Executive Director Peer Discussion

Moderated by Carrie England

April 8, 2024

CARRIE: Okay, good afternoon, everyone. My name is Carrie England, and I'm here on behalf of Paula McElwee to present to you the Executive Director's work plan call. Waiting a few moments to see if others join us, but knowing there is a lot going on in the world today, I want to be mindful of your time as well. So let's go ahead and get started. I'm going to share my screen here in a moment and start going through the PowerPoint presentation. And then, I will open it up to all of you for any questions that you might have.

So let me wait a moment for my screen to load. I know sometimes it can take a minute. There we go. Alright. So slide 1, you will see the typical introductory slide for ILRU, or Independent Living Research Utilization. And you see the logo with ILRU letters in red, and a blue swoosh over the top of it. And slide 2 is the topic of the presentation today, which is, of course, the Executive Director Work Plan. My name is Carrie England, I'm a 49-year-old Caucasian, if any, and my pronouns are she/her. And I'm wearing a green plaid sweatshirt thing, in front of a virtual conference room background, for California SILC, where I serve as Executive Director. And so going to discuss quick announcements and dive into the requirement for the work plan and how to report on the work plan, and how does that work plan interface with the SPIL, and I'm particularly interested in hearing from you and what you are all doing.

Slide 4, those announcements, and so, if you receive public health workforce funding, you will want to know you are going to be able to apply for and receive a no-cost extension past September 30th, so you can carry that funding forward to be able to spend it all. So really good news, if you haven't spent that money, you might want to start thinking about creative ways to consider this as health-related. Some of the examples might be disaster planning for people with disabilities, could be considered health-related. Or, refuge services for people with disabilities can also be considered health-related and many of you probably have ideas you can share with each other to help spend that money.

So diving right into the topic. I apologize, I can't see the chat if you are asking questions, so just hold them until we get to the end slide, which is coming quickly. So your PPR, or "program performance report" which used to be known as the 704 report, does require the work plan, and we'll see in subpart 4 or 5. Where it asks you to talk about the plan for the past year, the plan you are reporting on; and secondly, for the plan for the coming year.

So you are saying what you did, and what you are going to plan to do for the next coming year. So the next year, the second part is what you report on that plan for your past year, so able to just look at all of the PPR reports and carry that information forward as you go. And the plan includes annual program and financial planning objectives. Parts of the work plan for the year that just passed, you will want to include in there your achievements. So you want to talk about what were the goals and objectives, and then, what progress did you make in achieving those during the reporting year. And sometimes, you can't reach all of the goals that you set and that's okay. There is also a part of it, where you talk about challenges. And so that would be a great opportunity for you to talk about why you were unable to reach the goals you set, for example when coronavirus hit the nation, that really changed our plans, and some of our PPR reports, may have reflected that in this section. This section also gives you a good opportunity to talk about how you attempted to resolve those challenges.

That way, you know when ACL is looking at your program performance report, and they are seeing you are not meeting your goals and objectives, they are seeing all the creative ways that you tried to problem solve and fix it. And are addressing the issues.

This part of the work plan, also talks to you to compare with the prior reporting year.

And so, you know, that's not going to be possible in all situations, but as appropriate, compare the centers' activity in the reporting year, with the activities in prior years. And so you are looking for recent trends. So, for example, if you provide transition and diversion services, most of you do now at this point, you might talk about last year, where you did outreach to homeless shelters, and because of that outreach you saw an increase of 20% of your services directed in that area. Or... there are lots of different kinds of examples, but, really looking at what did we do last year, compared to this year. I think it's... reasonable to think that it would be increasing each year, but this is that part of the report where you also have the opportunity to talk about maybe why you weren't maybe funding dried up, or maybe there was a large group of people who moved out of the area, so the services were no longer needed. So those kinds of things so this is part of that report to address that. The parts coming year plan you will include the annual work plan, and so for independent living that includes all the goals and objectives and action steps you plan for the year following the reporting year.

And I always found this part was really helpful to spur me into action and planning, cause it's so easy to just continue working without developing a strategic plan, and this really helps you layout year to year, or even 5 years in advance, what you are thinking about doing, should your network continue the way it is.

This part of the document, also, asks you to explain how your work plans and goals and objectives, and action steps and all of the work that you are doing, is consistent with your approved SPIL. And that's why it's so important for centers to be involved in the development of the state Plan For Independent Living. So that you can make sure not only the work isn't duplicating the work you are already doing. But are really able to tie in the work you are doing at the local community level, with the statewide goals and priorities. Okay, so fun stuff, the authorities of the SILC. The SILC may conduct the following discretionary activities as authorities and described in the appropriate state plan, the SILC work with Centers for Independent Living to coordinate services with public and private entities to improve services provided to individuals with disabilities. They may conduct resource development activities to support the activities described in the approved SPIL or support the provision of independent living services by centers for independent living, and they may perform other functions consistent with the purpose of this part and comparable to other functions described in section 705 of the act as the council determines to be appropriate and authorized in the approved SPIL.

And in parentheses including advocacy and disaster planning. Also in those same authorities in undertaking the foregoing duties authorities and the CIL coordinate with the centers the SILC in order to avoid conflicting or overlapping, within the SILCs established service areas. They will not provide independent living services to individuals, including the IL core services. And they must comply with federal prohibitions against lobbying. So SILCs may not provide direct services to consumers. SILCs can't require centers to provide conflicting or overlapping services with what they already have in their plans, and they must comply with any provisions against lobbying.

Alright, so now we're at that part of the presentation, where I want to invite some questions. Let me stop sharing, for a moment. So I can see you. And I'm happy to take any questions, or if you have any ideas on what you are doing for your state plan, and work plans. Happy to answer anything.

I'm not seeing any waving hands or any questions in the chat. But we will stay on... I do want to remind you that there is an evaluation, and we would really appreciate your feedback. I believe Sharon has dropped that link into the chat for you. So if you take a few moments today to fill that out, we would really appreciate it. I also received a comment from TMiller from California, a center director for class or independent resources services in Auburn and wasn't able to be on the call today, but she wanted to share that she uses a logic model format for her strategic planning which translates into the work plans for her center and various grants contracts and other targeted funding sources like foundations.

She also goes on to say, that in our state, California, the SPIL typically has three goals with various objectives delineated for each, and those connect to the core services with leeway for innovation, and taking advantage of new and emerging opportunities, we focus all 3 SPIL goals through the stated objectives that fit the geographic area and populations they serve, which is the very rural S foothills and mountain. And she sent that comment to me, and I told her I would share that with you all. Like I said, I know today has been a very action-filled day, with eclipse happening at various times throughout the country. And there was a couple of calls in California that all of the center directors were on. So, I imagine that this is a much smaller group than usual. But, I do want to make sure that we answer any questions that you might have, and to encourage you to do the evaluation, the survey link is in the chat. Even if it's not on the topic, if I can answer, I would be happy to try. Sharon, I think we can stop the recording and I'll stay on for a little while, and see if anybody does have any questions. But, that will conclude today's call.

The PowerPoint, let me reshare that for you. Just because it has some contact information for Paula, in case it's still loading, give it one moment. So if you aren't sure what to do. You can contact Paula by phone or email. Or of course, can ask your program officer, a person assigned by federal region, and listed in the contacts under the administration for community living programs, aging and disability networks. And now scroll down to the bulleted office of independent living programs, program manager list, and will be able to find who is your assigned program manager. And then, the IL-NET, and CIL-net, and SILC net attribution... Support for the development of the training was provided by the Department of Health and Human Services Administration for Community Living. So thank you all again for being here today. I'm going to check the chat and make sure there's no questions. Not seeing any. Stop sharing.

Speaker: Thank you all again.