

A method for recruiting members and regularly providing recommendations for eligible appointments to the appointing authority.

The SILC annually solicits nominations through an extensive and intensive recruitment process. SILC Staff will report to the Executive Committee throughout this process to ensure adequate progress.

SILC Staff, in consultation with the Chair, will:

- Update the solicitation letter and nomination form.
- The solicitation letter and nomination form will be broadly distributed via regular mail, electronic mail and other mediums with a stated due date for receipt of nominations.
- Staff will review nominations and prepare a briefing document for the Chair's review.
- Staff will contact current members, eligible for re-appointment, to inquire as to their interest in re-appointment. Their interest will also be included in the briefing document.
- Staff will provide the nominations and briefing document to the SILC Chair for review and edits. The Chair will provide edits within two weeks.
- Once the SILC Chair determines an adequate pool of nominations has been received, the Chair will request that staff draft letters to the appointing authority – Governor – and the Secretary of the Department of Human Services, which will be sent to continue carrying out the appointment process.
- Once all appropriate documents have been reviewed and finalized, staff will mail them to the appropriate parties, with a "cc" of the mailing sent to the entire SILC membership.
- SILC Chair will have ongoing contact with the staff and a DSE representative to follow up on any action and/or word from the appointing authority e.g., Governor.

###

A method for identifying and resolving actual or potential disputes and conflicts of interest that are in compliance with State and federal law.

SILC members and staff are expected to support the work of the Council and to refrain from actions that would interfere with the SILC's success. SILC members and staff have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interests.

A conflict of interest policy is designed to foster public confidence in the SILC and to protect the SILC's interest. It only establishes the framework within which the SILC will operate. Its purpose is to provide general direction. SILC members and staff are expected to seek further clarification from the chairperson or staff on issues related to this subject, if any questions arise.

The SILC Chair will not permit a person to vote in any matter, if:

- The decision is likely to benefit that person or a member of his/her immediate family; and
- If an issue comes before the SILC in which a member has a personal vested interest or vested relationship with an agency or person that will benefit from a decision, it will be the duty of the member to declare a conflict of interest prior to discussion of the issue. The member then will be free to participate in the discussion.

- The SILC Chair will not permit any person to use his/her position for a purpose that is – or gives the appearance of being – motivated by a desire for private financial gain for that person or for others.
- The SILC will document, in detailed minutes, any decisions related to a transaction involving an actual or potential conflict of interest.
- While assisting the SILC in carrying out its duties, staff will not be assigned duties by the designated State entity, or any other agency or office of the State, that would create a conflict of interest.

###

A process to hold public meetings and meet regularly as prescribed in 45 CFR 1329.15(a)(3) (which also meets the state's open meeting laws); for advance notice to the public of SILC meetings in compliance with State and federal law and 45 CFR 1329.15 (3); and for the public to request reasonable accommodations to participate during a public Council meeting.

The process for scheduling and hosting SILC meetings is crucial for the involvement of people with disabilities. The SILC:

- Meets quarterly with the meeting location and dates determined at the conclusion of the previous meeting.
- Meetings are held at accessible locations.
- All meetings are held in accordance with federal regulations and State open meeting laws including those held via video-conference, teleconference, etc.
- Meeting dates and locations are posted on the State's board and commissions portal, on various organizational websites and calendars

of events, and published in newsletters circulated throughout the disability community.

- Notice of scheduled meetings include language identifying steps to be taken by an individual who needs auxiliary aids and services to participate in the meetings.
- The agenda is developed by the Executive Committee in conjunction with staff and a DSE liaison.
- All quarterly meeting agendas include time for “Executive Session” and “Public Comment”.
- Once an agenda has been drafted, it is placed on the State’s board and commissions portal. It is also posted at the office of the SD Department of Human Services and the SD Coalition of Citizens with Disabilities – the agency which provides staff support to the SILC.
- Every accommodation is made to encourage consumer involvement for SILC members and the general public, per ADA.
- In order to help ensure a safe and non-hazardous environment, SILC employees, members and members of the general public participating in meetings are encouraged to refrain from using scented personal hygiene products such as perfumes, colognes, scented lotions, after shave, etc. at all SILC meetings and activities.
- Meeting materials, including the draft agenda and minutes of previous meetings, are mailed to the SILC membership at least ten (10) days in advance of the scheduled meeting and provided in alternative format upon request. They are also sent to members electronically.
- Meeting minutes are drafted and posted on the State’s boards and commissions portal ten working days following the meeting, along with any related documents shared during the meeting. They are also disseminated to the Executive Committee for review and editing.

###

A method for developing, seeking and incorporating public input into, monitoring, reviewing and evaluating implementation of the State Plan as required in 45 CFR 1329.17.

It is the policy of the South Dakota Statewide Independent Living Council (Council) that it will work with other stakeholders, including centers for independent living (CILs) and the designated State entity (DSE), to jointly develop a three-year state plan for independent living (SPIL), as mandated by Title VII of the Rehabilitation Act, as amended in 1993.

This will be done through the collection and review of data and the holding of opportunities for public input, including public hearings held in accordance with federal and State open meeting and advance notice requirements.

The Council is committed to including all elements of the public – interested individuals and organizations – involved in these activities. Every effort will be made to have geographic and cultural balance, consumer participation and cross disability input into the SPIL development process.

The Council is responsible for meeting periodically to review and evaluate – monitor – progress on implementation of the SPIL. This work will be carried out through the review of data and reports, focus groups, seeking comments from consumers and other methods. These activities will be completed on an annual basis.

When a substantial change to the SPIL is being considered, that change will be put in writing. Once approved by the Council, it will go through the public hearing process.

Both the initial SPIL development and amendment processes are completed once the Council approve them, and the SILC Chair – on behalf of the full Council, a majority of CIL directors and the DSE director – as fiscal agent – sign off on it. At this point, it will be submitted to the federal partner for

review and approval. Once that approval has been received, a copy of the SPIL is given to all SILC members, CIL directors, the DSE director and made available to the public.

###

A process to verify centers for independent living are eligible to sign the State Plan in compliance with 45 CFR1329.17(d)(2)(iii) *

The South Dakota SILC will verify centers for independent living in South Dakota eligible to sign the SPIL meet all applicable requirements to participate in SPIL development and sign the SPIL (e.g., the agency has been awarded a Part C grant – are receiving Part C funds).

*" (iii) Not less than 51 percent of the directors of the CILs in the State. For the purposes of this provision, if a legal entity that constitutes the "CIL" has multiple Part C grants considered as separate Centers for all other purposes, for SPIL purposes, it is only considered as one Center. CILs with service areas in more than one State that meet the other applicable requirements are eligible to participate in SPIL development and sign the SPIL in each of the relevant States."

###