



Idaho SILC Committee Duties

The information contained in this document comes from the Idaho SILC bylaws, policies and practice. We suggest that you review the SILC bylaws and policies for further detail. It's worth noting that some practices have shifted away from our policies over the course of many years, including through the more recent public health emergency.

The Executive Committee is due to review, make recommendations and update the SILC's internal policies in the coming year. If you would like to help with that process, please notify the Council Chairperson and the Executive Director. SILC staff will work with the committee to provide historical perspective when possible, ensure continuity, compliance with state and federal laws, assist with determining what is practical in 2025 vs 1994 and of course, recording and formatting.

Submitted 10/17/2025

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Idaho State Independent Living Council

Executive Committee

The Executive Committee manages the activities and affairs of the Council which must be addressed during intervals between meetings. All decisions of the Executive Committee are submitted to the Council at the next quarterly Council meeting. The Executive Committee is responsible for the review and approval of internal policies and bylaws as proposed by the Policy Committee every 2-3 years.

The Executive Committee meets at least once between regularly scheduled quarterly Council meetings. Because this committee may make decisions and recommendations for the full Council, it is publicly noticed, open to the public and records minutes that are available to Council members and the public on request once approved by the committee. SILC staff are designated to take minutes for this committee. The Executive Committee provides a summary report during quarterly Council meetings, the SILC chairperson serving as de facto spokesperson where possible.

The committee reviews and approves member applications to attend conferences on Independent Living, including the Association of Programs for Rural Independent Living (APRIL), the National Council on Independent Living (NCIL), The National Association of Statewide Independent Living Councils (NASILC) – SILC Congress, and other state and regional conferences. Given that early bird registration ends well in advance of conferences, and that Council resource allocations are made during quarterly business meetings, the Executive Committee should make every attempt to solicit, collect, review applications and select Council members to attend conferences during quarterly meetings.

Additionally, the Executive Committee is responsible for conducting an annual performance evaluation of the Executive Director.

Membership and Outreach Committee

The Membership and Outreach Committee provides the Council with information and recommendations concerning the Council's voting and non-voting membership, including membership compliance with the Rehabilitation Act. The committee helps the Council remain diverse, ensures statewide representation, including representation across many disabilities, and assures membership is in line with federal regulations. Council membership must be made up of 51% people with disabilities who do not work for the state or a Center for Independent Living (CIL).

The committee is responsible to work with CILs and other partner organizations to recruit prospective Council members. The committee reviews applications during committee meetings. Applications are reviewed and handled like an employment application, meaning that membership application documents are confidential. The committee reviews applications and makes recommendations to the full Council for a vote, sharing the name, qualifications and seat to be filled. Due to membership requirements, the Council is informed of the candidate's disability status and type. However, accommodations and specific details are to remain confidential.

The committee is responsible for working with SILC staff in the development and dissemination of outreach information and materials. Committee reports and recommendations are voted on by the full Council and will be recorded in the quarterly business meeting minutes.

The Membership and Outreach Committee meets at least quarterly. The committee provides a summary report during quarterly Council meetings, the committee chairperson serving as de facto spokesperson where possible.



Idaho SILC Committee Duties

Policy Committee

The function of the Policy Committee is to keep the Council informed of public policy issues that impact the lives of people with disabilities. The committee provides recommendations to the full Council concerning the advocacy objectives in the SPIL.

For example:

2025-2027:

Goal 1: Goal #1: The Idaho IL Network will promote and advocate for the integration, inclusion and equity of Idahoans with disabilities across lifespan and cultures.

Objective 1.1, Review Purpose, Benchmarks/Indicators, Data Collection Process (pages 6-7)

Objective 1.2, Review Purpose, Benchmarks/Indicators, Data Collection Process (page 7)

In addition to the specific objectives and benchmarks in the SPIL, the committee is also aware of the issue areas called out in the SPIL: Emergency planning, housing, transportation, healthcare and community access. These issue areas are identified in the SPIL based on the most recent statewide assessment and other sources used to draft the SPIL.

In practice, the issue areas direct the SILC's 2025-2027 systemic work toward improving Home and Community Based Services, i.e.: addressing the shortage of the direct care workforce; affordable housing shortages; and health equity. SILC staff, the CILs and other community partners may alert the Council and committee to local and legislative issues that could positively or negatively impact the disability community. Because we cannot focus on all issues, we target those that are identified in the SPIL.

In addition to monitoring public policy, the committee reviews and makes recommendations to the executive committee and the full council for

Policy Committee (continued)

updating the SILC's bylaws and policies every two years. The committee will annually review the SILCs statutes, §56-1201-1206 for recommended updates to go before the Legislature during the annual Legislative session should any updates be needed.

The Policy Committee meets regularly, often monthly particularly during the legislative session. The committee provides a summary report during quarterly Council meetings, the committee chairperson serving as de facto spokesperson.



Idaho SILC Committee Duties

Planning Committee

The Planning Committee works with SILC staff to develop the statewide needs assessment and the 3-year State Plan for Independent Living (SPIL). The planning committee chair and the SILC chair serve as cochairs when working on the statewide needs assessment and drafting the SPIL. The committee may also include non-Council and ex-officio members such as the three Directors of the Idaho Centers for Independent Living, the Idaho Commission for the Blind and Visually Impaired (ICBVI) and Designated State Entity (DSE – currently, the Idaho Division of Vocational Rehabilitation) staff as appropriate.

The committee monitors the State Plan for Independent Living (SPIL) by conducting quarterly surveys that are reviewed and reported out during quarterly Council business meetings. The committee chairperson serves as de facto spokesperson where possible.

The committee develops and reviews quarterly surveys to ensure that SPIL partners are delivering on the benchmarks set in the SPIL. The committee may make changes to the survey when it is not capturing information demonstrating progress or lack of progress due to barriers. The current committee has been authorized by majority vote to make necessary adjustments to the quarterly survey as needed.

The committee may also recommend amending the SPIL when barriers are too great, resources too thin or for other justifiable circumstances (i.e.: the public health emergency). Recommendations for amendments may come from any SPIL partner and will be voted on by the full Council.

The Planning Committee members and the SPIL planning sub-committee generally meet frequently (twice a month) while preparing the statewide assessment questions and again during the SPIL drafting process.

Meetings: public notice, agendas, accommodations, minutes and notes

SILC committees may conduct meetings via teleconference or videoconference between scheduled quarterly business meetings. All meetings must adhere to Idaho Public Meeting laws, including posting an agenda. If the meeting is for education or planning, then meeting notes will suffice. When the agenda calls for decisions, including potential recommendations, minutes are required. SILC staff will take notes or minutes as appropriate to the posted agenda.

The quarterly Council business meeting allows time for standing committees to provide recommendations during committee reports to the full Council. Committee reports during quarterly council meetings will be captured in Council meeting minutes.

Committee Chairpersons will work with appropriate SILC staff to schedule meetings and create agendas. SILC staff will ensure that required public notice and agendas are posted in compliance with Idaho Public Meeting Law. SILC staff will ensure that disability accommodations and modifications under the ADA and the Rehab Act are in place for meetings where such are requested with sufficient notice as outlined in Council policy. SILC staff will work with committee members to ensure meeting materials are disseminated in requested formats (and methods, i.e.: USPS or email) to the committee in a timely manner, and to the Council and members of the public on request.