# MISILC

# 20240104 - 1800 SILC Executive Committee Meeting

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>> JAMIA DAVIS: I guess we can kick it off, it's 6:01.

So, may we have a roll call, Tracy?

>> TRACY BROWN: Sure, Jamia Davis?

>> JAMIA DAVIS: Present.

>> AARON ANDRES: Present.

>> STEPHANIE DEIBLE: Present.

>> MINDY KULASA: Present.

>> JAN LAMPMAN: Present.

>> TRACY BROWN: You have a quorum.

>> JAMIA DAVIS: Great, okay now we will go into accommodation requests.

If there are any.

Okay, hearing none, I guess we will go over what is on the agenda for today and then we will do a motion to approve.

So, we have our call of order.

The roll call accommodation request.

The approval of today's agenda.

The SILC audit update to create the January 12 business meeting agenda to extend Idea 39 use outreach contract to September 30, 2025.

The RFP for accounting services, the RFP for financial audit services.

The appointments update.

The 2025, 2027 SPIL writing team update and then we will have public comment at the end.

Are there any discussions or any additions that anyone would like to make?

>> MINDY KULASA: This is Mindy I had a question of clarification.

Is the extension of the Idea 39 contract truly through September 30th of 2025 or is that a typo when it's 2024?

>> STEVE LOCKE: This is Steve.

I was going to ask to strike that.

I was looking at Idea 39's current contract, when we put the bid out, it was one year with a two‑year option.

And they have already completed their first year.

So, when we resigned the contract in September of 2023, the council had already approved that two‑year extension.

I was looking at that contract on my phone.

And I completely missed that in the beginning.

And I just went back on it today.

And so we are actually good on that.

The council decided to exercise the two-year contract, the two-year option, and we are already there and are already good on that one.

>> JAMIA DAVIS: Okay, great.

Okay, other than that change in the agenda, are there any other questions or additions?

Okay, hearing none, may we have a motion to approve today's agenda?

>> AARON ANDRES: Motion to approve by Aaron Andres.

>> Second to approve.

>> MINDY KULASA: Second to approve by Mindy Kulasa.

>> JAMIA DAVIS: Thank you Aaron and Mindy and all in favor do I vote?

Sorry, do we vote for it?

I can't remember.

>> STEVE LOCKE: You can ask for any further discussion and then call the vote.

>> JAMIA DAVIS: Okay, is there any further discussion regarding the agenda today?

Okay, and then Tracy may we have a vote?

Thank you, Steve.

>> JAMIA DAVIS: Aye.

>> AARON ANDRES: Yes.

>> STEPHANIE DEIBLE: Aye.

>> MINDY KULASA: Aye.

>> JAN LAMPMAN: Aye.

>> TRACY BROWN: Motion carried.

>> JAMIA DAVIS: Thank you.

Okay, next on our agenda is the SILC audit update.

And I believe that will be from Steve or Mindy.

>> MINDY KULASA: Or both, two for the price of one.

>> STEVE LOCKE: Right, I can start with the basics, Mindy, then you can take it from there if you would like.

>> MINDY KULASA: Sure.

>> STEVE LOCKE: The ALG group has been working diligently on our audit.

There were a few more items they needed this past week.

And Tracy and Brad have been doing a phenomenal job feeding that information to them as they ask for it.

They did send us the draft financial statements.

And the draft 990 which I got over to Mindy for her to review.

Then we set up a Zoom meeting with myself and Mindy and Carri from the ALG group to go over those documents so that Mindy is satisfied presenting those to the council on the 12th, a week from tomorrow.

So, Mindy, I will turn it over to you for any additions.

>> MINDY KULASA: Yes.

Thank you.

I did have the opportunity to give a preliminary review of the draft audit.

And I'm about halfway through a preliminary review of the IRS form 990 filing.

I was very pleased this year to get those at the same time as each other basically.

And I have not seen any issues with the 990.

So, it will be nice to have the timely filed.

So, I will be reviewing both the audit and the form 990 filing in more detail this weekend in preparation for our premeeting with Carri on Monday.

So, we are in real good shape.

And I really appreciate, you know, they did come to the table with several requests for information, kind of a little later in the game than their typical request letter asks for.

So, yes, Tracy and Brad did a great job pulling together that additional info.

>> JAMIA DAVIS: Thanks, Mindy.

Thank you so much.

Okay, well we will go to the next agenda item, which is the business meeting agenda for next Friday.

And Tracy is going to pull that or Steve, sorry.

>> STEVE LOCKE: I'm just looking for it real quick.

Oh, here we go.

>> JAMIA DAVIS: Okay so here is our business meeting agenda draft agenda for next Friday.

We have the call to order.

We have our consent agenda, which consists of our proposed agenda for next week.

The approval of the September 8th business meeting minutes.

Our executive committee minutes and financial reports.

As well as the Executive Director report.

We will be having a presentation by Paula McElwee from ILRU with the SILC budgeting process which will be our Council education.

Then we will have our staff committee reports as presented.

And then if you can scroll up a little bit for me.

>> STEVE LOCKE: Then it jumps to the ex officio reports.

We've switched pages here.

>> JAMIA DAVIS: I don't see it on my end I'm sorry.

>> STEVE LOCKE: You don't?

>> JAN LAMPMAN: It's just moving really slowly, Steve, so it's literally scrolling to it now.

>> STEVE LOCKE: Geez.

>> JAMIA DAVIS: Then we will take our break after the committee reports.

We will have our ex-officio reports as well.

And then our SPIL monitoring.

And just an addition with the SPIL monitoring we will have our outreach and awareness campaign presented or reported by Adrienne Pickett from Idea 39.

And so those are with the SPIL monitoring.

And then there is no unfinished business.

But we have our SILC audit which will be new business and then carrying forth information sharing announcements and public comment.

So, are there any questions or points of discussion that anyone would like to raise?

>> MINDY KULASA: Yes, this is Mindy.

A practicality matter, I know that Carri Brevard from the ALG group will be attending our meeting.

And when we speak with her on Monday, I know that it looks like Paula from the ILRU is going to be first out of the blocks as kind of a, well, we have three outside, outside guests, I guess.

Paula, Carri, and Adrienne ne.

I'm just wondering, in trying to give Carri Brevard a timeframe, are we open to having her be ready to present the audit earlier on in the meeting?

Or do we want her to wait towards the end?

Under new business?

>> AARON ANDRES: If she has time, I would say we accommodate her time constraint.

Otherwise continue as it is.

>> MINDY KULASA: Okay, we will know then on Monday after we speak with her what her schedule is like for Friday afternoon.

>> AARON ANDRES: I don't want to talk over everybody so that is just my opinion.

So, I don't really care.

>> JAMIA DAVIS: Okay.

>> STEVE LOCKE: From a historical perspective, we have moved Carri up earlier in the meeting and made her first or second so we did do that last year as well.

Just for an informational piece.

>> JAMIA DAVIS: Uh‑huh.

Yes, I'm fine with that as well.

This is Jamia speaking.

I'm fine with moving Carri up as well.

>> STEPHANIE DEIBLE: Do you know if Paula has any time constraints as well?

>> STEVE LOCKE: I told her she would be toward the beginning of the meeting so we could certainly put Paula first and then the audit directly after Paula's presentation.

>> JAMIA DAVIS: Okay, that sounds fine.

I'm fine with that, Steve.

Okay, anything else regarding the agenda?

Okay.

>> MINDY KULASA: Yes, it's Mindy again.

Since I'm looking at the reports when different report outs are given.

And like we still have financial policies, workgroup, bylaws, and policies committee.

And I don't believe ‑‑ I believe it's been a couple of meetings since neither of those, neither that workgroup nor to the best of my knowledge have the policies and Bylaws committee met.

Do we need to keep them on there as standing agenda items under staff and committee reports?

Or can they roll off when there's nothing to report?

>> STEVE LOCKE: That would really be the pleasure of the group.

In the past we kept them there as a standing agenda item in case something was to come up in the future.

But if you feel that it clutters it too much, we can take those off if that is the will of the executive committee.

>> JAN LAMPMAN: This is Jan.

So, a reason to consider keeping those two on the agenda is that it's a visual cue for the public to know that those are things that we actually do know about and address.

We just don't have any action that has happened in this last quarter or the upcoming quarter, right?

What we don't want to have happen is if we took them off people in the public will go wait, why did they take those off?

Are they doing things behind closed doors or whatever.

Do you know what I mean? It's more transparent to say look, we have financial policies and when they need to be updated, we will put that on the agenda.

We have, you know, we have a committee that will review those Bylaws when they need to be reviewed.

It's just a way to let the public know that we know those are important items and that we are not going to forget about them if that makes sense.

>> MINDY KULASA: Oh, sure, that is fine with me.

I'm fine having them on the agenda.

No problem at all.

That makes perfect sense, Jan.

To leave it be.

>> JAMIA DAVIS: Steve, I do have a question.

Do we know if Jasmina, and I can't pronounce her last name, do we know if she is attending on behalf of the DD Council?

>> STEVE LOCKE: I have not heard.

And I've not gotten word from the appointments office that anyone has been appointed.

But we will get to that in the executive committee agenda when they give that update.

>> JAMIA DAVIS: Okay, great.

Okay well I guess we can move forward with the next agenda item.

Which is the.

>> MINDY KULASA: Jamia, do we need to vote on the approval of the agenda?

>> JAMIA DAVIS: Yes, thank you.

Okay, may we have a motion to approve the business meeting agenda as presented?

>> AARON ANDRES: Motion to approve the business meeting agenda for January 12 as presented.

>> STEPHANIE DEIBLE: I'll second the motion, this is Stephanie.

>> JAMIA DAVIS: May we have a vote please.

>> JAMIA DAVIS: Aye.

>> AARON ANDRES: Yes.

>> STEPHANIE DEIBLE: Aye.

>> MINDY KULASA: Aye.

>> JAN LAMPMAN: Aye.

>> TRACY BROWN: Motion carried.

>> JAMIA DAVIS: Thank you.

Okay, the next item is the ‑‑ so we will scratch off the outreach contract, correct, Steve, and we will just move forward to the RFP for accounting services?

>> STEVE LOCKE: Yes.

>> JAMIA DAVIS: Okay.

>> STEVE LOCKE: So, a little background.

Brad from supporting strategies has been our accountant since I came on board here.

I actually issued the RFP to bring him on board when the account about at the time, Richard, was still our accountant and got into all of that legal mess.

So, Brad has been, and his company has been our accounting service since 2019.

Typically for things like legal services, financial audit services, with Federal dollars we would go out every three years and bid those out.

Accounting services are a little bit different animal being that your accountant gets deep into your finances, your accounting, has kind of a deeper engaged relationship.

But now that it's coming up in five years, I thought it might be a good idea to put this out for bid.

In conversations that Tracy and I have had with Brad just before the holidays, Brad is changing the name of his company to Juniper.

The reason being is that he had a parent company that he was affiliated with and the direction that they are going in was some of the services that they're providing is not something that he does.

And he is not interested in doing.

So, he is breaking off from a licensing standpoint and just renaming his company.

Everything else will be seamless.

Everything will continue the way it is.

And what I thought was this would be a nice time if we are going to issue our RFP for accounting services, issue it and then bring it back for contract approval at the March Council meeting.

And I wanted to get all of your feedback on that, what that looks like, if you're in agreement with issuing an RFP.

What your experience has been using Federal and state dollars.

Specific to accounting services for a nonprofit.

>> MINDY KULASA: Well, from my perspective, I think it is prudent to open it up if for bid, for some of the reasons you just mentioned, Steve.

But I also wish to say I think we are all very, very happy with the services that Brad has provided to this organization.

So, if we choose to open it up for an RFP, I would just want him to know in advance that it's something that we feel it is prudent to do as a Council and that it's not a reflection that we are shopping it around, I guess is what I'm saying.

>> STEVE LOCKE: Yep.

And Tracy and I have had that conversation with him.

So, he does know that this is coming.

And the reasons why and the reasons I just explained to you has nothing to do with his quality of service.

And the fact that he is changing names perhaps, you know, that's a sign, you know, instead of changing all the contract language now, let's just go out for an RFP since we have not done that in four or five years.

He can bid on it under his new company's name, and we will get an evaluation team together and evaluate those proposals that do come in based on the publicized evaluation criteria.

>> JAMIA DAVIS: Okay.

>> MINDY KULASA: Okay from.

>> AARON ANDRES: I'm in agreement with that.

>> JAMIA DAVIS: What did you say, Aaron and Mindy?

>> AARON ANDRES: I was just going to agree with the process because since he is changing his name anyway it seems like it's very prudent to go ahead and do it.

And move forward.

>> JAMIA DAVIS: Okay, yeah, any comments?

Okay, I agree as well.

Should we take a vote on the RFP, Steve?

Or a motion?

>> STEVE LOCKE: It was kind of more for informational purposes.

I will have that in my director's report for the rest of the Council.

I'm not sure that there is really any action that needs to be taken on this.

I think that action will happen when we get to actual contract award, and it is proposed at the March meeting.

>> JAMIA DAVIS: Okay, so thank you.

Okay, so we will just go forth with the RFP for financial audit services.

>> MINDY KULASA: And that we do do every three years.

>> STEVE LOCKE: We do.

We typically have a three‑year contract.

I believe the contract with the ALG group takes us through this year and one more year.

So, Carri will be back with us in January of 2025.

And I'm proposing that I issue an RFP same one that we did the prior two times.

Sometime in mid-summer.

And then get an evaluation team together to evaluate those proposals.

For award for the it would really be the 2024 calendar year.

So, it would be in January of 2026 when the next company would do their presentation.

>> JAMIA DAVIS: Okay.

>> STEVE LOCKE: So, we are just kind of getting ahead of the curve on this a little bit.

>> JAMIA DAVIS: It makes sense to me.

I agree with it.

Okay, any other points of discussion for the RFPs?

>> MINDY KULASA: Steve, do you happen to recall when we last did the RFP for audit services, I do not believe I was serving as treasurer at that time.

And if I was, I do not have a recollection if we received responses from anyone other than the ALG group.

>> STEVE LOCKE: Yeah, we did.

We did it ‑‑ we put it out, Mindy, I believe it was the beginning of September or 2022.

And we did receive a proposal from a Doeren‑Mayhew, so there is one other proposal.

Let's see here.

And then the time before that was in 2019.

When we put that out.

>> MINDY KULASA: Okay, I just wondered.

I was curious, thank you.

>> STEVE LOCKE: Sure.

You're welcome.

>> MINDY KULASA: But that timing is fine.

>> JAMIA DAVIS: Okay, wonderful.

Okay, we are going to go to our next agenda item, which is the appointments update and that will be given by Steve.

>> STEVE LOCKE: Yes.

So right now, we have Jamia, Mindy and Aaron up for reappointment and a replacement candidate for the CIL director's position.

What's been proposed is Yvonne Fleener will replace Mark Pierce representing the CIL directors.

I have been in constant contact with the appointments office.

This announcement from the Governor was actually supposed to happen today.

And I got a late afternoon e‑mail from Emily in the appointments office saying that they have had staffing changes in the appointments office over the holidays.

Things got backed up.

She promised that they are at the top of the list for the next announcement.

And that announcement is supposed to be coming out on January beginning for our January 12th meeting.

Emily also said that she will be present at our meeting, either her or a representative from the appointments office, they are going to come to our meeting.

They are going to bring all the affidavits.

And so, if Jamia, Mindy, Aaron, and Yvonne are there you can have those filled out and then Tracy is a notary.

So, you won't have to have or wait for those to come in the mail.

We can hand them right off to Emily and she will carry them right back to the appointments office and get it all done in one clean swoop.

>> AARON ANDRES: Wonderful.

>> JAMIA DAVIS: Yep, sounds good.

>> STEVE LOCKE: Great and the other caveat is the Governor likes to be the one to make these announcements so if we keep it under wraps until that announcement comes out on the 11th and I have Idea 39 to post the appointments and reappointments to all of our social media channels as soon as I give them the flag to go.

>> JAN LAMPMAN: Steve, when did you say, sorry, this is Jan when did you say the Governor is going to make her announcement, tomorrow?

>> STEVE LOCKE: It was supposed to be today.

>> JAN LAMPMAN: Right.

>> STEVE LOCKE: Now it got pushed to January 11th, the day before our Council meeting.

>> JAN LAMPMAN: Okay, she did make some announcements today, it just wasn't us.

>> STEVE LOCKE: It wasn't us this time.

I've been Eagle eying my in box waiting for that to come.

So.

>> JAN LAMPMAN: We needed to get some folks on the gaming control board today.

>> STEVE LOCKE: Right?

>> JAN LAMPMAN: The ones announced today, the gaming control board.

>> STEVE LOCKE: Yep, and Jamia, I did tell Emily of the vacancy left by Vandella when she retired from the DD Council that we need the ex officio chair filled so I'm hoping she has been in contact with the DD Council on that.

The pronunciation of her last name is Yasmina Bouraoui, Bouraoui, you're welcome.

>> JAMIA DAVIS: Okay, all right, so the next ‑‑ if there is no other update for the appointments, we are going to go in the 2025‑2027 SPIL writing team update.

>> STEVE LOCKE: So, the update there is back in December the CIL directors asked us if we could push the next meeting into January.

Because they still had some work to do as a group.

On what their goals were going to be.

And I believe they are also looking at the funding formula that's in the SPIL and how money is divided up when money goes away and when more money comes in.

Then what we have anticipated at the time of the writing of the SPIL.

So, they are still doing their due diligence.

We are scheduled to meet, I believe, on Monday.

So, we will go from there.

And then I believe next week we ‑‑ I think is it next week, Tracy that we have the SILC SPIL goals writing team meeting as well?

>> AARON ANDRES: I think it's also on Monday.

>> MINDY KULASA: No, they are on Tuesdays.

>> AARON ANDRES: Yeah, that is correct.

>> MINDY KULASA: The third Tuesday.

>> TRACY BROWN: On the 16th.

>> STEVE LOCKE: On the 16th, that is right, great.

>> JAMIA DAVIS: All right any other comments or anything or is there any public comment that anyone would like to make?

>> AARON ANDRES: I will make a comment.

I received an e‑mail from someone claiming to be the Disability Network Wayne County in Detroit Chairperson.

And I specifically I don't know who that is, but she said her name was (anonymous) in the e‑mail.

And I don't know if it's a scam or not.

But apparently, she had recently gotten pushed out of the EV position.

Has anybody heard anything regarding that?

Or is that not am I the only person.

>> STEVE LOCKE: I can fill you all in.

Just before the holiday we received a voicemail from this person named (anonymous) who said that she needs to be put in touch to file a grievance.

It had to do with Disability Network Wayne County.

She went into a little bit more ‑‑ it was hard to hear her voicemail.

Tracy and I had to listen to the phone number a couple of times.

I called her that morning, the day after we got the voicemail.

I called her three times.

I left two voicemails with my cell phone number and asked her to reach out to me as soon as possible.

We went on holiday break.

I never heard from her.

She e‑mailed me on December 26th, detailing a little bit more about her grievance.

I e‑mailed her back and gave her my cell phone number again and asked her to call me.

When she didn't call me within an hour or so I called her phone number.

Three more times I believe it was on Monday, this past Monday, no, it was Tuesday.

Tuesday the 2nd.

And I left her two more voicemails.

And then I got an e‑mail from Allen Beauchamp also a council member, saying he got an e‑mail from somebody named (anonymous).

Aaron, you got one as well.

I don't know what other Council members got this e‑mail but if you did, please know that we are on this.

We are trying and taking care of it.

My intention is to give her a referral to either MRS or to disability rights Michigan if it's a consumer complaint.

I still don't know the nature of her complaint.

But she continues to broadcast her complaint to multiple people.

And has yet to return my call or my e‑mail after leaving her five voicemails over the past couple of weeks.

So, I'm still in investigative mode.

And hoping that she makes contact with me.

So that I can make a referral for her.

So just know that we are on that.

It does not appear to be anything fraudulent.

I did go on to Disability Network Wayne County's web page and I did see her name on there.

So, it has to do with she has a grievance with their director of operations.

And then it escalated into an issue with the Executive Director.

So, I'm still trying to get to the bottom of this.

But she is nonresponsive to all of my efforts to reach out to her.

So, I'm still waiting patiently for her to respond.

>> AARON ANDRES: Thanks for the clarification, Steve, and I'm sorry if I brought it up in the wrong venue but I just wanted to clarify.

>> STEVE LOCKE: Not at all.

She did ask that she remain anonymous through this process, if at all possible.

I don't know if that's possible, or not.

Depending on the referral or referrals that I make for her to these different agencies.

Because it's going to be their policies that take over at that point and she will have to come to a decision point on whether or not she wants to pursue it anonymously if she is able to or if it will require her to step forward.

I wouldn't know anything about that.

>> JAN LAMPMAN: So, Steve, this is a public meeting.

So, it was just stated in a public meeting.

>> STEVE LOCKE: Just the first name.

>> JAN LAMPMAN: Okay.

>> JAMIA DAVIS: All right.

>> STEVE LOCKE: Thank you for that, Jan.

I appreciate you bringing that point up.

I understand.

>> JAMIA DAVIS: Okay, is there any ‑‑ yes, thank you Steve.

Is there any other public comment that anyone else would like to make?

All right, hearing none may we have a motion to adjourn?

>> AARON ANDRES: Motion to adjourn.

>> STEPHANIE DEIBLE: This is Stephanie. I will second the motion to adjourn.

>> JAMIA DAVIS: All right all in favor.

>> Aye.

>> MINDY KULASA: Have a great weekend everyone and looking forward to seeing you next week.

>> JAMIA DAVIS: See you guys.

>> STEVE LOCKE: Have a great one everyone.

Good‑bye.

(Meeting concludes at 6:37 p.m.)