce myself. My name is Annie Urasky I'm the director of the division of deaf, deaf blind and hard of hearing and my main sign is the letter A against your chin right here. And chin and cheek and my office is under the Michigan department of civil rights. We are based in Detroit. But our department has an office in Grand Rapids, Detroit, and Lansing. My office is focused on serving approximately 7.4% of Michigan residents that identify as deaf or deaf blind or hard of hearing. And then that 7.4% it's estimated the census is obviously needs assessment and this is what we have done from the census before from the prior years. We will have an updated information. One thing I want to stress about the importance of the work that we do, we spend a lot of time both educating and advocating. And raising awareness about the needs and the barriers and the experiences that our community goes through on a daily basis relating to employment barriers, might it be service barriers. Really how they can navigate through the world on a daily basis. So, there's a few updates I want to share with the Council today.

 Since the pandemic has happened with COVID we really shifted our focus. And interacting with the community and interacting with community-based organizations. Specifically, about the current impact of COVID and public health and how it relates to the community whether it be communication access, information sharing, some current issues that have come up regarding that. And I also wanted to share we are also partnering with both Michigan Department of Health and human resources or human services and also the Governor's office to make sure that the information relating to the pandemic and the COVID is accessible in American Sign Language. So, if you have a chance be sure to check out the State of Michigan's COVID website. When you go there you can look at alternate languages. When you select that there is some information that is translated there. That's related to COVID, different languages. And then you will find ASL videos there and flyers that are specific to ASL for the deaf community on that website.

 We also have social media. Through e‑mail we do information that way and newsletter we have a Facebook page which we post all the information, it's available there. When I'm done speaking, I'm happy to put my e‑mail here, my e‑mail address in the chat so if anyone wants to subscribe to our e‑mail list be sure to let me know, and I will put your name on the mailing list as well. I wanted to share with the Council that the protect Michigan commission, the Governor announced last month that they announced last month they plan on looking for candidates who are interested in serving and I want to make sure that the communication with the disabled community is out there. So, if you know anyone who might be interested in participating in that commission, we can nominate their name. And I would encourage you guys to apply. Right now, they protect Michigan commission application is under the appointment website and I will also include that link here in the chat once I'm done talking or done signing.

 And one other area that we focused on currently is trying to coordinate information sharing. Concerns, recommendations regarding vaccines. And so, we have really upped our outreach efforts with the community regarding this information. And communicating with other Disability Networks as well so if you have any concerns or any recommendations, we are open to hearing them. I'm happy to schedule a meeting a Zoom session, a call whatever it is that you need. And I also want to highlight the efforts of the Governor's announcement so this month the month of January, is Braille month as well. And I wanted to give attention to that. A shout out to that.

To BSBP. And for the amazing announcement and we did post that on social media about that. The Facebook page as well. And the last comment I have is my team is really starting to shift their focus on starring to partner with also outside our community, out of state agencies as far as doing cultural competency trainings. Through Zoom. So if you know of an organization or an individual or perhaps another agency of some sort that might be interested in cultural competency related to deaf, deaf blind and the hard of hearing community if you know of anyone who is interested or accommodation services how to interact and work with our community be sure to reach out and I would be happy to engage with you and set up a session with that and training and I think that is all that I have. Thank you.

 >> Yvonne: Thank you very much. It's so great to hear from our ex officio members because you guys are always doing so much so thank you. And, yes, pass that link on about the protect Michigan application and we will be sure to share that with our CILs and find some people interested in that.

 Let's see, who is next here?

Janet Timbs from the Michigan department of education I see your camera ready so I will turn it over to you.

 >> Good evening everyone great to be here and great to hear everything everyone is doing. Kind of as Lisa said earlier you know I kind of struggle with what do I report on out of the Michigan Department of Ed because you know, I want it to be relevant to what you know what this Council does. So, if you have any suggestions or anything that you would like me to report on please let me know.

 So tonight, I thought I would just do an overview of Michigan inner agency transition team. Or what we call Mitt, MITT because we are the mitten state. The Michigan inter agency transition team is not a Department of Education team. It is really a collaboration between a variety of agencies. The co‑leads for this is MRS, BSBP and our office and the office of special education. And it really is ‑‑ it's kind of a grass roots team we came together, decided we wanted to form a team that was cross agency, had a focus on secondary transition. And so, we just moved forward with it. It ‑‑ this formed in 2017 as a result of the capacity building institute with NTAC or the national technical assistance on center on transition. And like I said initially it was just MRS, BSBP and office of special education. But now we have representation from about 16 different agencies or offices. So, we have you know the three offices I said, we have workforce development. We have Department of Health and human services. Disability rights of Michigan. Which used to be Michigan protection and advocacy. Developmental disabilities Council. Arc of Michigan. MDE, low incidents outreach. Career tech Ed. The statewide autism. Resources and training. Michigan alliance for families. Children with special healthcare services. MTSA. Disability rights coalition. And step. And so, our goal is to align transition services across the state, across state agencies so that we avoid duplication of services. We promote a common understanding of secondary transition and improve student outcomes so basically; we are looking at developing a model for secondary transition planning because you know we are looking at that student level so that they when they leave high school they are better prepared for competitive integrated employment or for higher education that would lead to competitive integrated employment. But that we would all be using the same tools, using the same language, and promoting the same process. So, we are in the process of we have already done a resource map across the state. It was a survey that we did to find out what services are being provided in what areas and we defined what services we were looking for. And we are in the middle of creating a perception survey now so from the consumer and/or from the professional end are you aware of the services in your area and are you using those services. So, we are hoping to get that out this spring. And then gather some information, see if there are gaps between the services that agencies say they are providing and what consumers are saying they are using.

 And like I said we are also looking at building a state model for secondary transition.

 We meet monthly and everybody keeps showing up which is great because there is no money tied to this. There is no administrative directive. Like I said its grass roots. It bubbled up and we are working together every month on this. It's pretty exciting because there is such good buy in on this. Lisa you are familiar with this, is there anything you would want to add to this?

 >> Lisa:

 >> Janet: Is she still on?

Well, that is pretty much it. I was going to make this nice and quick so does anyone have any questions?

.

 >> Yvonne: I have a question Janet so the resource map and then the conception survey, is there stuff in there when it's completed that you could share with us?

I'm wondering the that might be a helpful tool for us, for our outreach efforts as well as our SPIL writing process to kind of know what you are hearing and what people are aware of in their communities.

 >> Janet: Yes, absolutely our intent is we can use that information and share it with whoever wants that information. Our biggest obstacle right now is MTAC was helping us develop the surveys and they put all the information in Qualtrax and the MTAC contract ended.

 >> Oh, no.

 >> We don't know how to use Qualtrax, so we reached out to MTAC again and they are going to assign someone to help us with that because none of us ‑‑ like I said this is so grass roots we don't know how to use Qualtrax.

 >> Yvonne: And is there a CIL person involved in your planning committee?

 >> Janet: We do have Brent Mikulski from STEP which is a provider service. It's not really SILC and he gravitated over because under employment first there was a working committee called secondary transition and we petitioned the DD Council to say can we just move that into the MITT because we were doing similar work and it was ‑‑ it was pretty much the same group. So, he gravitated over but we would love to have someone from SILC on the committee.

 >> Yvonne: Mark, I just wonder if that is something we are sharing with your directors since you guys do transition work anyway it would be nice to have your voice there.

 >> Mark: Yes, that would be a good initiative for us to get involved with. I'm trying to take notes as we do. If I can get something in the chat box or we can touch base together, Janet and go from there, that would be helpful. I will be meeting with the directors at least twice a month and I can put that out there and give them a strong point of contact and then from there they would make you get a staff member or someone who would be very involved with it.

 >> Janet: I put together a PowerPoint, so it has some you know some of the talking points that I just talked about. And I can send that to you. But I'm waiting for it to get through accessibility approvals right now and then I can send that to you. And, Mark, I think when employment first, first came together I think you were on the school to work team.

 >> Mark: Yes, I was.

 >> Janet: I thought I met you before so.

 >> Mark: Yeah, you know, COVID has messed everything up so we got to restart stuff.

 >> Janet: I know it. And like I said this is not specific to ‑‑ this is not specific to the Department of Education this is truly across agency team, but I wanted to bring it up here.

 >> Yvonne: Thank you, all right, Vendella with the DD Council are you still with us.

 >> Vendella: I am, and I don't really have a lot to report today. I just wanted to let people know that we are deep in to completing the process for do developing our next five‑year strategic plan we've had community conversations. We've had some preliminary work by the staff on the issues that we have heard. And we will make every effort to include in our plan those things that people, you know, deem necessary for individuals with IDD to have a good life. So, we are working on that. Our intent is to add that to our Council in May for the retreat and then hopefully have it ready for public input. So, when you see it, it should be coming out, I'm going to say in June perhaps, late May or early June. So, when you see our plan, you know, please comment on it to make sure that because we really would like to have a robust plan for individuals with IDD in the State of Michigan.

 And the other thing that I wanted to just update you on is that we are still working very hard to engage our office, our Council members and our community partners on the race equity work we are doing and think we are making some guide strides and we are really working to have it as ‑‑ have race equity to be as part of the typical work that we do. So that when people come to receive you know any human services that they will receive services in a way that are acceptable for themselves and their culture.

 The other thing is we are working to continuously update or tweak information that goes out around COVID so that individuals with IDD understand the process. Right now, we are working on the vaccine distribution prioritization plan that the department put out. So, we are trying to make that a more accessible language so that people will understand where they fit in. And then to know that they need to really make contact with their local public health office so they can understand where they fit in, in that county's or that city's prioritization process.

 And really that's about it. We have been doing a lot of work on those issues to help people to be as connected with their community as possible. So, thank you for the opportunity to tell you that.

 >> Yvonne: Thank you for hanging in there with us so that you can give your report. We appreciate it. And the work that you guys are doing so thank you. And before ‑‑ are you going to stay for a little bit longer?

I just want to make a comment after Mark talks.

 >> Yes, I will be on.

 >> Yvonne: Cool, Mark, IL update.

>> Mark: My update is for the CILs and their directors. I really appreciate Amy and Vendella and Janet making points about our community. And that is a big, big concern with the CILs now and is really rising to the forefront.

But one of the big things going on with the CILs is that as Bill Addison has spoke, all of the contracts concerning our core services and fee for service are signed and ready to move forward. The biggest thing is hiring new staff. And so, in these past 90 days first quarter many of the CILs including myself we hire 7 new people. And onboarding virtually new staff and our CILs. So that is a huge undertaking in this pandemic. But we feel as though we with are up to do it and it's going very well.

 The next one is that as you all know Sara Grivetti was the CEO and the leadership for the network for the CILs has left. She left a little while ago. And all of her tasks and things were turned over to the board of the network. And we done internal distribution of that ‑‑ of her duties until we can find new leadership. What we call it as a distributive leadership model. And we are using our internals to put that together. So, we will be looking for new leadership and moving forward but right now we are in the design phase of it and it's just tasks of the directors with more things to do.

 There is a database group looking at I think I brought that up to you, Steve, concerning the design of the new not NetCIL objectives and things I made sure, so we were looking forward to getting that design.

 Registration information on vaccination for people with disabilities CILs have put a big initiative out to advocate for people with disabilities, get a clear understanding as to where the vaccinations can be given and which particular group, they fall in. This is a huge thing for people with disabilities especially those who are in a home and coordinate rides from their home to the actual vaccination sites. We have CILs looking at putting a dedicated person in their CIL to concentrate on a college they are responsible for. If you all know that the distribution of the vaccinations is all predicated on different rules per different counties. So, the demographics sometimes don't play out well. Like one director gave an example gave in their particular county there are tons of people who are over the age of 65. And to 75. But there are not enough vaccinations out there to get it to them. So, these are real live issues that are going on. And we want to make sure that our staff is in there to help people advocate, if they need to move from one group to another or help to get them vaccinated. And get an understanding of it.

 The directors would like to know we have a legislative day coming up.

And we have a three directors who are handling that. Jim Moore out of Northern Michigan. Dave Bulkowski out of Grand Rapids and Lori Hill out of Wayne County, Detroit. We want to know if there were anybody at the SILC that would be interested in being part of our legislative day. I would be happy to send information to Steve and Tracy if you would like to volunteer and be a part of it, we would be happy to have you be a part of that. So just keep that on your radar. And we will try our best to get that out to you.

 And legislative day is the day we go out there to the capitol which may not play out that way this year. It probably will be virtual so it will be very new to all of us.

But they were wondering if the SILC wanted to be a part of it.

 Cares acts funds used for the vaccination effort for people with disabilities. We are using our cares act dollars we received for these two periods 19 and 20 to create ways to make sure that people with disabilities are getting vaccinated. And it falls under the compliances of them funds so just if you know people out there that are really struggling with how they are going to get to a vaccination site or they need some extra equipment or technology to be a part of it, check with your local CIL. They have funds out there available to assist with that. I believe that's it for my announcements or updates.

 >> Yvonne: That is great, and I do hope and maybe Steve can coordinate and also be involved in legislative day. I'd like to see SILC have a presence there so let us know what we can do.

 Especially virtually. That you know gives more people that opportunity to get involved.

 I just wanted to say to the ex officio members, when we are dialoguing throughout the Council meeting you are welcome to participate in that. You don't have to hold your thought four your five minutes.

We want you to contribute. Mark, your kind of in between because you are both a Council member and on the ex officio list but for the rest of you just please be a part of the dialog. We are so fortunate you come to the meetings and hang out with us until 8:30 and night and bring expertise so please contribute.

If you feel five minutes is not going to cut it or you have something you want to talk about that you know is not going to if it in five minutes let Steve know and we can work, it in our agenda so you have the time you need because it's really important for us that it's there. I have heard the ex officio members say a couple times at different meetings a question about relevance and I don't know how others feel but I have always just I take all kinds of notes when you guys are talking. I always learn a lot. So, what you are telling us is relevant. But I will ask Council members to let Steve know if there is a particular topic from one of our ex officio entities you would like to hear about we can work that into the schedule where they can have more time and talk more about it. So, thank you, thank you, thank you to all of you for your time and energy. We really appreciate it. And it makes us a much stronger Council so thank you.

 Any questions for Mark?

I kind of dove in there without asking that.

 >> Bill: Mark this is bill Addison did you say your agency hired 7 new people or all the CILs together?

 >> Mark: All ‑‑ I just mentioned Bill that we hired over seven people, two of them were MRS people but the other five belong to our agency. And now the CILs are in that same dilemma, Bill, it's really tough hiring and virtually. That's a whole other level.

 >> Bill: Thanks, Mark.

 >> Mark: Yeah, and I mean, it all is apples and apples that is just extra dollars we got to spend this year because we offer everything to do with mostly direct services, that is a requirement for a lot of the CILs so to actually do the work. And on that note, I think I've got so I can say something here for the legislative day I got Mindy, I got Jamia Davis. I got Frank and I got Stephanie. Is that correct?

 >> Yvonne: I think there may be others too if you want to send it out so we can all get it that would be great and thanks everyone for stepping up. Appreciate it. Any other questions for any of our ex officio members you thought of?

All right, thanks.

 >> Lisa: Yvonne this is Lisa and I just want to thank you for the invitation to participate. That is usually always at the discretion of the chair how ex officios interact, so I appreciate that.

 >> Yvonne: Good we want to hear from you so thank you. Okay, well, we have about ten minutes. We do not have any guests on the phone. So, we do not need to leave time for public comment that I am aware of unless someone pops in, in the last‑minute so I'm going to do my best to talk about strategic planning and SPIL monitoring in kind of a big picture way for now. SPIL monitoring if you remember we got rid of the SPIL monitoring committee because we talked about at one of our Council meetings that that's the foundation of why this Council exists and so we want the entire Council to be involved in the monitoring and it keeps it as part of the public and there is input and all of that. So however, in looking at how other SILCs operate, and Steve had already mentioned other SILCs you know some of them have the nonprofit entity, some don't, some are state employees some don't have any employees and the SILC Council does the work of the Council. We are really fortunate they we have Steve and Tracy to help us really propel our goals in what we do. So, a couple things that I'd like to see us work on and one of the reasons I'm doing the one-on-one calls with each of you is just to kind of gauge your interest and your passion. Answer any questions you have. Hear your ideas so that we can start to kind of get people funneled towards particular topics of the SPIL. The sheet that went out that lists the SPIL goals and objectives, I'm just always looking for cheat sheets because the SPIL can be pretty dense. And so, if there is just that easy way, I know everybody on the Council should be able to say these are the goals of the SPIL, this is what we are working on. And I think the more the easier we can make that the better. So, what I'd like to ask people, so for instance I met with Frank and we had a really great discussion about his interests, you know one of those is working on our outreach plan because he has some tribal background. And a medical background. And so, bringing that ‑‑ those that expertise to that piece of our SPIL will be really important.

 You know we talk about emergency response. And Mark's CIL happens to be the champ CIL for our emergency response so Frank and Steve and whoever else is interested in emergency response will work with that CIL and just kind of keep those SPIL actions going. So that we are making progress.

January it's January so we are already one quarter into the SPIL. The next time we meet it will be March. That will be six months into the SPIL. I want us to be able to feel really good about what's happening for the SPIL that we are actually making progress. So, I don't want one person to report out on the SPIL. Steve will have the data and Mark will have the CIL piece, but I want all of us during that SPIL monitoring time to really say oh, this is the part that I was working on and here is what I've learned or here is what I know. We also will start working on having guest speakers who maybe are ex officio members, maybe CIL directors or other experts in the community who will come into our meetings and talk about their pieces of you know their knowledge about the SPIL. Tonight's guest was going to be she couldn't come but Sarah from the UP, the CIL. When we met with her one on one, she talked about diversity in the UP and it's different to what it looks like to many of us down here and it was a fascinating conversation, so we want to bring in all those elements so that when we develop our outreach plan, we have been really thoughtful about hey how do you reach out to that group?

When Frank and I had our discussion, I can't wait for Frank is really going to help us learn about how you do outreach to a tribal community, what does that look like, what do we need to know, what are the myths right that we all think about tribal communities that may or may not be true. So, and not that Frank pretends to have all the answers, but he also has contacts and networks and can put together some really great information for us. So, when I call you when we talk about all of this just kind of be looking at that cheat sheet and think about you know where do I want to spend my energy. I hope to see that everybody is involved in at least one goal in some way. Theresa, I know does tons of work on leadership and youth leadership and so on. I'm making assumption I have not talked to Theresa yet but that is where she will help us with her expertise. So just keep that in mind and let me know. So that is all I'm going to say right now about SPIL monitoring but kind of leads to strategic planning. As we talked about tonight, we are a nonprofit organization so if you think about it, we are a nonprofit and a nonprofit who provides the financial services and the employees to the SILC Council. So that is a sort of like a program of our nonprofit. But our nonprofit can do many other things. So, part of our strategic planning for our nonprofit will be what do we want to do, what are the goals?

It also funnels down into our evaluation of Steve. If we are to evaluate Steve, we need to be clear in what we are evaluating him on. What is it we want Steve to do, what does Steve want to do and try to make that really clear. Step one for that everyone will be involved in that process. There I did ask a couple people to help me in a subcommittee kind of way just to get some of the pieces moving but Steve and I are going to be talking with Regina penny from the nonprofit in Jackson to see if she can be our consultant for strategic planning. It's hard to do strategic planning without an external person to really help facilitate that so we have a call with her on January 29th and we will update all of you on that too. So that strategic planning piece will be really beneficial and be directly linked to our outreach efforts because part of strategic planning is reaching out to stakeholders. You know Vendella had mentioned that and Janet mentioned the work they did in reaching out to stakeholders so we may go through something like that too so it's a nice link with our outreach plan.

 I think for the sake of time that's all I'm going to say about that for now. Oh, I do have to add one other thing. It's actually later in the agenda but I'm going to throw it in now. So, we are going to the executive committee talked about having us on months we don't have Council meetings we will offer a training. Or an educational opportunity. And those opportunities are not mandatory. We understand you're all busy and you already give a lot of your time, but we hope you will come. There is an expectation that you signed up for as a Council member that you will come to two different trainings that the SILC offers so these are a great way to get that done. The first one will be February is it 24th is that right?

Yeah, February 24th. At 5:30 and that will be about board governance so at that one we will learn a lot about the board. We talk a lot about the Council but we don't talk a lot about the board of directors so that will be an opportunity to learn more about what does that mean, what does it mean I'm a board member on a nonprofit board. Joel Cooper who is the CIL director in southwest Michigan does these trainings. He is going to lead that for us and that connection, thank you Mindy for helping us get that set up. I appreciate that. So, we will sent you more details about that but if you want to kind of pencil that February 24th at 5:30 and won't be a three-hour meeting and no actions taken at the meeting and no decisions. It's truly education and open to the public. So please keep that in mind.

 Okay, four minutes for Bylaws. The Bylaws, if you remember at our last meeting, we talked about changing the Bylaws. Where just the executive committee of the Council would be the board of directors of the Bylaws. In thinking that through with the policy committee and with the executive committee that doesn't make sense. There is just too much overlap and so the Bylaws presented to you tonight nothing changed about that. So, if you are ‑‑ if the Governor appoints you to the Council you are automatically a board of director. If you leave the Council, you are automatically removed as a board of director. They go hand in hand. If you are on the executive Council executive committee of the Council, you're on the executive committee of the board. So, they are really in sync with one another. If you noticed on tonight's agenda, we did put it does say the Council and the board of directors so that the minutes are reflected for both. So, there is a lot of overlap. But there are a lot of things that the nonprofit can do separately. The Bylaws the biggest change in the Bylaws has to do with amending them. Currently the Bylaws say you need a simple majority to amend the Bylaws that is usually not typical because Bylaws are important, and they shouldn't be that easy to change. So, we changed that to read in the future after we vote tonight you have to have a two thirds vote in order to change any Bylaws. Are there any other questions about the Bylaws?

Did people have a chance to kind of go through those?

 >> Jan: I wanted to point out the things that Yvonne mentioned are the things that may have been different from the last time we had an extensive conversation about the rest of the Bylaws. Everything else is the same as when we had our last meeting.

 >> Yvonne: Thank you, yep.

 >> Theresa: Is this the appropriate time to say if I have a suggestion or?

 >> Yvonne: Yes.

 >> Theresa: Okay so my only thing was to make them gender neutral.

 >> Yvonne: Oh, yeah.

 >> Theresa: Like we did our other policies.

 >> Yvonne: Thank you for that, Theresa.

Are people comfortable putting a motion on the floor to approve the Bylaws?

If so, I guess we will see if somebody would like to make that motion.

 >> This is Jan, and I would like‑to‑move we approve the Bylaws with the modification of language making it gender neutral.

 >> Yvonne: Thank you and is there a second?

 >> Mark: This is Mark I second that.

 >> Yvonne: Okay, and is there any more discussion about that?

All right if you could stop the screen share, Steve, so we have full screen for people. For this one we are going to do a roll call vote. Tracy, can you do a roll call vote, please.

 >> Tracy: Sure, Frank Animikwam.

 >> Aye.

 >> Allen Beauchamp.

 >> Aye.

 >> Jamia Davis.

 >> Aye.

 >> Stephanie Deible.

 >> Aye.

 >> Teddy Dorsette.

 >> Aye.

 >> Will Harrison.

 >> Aye.

 >> Mindy Kulasa.

 >> Aye.

 >> Jan Lampman.

 >> Aye.

 >> Theresa Metzmaker.

 >> Aye.

 >> Mark Pierce.

 >> You're on mute.

 >> Mark: I'm on mute I know I need a T‑shirt. Aye.

 >> Motion carried.

 >> Yvonne: So, I will say I know for the new people these first couple meetings have been rough, right, policy, procedure, governing bodies bylaws audits but the executive committee is really committed to trying to get some of that stuff out of the way in about an hour of our meetings so that the other two hours are spent more dialog and education and looking at the SPIL and really digging into that SPIL. So, hang with us. We are going to get better. Maybe someday we will be in person again and we can actually break bread together while we talk. Any last comments, thoughts, or announcements from your organization?

That you want to share?

All right I'm going to make just to make sure is there anyone any member of the public who would like to give public comment?

I don't believe there is anyone on the phone, but I wanted to make sure, so I need a motion to adjourn.

 >> Will Harrison I make the motion to adjourn.

 >> Will, how did I know you would make that motion to adjourn?

Just because you have screaming children behind you or what?

 >> Will: Definitely.

 >> Do I have a second?

 >> Frank: I second.

 >> Yvonne: All in favor with a show of hands and say aye.

 >> Aye.

 >> Mindy: Good night everyone.

 >> Thank you so much everybody for hanging in there. Appreciate it.

 >> Good‑bye everyone.

 >> Good night.

 >> Good‑bye.

 [ Meeting concludes at 8:32 p.m.]