**INDEPENDENT LIVING SERVICES ADVISORY COUNCIL (ILSAC)**

Monday, June 9, 2023, 9:00 – 4:00 pm EST

Report Writing – Council: In Person

Public via Virtual via Microsoft Teams

***Please note the following agenda is for reference purposes only. To eliminate unnecessary delays for the public and the council, the Chairs at their discretion may deviate from the published agenda.***

MEETING OUTLINE

1. **Welcome & Member Attendance**
2. **New Member Brief Introduction** 
   1. Council members removed:
      * Lisa Jackson (not replaced),
      * FAPA: Amanda Cruz (replaced by Lynda Thompson)
      * DJJ: Demtria Anderson (replaced by Alison Fulford)
      * DCF: Heather DeFransico (filled per F.S.)
   2. Report History and date shifts. Proposal from Chair to Council:
      * Shift Councils working sessions to September to August each year.
      * December no meeting,
      * In Persons remain “J” Months” January – Onboarding, June & July – Report Writing
   3. Cal & Ginger: Attendance Issues: Amy Thome
   4. Morgan & Ginger: Combine Roster with Attendance
   5. Bathroom locations & Schedule:
      * *9:30 – 11:30 am/12 pm: Report writing in teams*
      * *11:30 am / 12 pm: 1:00 pm – Lunch*
      * *1:00 pm – 1:30 pm: Team Check-In as Group – combining any parking lot issues*
      * *2:00 pm – 4:00 pm: Back in Teams: Report writing*
      * *4:00 pm – Adjourn.*
3. **2023 Report New Recommendations**
   1. Standardizing ILSAC Governance Documents: Procedures, CI Action Deck, CBC Data Collection Annual Reviews, Roles & Responsibilities, Calendar of Activities, Annual Report Template, Onboarding Presentation & Annual Operating (Regina & Ginger)
      * 2021 – ILSAC CI Deck: 20
      * ILS Formal Standardized, Statewide certification/training
        + 2022 – ILSAC CI Deck: 21
        + 2023 – ILSAC CI Deck: 40
   2. Guardian ad Litem – Post 18
      * 2018 – ILSAC CI Deck: 3
   3. EFC Allowance / FSFN Payment Guide (Complete Table / Guidance)
      * 2018 – ILSAC CI Deck: 4
      * 2019 – ILSAC CI Deck: 5, 6
      * 2023 – ILSAC CI Deck: 37
   4. Guidance on EFC Housing Partners
      * 2023 – ILSAC (emerged from EFC Allowance Discussion)
   5. 13-17 year-old IL training (lack of consistency negatively impacting EFC, PESS, Aftercare) \* Graphical representation to be developed as part of recommendation
      * 2023 – ILSAC CI Deck: 31
      * \* Note – this topic has been re-emerging every year since 2019
      * 2023 – ILSAC CI Deck: 41
      * 2023 – ILSAC CI Deck: 44
4. **Deciding Teams: Annual Report Sections Breakdown**

*Ginger Rockey-Johnson – Chair*

* 1. Executive Summary & Purpose = Adam, Brent
  2. Data Analysis = (Eric & Cal)
  3. Status of Implementation (CBC Data Collection) = Morgan, Sarah, Stephanie
  4. Efforts to Publicize, RTI Success & Barriers (from CBC Data Collection Summary) = Maria, Regina, John
  5. 2023 - ILSAC Recommendation Teams
     + III.A = Standardizing ILSAC Governance Documents = Ginger, Regina
     + III.B = GAL post 18 = Meliza F, Guest=Elizabeth
     + III.C = EFC Allowance / FSFN Payment Guide Table = Dietra, Eileen, Heather, Melissa V, Guest=Monica
     + III.D = EFC Housing Partners = Christine, Demarco, Raul, Guest=Marissa
     + III.E = 13-17 year olds (what do we want in the academy / pre-service training) = Alison, Margie
  6. Action Deck & Previous Year Follow Up’s = (Ginger)
  7. Looking Ahead – 2024 focus = Ginger, Regina

1. **Defining In Person Sessions Work, Revisions, and July In Person Finalization**
   1. *Ground Rules:*
      * *No formatting in Google Docs. It looses all formatting when it’s exported to Word. Just the narratives.*
      * *If addendums are to be included or a graphic/chart: add the graphic in the Google doc where it should go. Don’t worry about formatting it. It will not hold once the document is exported to Word.*
      * *No re-discussing. Writing the narrative based on problem, research, & recommendations*
      * *Use a Parking Lot for things that come up that need to be discussed by the Council. i.e.; ah-ha moments, new questions, problems, etc, that the research, analysis or recommendation will not solve.*
   2. *Recommendation Sections:*
      * *Header: List each topic that is being recommended*
      * *1st paragraph / section: Problem Statement (what was wrong)*
      * *2nd paragraph / section: Research/Analysis (what we did this year)*
      * *3rd paragraph / section: Recommendation (what we are recommending to solve this problem, based on the anaylsis)*
2. **Report Assembly** 
   1. Combine all sections into one document – Regina
   2. Grammar and spellcheck – Morgan
   3. Finalize and Format – Ginger
3. **Adjourn / Continued to July**
   1. Last Team Writing
   2. Last Full Council Review of Report as a whole.
   3. Discussion, Fine tuning, Clarifications, Update, & Final Revisions
   4. Wordsmithing (no changes of intent from original team)
   5. August: