

# **POLICIES NOT COVERED ELSEWHERE IN THE MANUAL**

## **RESIGNATION OF COUNCIL MEMBERS**

1. Council Members send a letter of resignation to the Governor's Office.
2. The Council chair sends a letter or other form of recognition or appreciation to the resigning member.

## **WHEN IS IT A CONFLICT OF INTEREST FOR AN EXECUTIVE DIRECTOR OF A CENTER TO VOTE IN SILC MEETINGS?**

It has been determined that the general code of conduct and conflict of interest provisions presented in §74.162(c) of the Education Department General Administrative Regulations (EDGAR) apply equally to center directors and governmental employees who serve on SILCs. Both executive directors and agency representatives are therefore responsible for disclosing their interests, relationships, and/or affiliations on issues which could directly benefit themselves or their organizations. Sections 75.524 and 75.525 of EDGAR detail conflict of interest as it relates to the administration of grants and projects.

This means that while most, if not all, SILC issues concern independent living centers, very few of these issues will constitute a conflict of interest for a SILC member with center affiliation. There may be topics pertaining to a particular contract or other items of business that will directly affect a SILC member's center and generate conflict of interest; however, general issues for the independent living community (i.e., decisions regarding establishment of a statewide network of centers and allocation of funds through allotment or open competition) are of common concern and will not generate conflict. In other words, it is entirely appropriate for a center-affiliated SILC member to vote on the authorization of funds, but not on directing the funds toward his or her center.

## **ACCESSIBILITY ISSUES**

The Council will support the needs of members with disabilities in order to allow them to attend and prepare for meetings.

The Council will arrange the following services for Council members attending Council sponsored meetings.

- Assistance with wheelchairs or other physical assistance devices
- Accessible transportation
- Interpreter services
- Equipment rental information
- Personal assistance services information
- Alternatives to printed materials

In order to make these arrangements persons requesting such accommodations must provide the Council with as much advance notice as possible, preferably a week or more.

## **COUNCIL BUDGET**

The Council will operate under a budget created by the Bylaws Committee with assistance from the program manager and approved by the SILC.

### **Council Budget**

- The Bylaws Committee prepares and approves an annual budget consistent with the State Plan for Independent Living. The budget is approved by the SILC.
- The duties of the designated state agency are limited to receiving, disbursing and accounting for funds in a manner consistent with federal and state law; providing assurances and providing administrative support (legal and personnel).
- The Program Manager will update the Bylaws Committee on the budget on a quarterly basis.

### **Staff Supervision**

- The Council Chair and the DSE shall maintain a Memorandum of Understanding delineating responsibilities and duties in keeping with the Rehabilitation Act, Title VII. The Memorandum will be reviewed and updated on a biannual basis.
- The Council Chair and the DSE will conduct an annual evaluation on the performance of the IL Program Coordinator.

## **BROCHURES AND EDUCATIONAL MATERIALS**

- Any brochures, reports or educational materials which describe SILC activities must receive approval by the Executive Committee before printing and distribution.
- Any documents distributed by the SILC will be made available in alternative formats upon request.

## **CONTRACT REVIEW PROCESS**

The SILC and the DSU shall work cooperatively in the review of contracts for delivery of independent living services. The procedures developed will conform to the Standards and Compliance Indicators for IL under Title VII of Rehabilitation Act as amended.

- Draft copies of annual Part B and General Fund contracts will be presented to the SPIL Evaluation Committee for review and recommendations at least two weeks in advance of submission of contracts to the CILs.
- The Program Manager will develop an agenda for the center review and forward it to the Executive Director and the Chairperson of the Board of Directors, at least two weeks in advance of the review.
- Evaluation Standards and Compliance Indicators will be used as a guideline when reviewing CIL programs.

The IL Program Manager will report findings, make recommendations, and provide technical assistance.

## **CORRESPONDENCE**

- All official SILC correspondence shall be on DETD/DPHHS letterhead.

- The Chair, committee Chairs, in cooperation with the IL Program Manager may prepare correspondence on behalf of the SILC, when necessary to conduct SILC business. Such correspondence must be on official letterhead. Any requests for materials in alternate formats will be met in a timely manner, and, if they cannot be distributed at the same time as general mailings, will be forwarded as soon as the proper formats can be prepared.

## **ENVIRONMENTAL ILLNESSES**

- Every effort will be made to assure that all SILC activities are held in locations and in a manner that protects the needs of people who face the effects of environmental illnesses. Members and staff should not wear scented products to SILC activities.
- All SILC meeting notices and agendas will include an announcement at the bottom of each document advising that perfumes and other fragrance products should not be worn at meetings or SILC activities.

## **LEGISLATIVE ACTIVITIES**

### **POLICY**

1) The SILC shall approve any statement or position on a Legislative issue which is presented on behalf of the SILC, with the exception of those situations when SILC staff are requested by the Governor or Legislators to provide immediate comment on pending legislation that the SILC has already adopted a position on. The SILC will be advised as soon as practical when Legislative actions will impact the SILC. Because the SILC is an executive board, any testimony or positions adopted by the SILC must be approved by the Governor. SILC members are encouraged to testify or talk to legislators on their own behalf, but must not do it on behalf of the SILC without the Governor's approval.

2) SILC staff shall be responsible for monitoring and reacting to activities of the Congress or state Legislature, the Governor's office, and other government agencies. The Program Manager will consult with the SILC Legislative/Advocacy Committee or Executive Committee on matters that have not been previously discussed by the SILC, and shall serve as an educational resource for other organizations upon request.

### **POLICY ISSUES**

- No policy will be adopted by the SILC without the majority approval of SILC members present and voting.
- All policy to be discussed or approved by the SILC shall be within the parameters of the authorizing documents: the State Plan for Independent Living, the Federal Rehabilitation Act as amended by the Workforce Innovation and Opportunity Act, and state law.
- In the event that an immediate decision is needed on a policy matter, the IL Program Manager shall consult with Chair concerning potential SILC action.
- Emergency and emerging issues will be addressed in accordance with procedures established and approved by the Executive Committee.

## **PRESENTATIONS BY OUTSIDE PARTIES AT SILC MEETINGS**

- Organizations and individuals wishing to make presentations to the SILC, other than SILC members, shall be asked to make a request in writing and be approved by the Executive Committee.
- The Executive Committee will determine the amount of time to be granted for any presentation at SILC meetings.
- The Program Manager will request that outside presenters must provide a summary of presentation content orally or in writing. The presenter will be asked to have enough copies of relevant materials for each member of the Council and in accessible formats as necessary.
- 

## **STATE PLAN PROCESS**

The Council will, according to state and federal law, create a three year state plan and provide updates of that plan in accordance with the law.

## **PROCEDURE**

- The SPIL Evaluation Committee develops goals, activities and objectives that are consistent with the mission statement of the Council. It also develops the SPIL Resource Plan. The SPIL is then submitted to the Council for approval.
- The state plan and goals and activities within it are consistent with the Council's mission statement and all federal requirements.
- The Council actively seeks input from people with disabilities, their families and the public regarding the state plan and priorities through a process of a public hearing and focus forums held in conjunction with partners from CILs and the DSU. The results of the hearing and forums will form the basis of the SPIL committee's activities in creating the state plan.
- The SILC approves final SPIL.