



**INDIANA STATEWIDE INDEPENDENT LIVING COUNCIL
PUBLIC-FACING POLICY MANUAL**

Glossary of Abbreviations:

ACL - Administration for Community Living (US)

ADA - Americans with Disabilities Act

ASL – American Sign Language

BRS - Bureau of Rehabilitation Services (Indiana)

CART - Communication Access Realtime Translation

CIL – Centers for Independent Living

DDRS - Division of Disability and Rehabilitation Services (Indiana)

DSE – Designated State Entity

INSILC – Indiana Statewide Independent Living Council

FSSA – Family Social Services Agency

FY – Fiscal Year

PTO - Paid Time Off

STD - Short-Term Disability

SPIL – Statewide Plan for Independent Living

Table of Contents

INSILC VISION.....	3
INSILC MISSION.....	4
INSILC VALUES.....	4
OPERATIONAL POLICIES	4
INSILC Governance	4
Council/Board Meeting Attendance	4
Teleconference for Meetings	5
Systems Advocacy	5
Stakeholder Input Policy for State Plan for Independent Living (SPIL)	6
DISPUTE RESOLUTION POLICY.....	9
Public Council Meetings	12
Code of Conduct for INSILC Public Meetings	12
Public Participation and Comment in Public Meetings.....	12
INSILC Committees.....	14
Executive Sessions	17
Allowable Reimbursement/Compensation for Council Member	17
Confidentiality—Contact Information	17
Public Communications (oral and written)	18
Accessibility Policy	19
Membership Recruitment	20
Official Office Location of INSILC	22
Relationship with Designated State Entity (DSE).....	22
Conflict of Interest	23
Code of Conduct/Ethics.....	27

INDIANA STATEWIDE INDEPENDENT LIVING COUNCIL (INSILC)

PUBLIC-FACING POLICY MANUAL

PURPOSE

Section 701 of the Rehabilitation Act of 1973 promotes a philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self-determination, equal access, and individual and system advocacy, in order to maximize the leadership, empowerment, independence, and productivity of individuals with disabilities, and the integration and full inclusion of individuals with disabilities into the mainstream of American society, by--

(1) providing financial assistance to States for providing, expanding, and improving the provision of independent living services;

(2) providing financial assistance to develop and support statewide networks of centers for independent living; and

(3) providing financial assistance to States for improving working relationships among State independent living rehabilitation service programs, centers for independent living, Statewide Independent Living Councils established under section 705, State vocational rehabilitation programs receiving assistance under title I, State programs of supported employment services receiving assistance under part B of title VI, client assistance programs receiving assistance under section 112, programs funded under other titles of this Act, programs funded under other Federal law, and programs funded through non-Federal sources.

Driven by this purpose - The vision, mission, and values of INSILC were developed with input from a diverse group of individuals with and without disabilities including Council/Board members, consumers, and employees of agencies working with individuals with disabilities.

INSILC VISION

Lead an effective statewide independent living movement resulting in people with disabilities living without barriers, fully integrated in society.

INSILC MISSION

To empower our peers with disabilities to lead and control their own lives.

INSILC VALUES

INSILC is committed to a culture that consists of the following core values:

- Independence
- Equality
- Integration
- Choice
- Freedom
- Control
- Integrity

OPERATIONAL POLICIES

INSILC GOVERNANCE

Policy:

INSILC is governed by the Rehabilitation Act of 1973, as amended; all other applicable federal and state laws, regulations, standards and assurances; the INSILC Articles of Incorporation; the INSILC Bylaws; and its policies, herein.

COUNCIL/BOARD MEETING ATTENDANCE

Policy:

It is the policy of the Council that INSILC members are expected to attend all full council meetings unless an absence is unavoidable. The INSILC Chair determines an excused absence. If a council member has one unexcused absence in a fiscal year, they may be asked to resign from INSILC.

Procedure:

As soon as the member is aware that a meeting must be missed, an email should be sent to the Council Chair with the reason for the absence. The Chair will determine whether there is a reasonable cause for an excused absence and respond to the Council member by email. If time or circumstance prohibits

communication by email, a phone call, followed by written documentation may suffice.

If a member has one unexcused absence from Council meetings in the year, the Chair will contact the member to discuss and, if appropriate, recommend the member's resignation. Resignation letters should be submitted to the INSILC Chair and then forwarded to The Governor's Office of Boards and Commissions.

TELECONFERENCE FOR MEETINGS

Policy:

In cases of disability accommodations and/or significant travel barriers, INSILC shall allow members to attend regular Council/Board meetings by means of telephone conference or similar method by which all persons participating in the meeting can understand and communicate efficiently with each other and is in accordance with Indiana Public Access laws. Participation in a regular Council meeting pursuant to this paragraph shall constitute presence in person at such a meeting. Voting members participating and present for a regular Council/Board meeting via telephone conference call or a similar method in accordance with above, may vote by phone which shall constitute a roll call vote of the Council.

Procedure:

All council voting will be done by roll call. The chair or presiding individual will call each Council Member's name and ask for their vote. Council members may vote "yes," "no", or "abstain." The results of the roll call vote will be posted in the official meeting minutes.

SYSTEMS ADVOCACY

Policy:

INSILC shall engage in informing and educating individuals/consumers with disabilities, members of the public, businesses/corporations, state, local, and community organizations, legislators, policy makers and others with decision-making, and the media about issues impacting the Indiana disability community. High-level advocacy-related priorities shall be set by INSILC.

INSILC will not use federal funds to engage in unallowable lobbying activities as identified in federal/state law and INSILC advocacy efforts will be consistent with Title VII Section 705 of the Rehabilitation Act of 1973, as amended, and will be consistent with the Indiana State Plan for Independent Living.

Procedure:

Advocacy outreach and marketing will be coordinated by the Executive Director with input from the Outreach and Marketing Committee.

STAKEHOLDER INPUT POLICY FOR STATE PLAN FOR INDEPENDENT LIVING (SPIL)

Policy:

The Indiana Statewide Independent Living Council (INSILC) is committed to ensuring that the State Plan for Independent Living (SPIL) is developed with broad and meaningful input from stakeholders, including individuals with disabilities, Centers for Independent Living (CILs), service providers, advocates, and members of the public. This policy outlines the methods and procedures INSILC may use to obtain input from stakeholders in the creation of its SPIL.

Procedure:

Stakeholder Engagement:

INSILC will actively seek input from a diverse range of stakeholders, including but not limited to individuals with disabilities, family members, caregivers, advocates, CILs, service providers, and community organizations. INSILC will collect feedback at public meetings and public events. Feedback will also be collected on our digital media channels via survey on an ongoing basis.

All public comments will be entered into a dashboard that will be shared on the INSILC website. The SPIL Committee will designate the usage of public comments into the SPIL document Public SPIL committee meetings that will adhere to all Indiana Open Door Laws. The inclusion of public comments will be evaluated on criteria that may include relevance to SPIL themes, repetitiveness to other comments received, and applicability to statewide issues.

Methods of Stakeholder Input:

Public Forums: INSILC will conduct public forums (in-person, virtual, or hybrid) to solicit stakeholder feedback. Adequate notice of each forum will be provided in compliance with Indiana Public Access laws. INSILC will conduct forums as outlined in the current Board-approved Engagement Plan and consistent with the schedule and expectations outlined in the SPIL. The SILC will consult about and update this engagement plan regularly as part of its evaluation activities.

Surveys: Online and accessible surveys will be distributed to capture feedback from stakeholders who cannot attend public forums. Surveys will be distributed at in-person events, electronically, or through a combination of methods.

Focus Groups: INSILC will conduct focus groups with specific stakeholder groups (e.g., youth with disabilities, rural residents) to obtain targeted feedback. Timing for the focus groups for each three-year SPIL will be specified in the Board-approved Engagement Plan for that SPIL.

Written Comments: Stakeholders will be encouraged to provide written comments via email, mail, or other accessible means.

Meetings with Key Organizations: INSILC will hold targeted meetings with CILs, disability advocacy groups, and other key stakeholders to discuss SPIL priorities. The SPIL Committee and its workgroups will consider factors such as:

- Past performance
- Community recommendations
- Expert opinion
- Feasibility

Methods of Centers for Independent Living (CIL) Input:

All Centers for Independent Living (Part B and Part C) in the state will be invited to CIL-only forums (in person or virtual). Dates will be decided with input from all the CILs. CIL-only forums will be held annually - before each SPIL development cycle, throughout the annual SPIL evaluation process, and the SILC will follow-up with the CILs regarding evaluation data (e.g., PPRs, etc.).

They will also be invited to participate in any event open to the public.

All CIL comments will be entered into a dashboard that will be shared on the INSILC website unless the CILs want their comments to be private. The SPIL

Committee will discuss if and how to include CIL comments in the SPIL during public SPIL committee meetings that will adhere to all Indiana Open Door Laws. The inclusion of CIL comments will be evaluated on criteria that may include:

- Relevance to SPIL themes
- Repetitiveness to other comments received
- Applicability to statewide issues

Accessibility and Inclusion:

All public forums and focus groups will be held in accessible locations, and virtual forums will use accessible technology such as ASL interpreters and CART services.

Reasonable accommodations (e.g., sign language interpreters, captioning, alternate formats) will be provided upon request to ensure full participation.

All public comment requests will include the following statement:

MEETING/EVENT ACCOMMODATIONS

For accommodation requests, please contact INSILC at info@indianasilc.org. Accommodation requests should be made at least two business days in advance to help to ensure the availability of the accommodation.

Written materials related to the SPIL (including drafts) will be made available in accessible formats upon request. Requests can be made to the following email: info@indianasilc.org.

Notice and Promotion:

INSILC will widely promote opportunities for stakeholder input through its website, social media, newsletters, direct outreach to CILs, and partnerships with disability organizations.

Public notices for forums and other input opportunities will comply with Indiana Public Access laws.

Recording and Documentation:

Feedback from stakeholders will be documented and maintained as part of the SPIL development process, at least once every three years.

INSILC will provide a transcript of stakeholder input received upon request and will clearly indicate how this input influenced the final SPIL by documenting this in the public comment dashboard shared on the INSILC website. Public comments may be summarized for clarity and brevity.

Continuous Improvement:

Following each SPIL development cycle, INSILC will review the effectiveness of its stakeholder input process and make improvements as necessary.

The SPIL Committee will continually review feedback on the effectiveness of the current SPIL.

INSILC will develop and maintain a public dashboard that reports the status of the SPIL. That dashboard will be reviewed during public SPIL committee meetings as well as public council meetings; the public will be invited to provide comment via INSILC feedback methods at these meetings. All public comments will be entered into a dashboard that will be shared on the INSILC website. The SPIL Committee will designate the usage of public comments into the SPIL document. Public SPIL committee meetings will adhere to all Indiana Open Door Laws. Public comments will be evaluated on criteria that may include:

- Relevance to SPIL themes
- Repetitiveness to other comments received
- Applicability to statewide issues

DISPUTE RESOLUTION POLICY

Policy:

INSILC is committed to promoting open communication and collaborative problem-solving to maintain a respectful and productive environment. To support this, INSILC has adopted a clear and structured dispute resolution process for addressing actual and potential disputes among Council members, staff, partners, and stakeholders. This policy aligns with federal and state laws and reinforces the values of consumer control, integrity, and transparency. This policy will be posted on the INSILC website.

INSILC encourages the resolution of disputes at the lowest level possible, preferably through informal discussion and mutual understanding. Where

informal efforts are not successful, formal procedures will be used to ensure fair and impartial resolution.

This policy applies to all members of the INSILC Council/Board, staff, volunteers, contractors, and stakeholders who interact with the Council.

Procedure:

Informal Resolution

1. Direct Communication:
Individuals involved in a dispute are encouraged to communicate directly and respectfully to address and resolve the issue.
2. Facilitated Discussion or Mediation:
If the issue is not resolved through direct communication, the INSILC Chairperson and Vice-Chairperson will facilitate a discussion or engage a neutral third-party mediator, such as the Client Assistance Program (CAP), to assist in resolution.

Formal Resolution

If informal methods do not result in resolution, the following formal procedures will be implemented:

Reporting a Dispute:

1. Disputes should be reported in writing to the INSILC Chairperson or Vice-Chairperson within 30 days of occurrence. Email addresses for officers are posted on the INSILC website.
2. Reports must include a summary of the issue, individuals involved, steps taken to resolve it informally, and desired outcomes.

Acknowledgment and Preliminary Review:

1. The Chairperson and Vice-Chairperson will acknowledge receipt of the dispute via email within 10 business days and conduct a preliminary review.
2. They will determine whether the dispute falls into one of the following categories:
 - a. Disputes impacting the submission or implementation of the State Plan for Independent Living (SPIL).

- b. Disputes regarding Council compliance with Independent Living laws/regulations.
- c. Disputes regarding legality of Council actions not otherwise categorized.

Investigation and Documentation:

1. A thorough, fair, and confidential investigation will be conducted within 30 days. The investigation will be conducted by the Chair and Vice-Chair.
2. All relevant parties may be interviewed, and documentation will be reviewed.
3. Support from appropriate state or federal technical assistance providers may be enlisted.

Resolution Steps:

1. For SPIL-related disputes: Collaborate with all signatories, and if needed, seek assistance from the Designated State Entity (DSE), the Federal Project Officer, or an independent mediator.
2. For compliance disputes: Seek guidance from knowledgeable sources such as the DSE or ACL-designated technical assistance providers.
3. For legal disputes: Legal counsel or the Indiana Attorney General's Office may be consulted.

Decision and Communication:

1. An update will be made by the Chairperson (or designee) within 45 days of the original report.
2. All parties involved will be notified in writing of the resolution and any recommended corrective actions.

Appeal Process:

1. If a party disagrees with the decision, they may submit a written appeal within 15 business days to the Executive Committee.
2. The Executive Committee will review the appeal and the Council Chair will issue a final written decision or update via email within 30 business days.
3. The appeals process will be included in the written notice of the decision.

Confidentiality:

All information related to disputes will be treated with confidentiality except where disclosure is required by law or necessary to resolve the matter.

Non-Retaliation:

No individual shall be subject to retaliation for reporting a dispute or participating in a resolution process in good faith. Any retaliatory actions may result in disciplinary procedures up to and including removal from the Council or termination of employment.

PUBLIC COUNCIL MEETINGS

Policy:

INSILC shall conduct its business publicly through regular or special meetings and in accordance with federal law and Indiana Public Access laws. Notices of each public meeting shall comply with Indiana Public Access laws.

CODE OF CONDUCT FOR INSILC PUBLIC MEETINGS

Policy:

INSILC shall operate all its public meetings with integrity and in a professional and respectful manner. All Council/Board members, staff, guests and all other attendees present (in-person and remote) are required to adhere to this policy.

Procedure:

Attendees will be respectful of those who have the floor to speak, keeping sidebar conversations to a minimum. The INSILC Chair will have the option to warn and then remove anyone from the meeting who chooses not to conduct themselves in a professional manner in accordance with the INSILC Public Participation & Comment policy and procedures.

PUBLIC PARTICIPATION AND COMMENT IN PUBLIC MEETINGS

Policy:

INSILC recognizes the value and importance of public participation and input from its community members. To ensure fair and orderly participation, the Council establishes this policy and its corresponding procedures in compliance with Federal and State law.

Written comments are always accepted and encouraged. Video recording of meetings is permitted.

The INSILC Chair or Presiding Officer shall administer this policy.

The term public meeting means any meeting, forum, event, and/or hearing conducted by INSILC.

Procedure:

The INSILC Chair or Presiding Officer shall determine if the policy is being followed. The following should guide the Chair or Presiding Officer to manage public participation and comments:

Speakers may only speak when recognized by the Chair or Presiding Officer.

Individuals are encouraged to provide their name, residing county, and group affiliation (if applicable).

Disruptive behavior is not allowed. Examples of disruptive behavior, include, but are not limited to:

- Abusive language
- Personal attacks
- Offensive gestures
- Interrupting the recognized speaker
- Physical intimidation
- Verbal or physical threats

If disruptive behavior occurs, the Chair or Presiding Officer may:

- Interrupt, warn, or terminate a person's participation or comments
- Request any individual to leave the meeting
- Request the assistance of security or law enforcement officers in escorting an individual back to their seat or in the removal of an individual from the meeting space
- Call for a recess or an adjournment of the meeting

All violations of the policy will be documented in writing for INSILC records.

Video recordings operators must ensure:

- No obstructions are created between the Council and the audience
- No interviews are conducted during the Council meeting
- No commentary is made that would distract either the Council or the audience
- You may only videotape the person speaking and the Council members.
- You may not videotape the audience.
- Recordings shall in no way be used or edited to change the context of the recording or alter its nature.

INSILC COMMITTEES

Policy:

The INSILC Bylaws call for standing and ad hoc committees as necessary to carry out the specific duties, authorities and functions of the Council.

As such, INSILC shall have the following standing committees:

- Executive Committee
- Membership Nomination Committee
- SPIL Committee
- Marketing & Engagement Committee
- INSILC may have ad hoc committees and additional standing committees as deemed necessary by the Council.

All committee meetings shall comply with Indiana Public Access Laws.

Procedure:

The Chair of INSILC shall determine and appoint the committee chairpersons after seeking feedback from Council members and the INSILC Executive Director.

The Committee Chairs shall choose their members from Council members and other individuals from the public, CILs, and organizations/businesses interested in serving on an INSILC committee.

The Chair will appoint the chairs of standing committees. Within 90 days, Committee chairs must have identified/selected Council/Board members and recruited outside individuals (with the assistance of INSILC staff) to begin

participating in the work of the committee. Immediately, the standing committee shall establish how often it will meet and a regular date and time. The Council chair will inform the full Council of the makeup of each committee, and such information will be kept with the INSILC Executive Director and committee member names shall be placed on the INSILC website.

New/Incoming Committee chairs shall review the committee's purpose with the committee and make any recommended changes to the full Council for consideration.

Changes in purpose of standing committees and creation or elimination of standing committees must be approved by the full Council/Board.

Committee meeting notes may be taken and distributed to the full Council/Board as a written report at the next Council/Board meeting but is not required.

Committee chairs can present a verbal report at the full Council/Board meeting.

Standing committees discuss subjects and issues and by consensus make recommendations to the full Council/Board who may put forth a motion and vote.

INSILC Standing Committees are as follows:

Executive/Operations Committee: The Executive/Operations Committee shall be chaired by the Council Chairperson and shall consist of all officers including:

- Chair
- Vice Chair
- Secretary
- Treasurer
- CIL Representative
- CIL Representative (alternate type)
- Past Chair (for one year past term)

The Chairperson may vote as a member of the Executive Committee only in the event of a tie, in which case the Chairperson may then cast the deciding vote. The Executive Committee will serve as the central planning and advisory group for the Board making recommendations to the full Council, as needed. The Executive Committee may act as an advisory group to the employees of the Council. Additionally, the Executive Committee shall have direct oversight of the

Council's financials, per reporting from the INSILC Treasurer and Executive Director. The INSILC Accountant may also provide financial information from time-to-time if requested and deemed necessary by the Executive Committee. In addition, the Executive/Operations Committee shall update and develop new policies, procedures, and make changes to the INSILC bylaws and other tools needed for the Council to function as a nonprofit 501c3 corporation, as recommended by the Executive Director. Due to sensitive nature of the items discussed the Executive Committee meetings will not be open to the public.

Marketing & Engagement Committee: The Committee shall identify and describe the full range of persons unserved or underserved by CILs, including rural/urban, geographical, age, disability type, and ethnicity or race or other distinguishing characteristics. The Committee shall develop strategies that the SILC can use to outreach to people, organizations and areas that are unserved or underserved. In addition, the Committee shall develop ways for the Council to increase participation of all unserved or underserved persons in planning processes. These strategies should be included in the Board-approved engagement plan.

Membership Nomination Committee: The Chairperson shall appoint a Membership Nomination Committee of at least three (3) members of the Board who shall present a slate of officers for election, annually. Additionally, the committee may meet throughout the year to review new and current membership applications received and on file and interview qualified applicants for potential recommendations for the Governor's consideration for membership appointment or re-appointment in order to maintain compliance with federal and state requirements and the INSILC bylaws and address when terms of members are due to expire.

SPIL Planning, Monitoring & Evaluation Committee: The SPIL Planning, Monitoring & Evaluation Committee shall oversee the activities of collection, analysis, and interpretation of information needed concerning the proposed content to plan and develop such State Plans, and, monitoring and evaluating the completion and outcomes of the SPIL objectives and SILC and CIL activities included in such State Plans. The planning, monitoring, and evaluation may include holding public hearings, forums, focus groups, workgroups, and conducting surveys as the Council and committee deem necessary.

EXECUTIVE SESSIONS

Policy:

INSILC shall hold executive sessions as deemed necessary and in accordance with the Indiana Public Access laws. Public notice of these meetings shall be posted in accordance with Indiana Public Access laws. No voting shall take place in an INSILC Executive Session and voting shall only be done at an INSILC public meeting.

Procedure:

For all INSILC executive sessions, meeting announcements will be posted to the INSILC website, and on the INSILC office door no later than 48 hours in advance of the meeting. The chair or presiding officer at the executive session will ensure that no voting takes place during the executive session.

ALLOWABLE REIMBURSEMENT/COMPENSATION FOR COUNCIL MEMBER

Policy:

INSILC members are appointed by the Governor as volunteers and may not receive salary or wages for their service. However, per federal/state law and regulations, INSILC members may be reimbursed for allowable expenses to assist in removing barriers that will permit members to be fully engaged in the work of the Council/Board. Reimbursement of all expenses must be approved by the INSILC Executive Director.

Procedure:

Please refer to Financial Procedures Manual

CONFIDENTIALITY—CONTACT INFORMATION

Policy:

INSILC shall keep personal contact information, including email addresses of Council and Committee members private. Any personal consumer information that Council members obtain through the course of their service as a member shall be kept confidential.

Procedure:

Council members' private contact information shall not be given to the public. Email addresses should not be visible when sending to a group that includes non-INSILC members. When emailing the Council Members directly or including as a courtesy in an email going to an outside entity, place council members' email addresses on the Blind CC line of the email. Council members who fail to comply with this policy will be warned the first time and may be asked to resign after the second instance.

INSILC members observing center reviews are expected to abide by all confidentiality policies of the Center being reviewed and the DSE. Any consumer information received during reviews or during the course of the member's service to the Council must be kept confidential. Council members who breach this confidentiality shall be asked to resign.

Over the course of their service INSILC council members may encounter INSILC protected information. Council members are required to keep this information confidential. This information may include (but is not limited to):

- Financial information
- Trade secrets
- Intellectual property
- Login credentials
- Legal matters

Council members who breach this confidentiality shall be asked to resign.

PUBLIC COMMUNICATIONS (ORAL AND WRITTEN)

Policy:

The INSILC Chairperson or the INSILC Executive Director are the formal spokespersons for the organization. Any oral or written inquiries concerning the Council received from the media, agencies, organizations or individuals are to be directed to the INSILC Executive Director. This includes requests for copies of INSILC documents (see the INSILC Access to Public Records Request Policy). Any oral or written communication initiated on behalf of the Council will be made by the INSILC Executive Director. Unless specifically directed by the Chair (or in

their absence the Vice-Chair) to speak or write on behalf of the Council, other members of the Council will refrain from doing so. All written communication may be directed to the INSILC Executive Director who will share the communication with the Council/Board, if needed.

ACCESSIBILITY POLICY

Policy:

It is the policy of the Indiana Statewide Independent Living Council (INSILC) to ensure that all individuals with disabilities have equal access to INSILC meetings, events, programs, and services. INSILC will meet in locations that are physically accessible and will provide documents and materials in accessible formats. American Sign Language interpreting services, CART captioning, and other requested accommodations will be provided to ensure full participation. Personal assistance services shall be provided/paid by INSILC only for INSILC Council/Board members.

All official INSILC documents will be created, distributed, and maintained in accessible formats, including but not limited to PDF, Microsoft Word, and Excel. Alternative formats such as large print, plain language, braille, or audio recordings will also be made available upon request. Information regarding accommodations shall be included at the bottom of every INSILC agenda and posted on the INSILC website.

Procedure:

1. Accessible Documents

- All official INSILC documents will be provided in accessible formats (PDF, Word, Excel).
- Alternative formats (large print, plain language, braille, or audio) will be made available upon request.
- Requests for accessible formats should be sent to info@insilc.org or made by phone at **1-844-446-7452**.

2. Accessible Meetings and Events

- All in-person meetings, trainings, and events will be scheduled in physically accessible facilities, including accessible parking, entrances, restrooms, and meeting rooms.
- Virtual and hybrid meetings will use platforms with accessibility features, such as captioning and screen reader compatibility.
- Sign Language interpreters and CART captioning will be provided at all public meetings.

3. Accommodation Requests

- Accommodation requests should be made at least five (5) business days prior to a scheduled meeting or event to help ensure availability.
- Requests may be submitted by email to info@insilc.org or by phone at **1-844-446-7452**.
- INSILC will make every effort to fulfill requests made after this timeframe.

4. Oversight and Compliance

- The INSILC Executive Director is responsible for ensuring compliance with this policy.
- INSILC will review accessibility practices annually and update procedures as necessary to reflect best practices and emerging technology.

5. Personal Assistance Services

- Personal assistance services shall be provided/paid by INSILC only for INSILC Council/Board members as needed to ensure full participation in Council business.

MEMBERSHIP RECRUITMENT

Policy:

It is the policy of INSILC to actively participate in recruiting and recommending new members to the Governor's office. Members with strong knowledge and understanding of the Independent Living movement and philosophy are critical to the successful operation of the Council. INSILC must consist of a majority of members with disabilities and a majority of voting members who are individuals with disabilities and are not employed by a state agency or a Center for Independent Living.

Procedure:

To be considered for appointment to INSILC, interested parties must complete the Application for Gubernatorial Appointment to a Board or Commission. This application is posted on the INSILC website www.insilc.org.

The process for nomination review:

- Applicants will complete the [INSILC Council Application Form](#).
- The Nominating Committee will review applications.
- The committee will interview finalists.

- The committee will recommend potential candidates to the Council.
- The Council will vote on new members during a public meeting.

The completed application (including all requested information and supporting documentation) is to be emailed to info@insilc.org or mailed to 615 N. Alabama Street, Suite 140, Indianapolis, IN 46204.

INSILC's membership nomination committee will review and vet applicants. Applicants will be asked to interview with this committee. Committee recommended applicant applications will be forwarded to the Executive Committee for their concurrence and then to the Executive Director who will then forward to the Governor's Office. Applicants will be required to complete a Consent for Release of Information form, and any other necessary documents required by the Governor's Office. All potential members must pass background checks. No one must travel to meet.

The Governor's office will make the final determination and appointment to INSILC.

The INSILC Executive Director will provide orientation for new members to discuss their roles and responsibilities in relation to the business of the Council and the understanding of these.

In accordance with IC 12-12-8-6, INSILC membership shall be no less than 11 members and no more than 21 which are gubernatorial appointments. Members must include the following:

At least 1 director of a center for independent living located in Indiana chosen by the directors of the centers for independent living located in Indiana.

Other members may include representatives of centers for independent living, parents and guardians of individuals with disabilities, advocates for individuals with disabilities, representatives from private business, representatives of organizations that provide services for individuals with disabilities and other appropriate individuals.

Members must provide statewide representation and represent a broad range of individuals with disabilities from diverse backgrounds that are knowledgeable about centers for independent living and the independent living philosophy.

The council must include a majority of members who are individuals with significant disabilities and are not employed by a state agency or a Center for Independent Living.

Terms are for 3 years and members may not serve more than two consecutive terms. The governor may also appoint a number of nonvoting members from state agencies that provide services for individuals with disabilities.

INSILC encourages interested parties to attend a meeting and/or participate on a Council committee as a member of the public to gain a better understanding of the Council and its works prior to applying for membership/appointment.

OFFICIAL OFFICE LOCATION OF INSILC

Policy:

INSILC's official office is located at:

Indiana Statewide Independent Living Council
615 N. Alabama St.
STE 140
Indianapolis, IN 46204
844-4INSILC (voice/fax)
info@insilc.org

RELATIONSHIP WITH DESIGNATED STATE ENTITY (DSE)

Policy:

INSILC recognizes and understands the role of the DSE and shall make every effort to have a positive, transparent, professional working relationship with the DSE, its Director(s) and its liaison(s) to INSILC.

The DSE for INSILC is the Indiana Division of Disability and Rehabilitation Services (DDRS) – Bureau of Rehabilitation Services (BRS). The role/responsibilities of the DSE, in accordance with federal regulation are:

- receive, account for, and disburse funds received by the State under this chapter based on the plan.

- provide administrative support services for a program under part B, and a program under part C in a case in which the program is administered by the State under section 723.
- keep such records and afford such access to such records as the Commissioner finds to be necessary with respect to the programs.
- submit such additional information or provide such assurances as the Commissioner may require with respect to the programs.

The Director of the Bureau of Rehabilitation Services (the DSE) or their appointed representative will serve as the liaison for the DSE to the Council and is a non-voting, ex-officio member of the Council. This person will attend all full, public Council meetings and provide updates and information to the Council, if needed or requested.

CONFLICT OF INTEREST

Policy:

Indiana Statewide Independent Living Council (INSILC) is a 501(c)3 nonprofit, tax-exempt organization, independent and autonomous from the State. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. As such, a fiduciary duty exists between INSILC and its council/board members, council/board officers or committee members, employees and the public. This carries with it a broad and unbending duty of loyalty and fidelity. The INSILC council/board members, council/board officers or committee members and employees have the responsibility of administering the affairs of INSILC honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of INSILC. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with INSILC or knowledge gained there for their personal benefit. The interests of the organization must be of the highest priority in all decisions and actions.

Conflicts of interest may arise in the relations of council/board members, council/board officers or committee members, and employees and may be defined as an interest, direct or indirect, with any of the following third parties and through any of the following conflicting interests:

Third Party Interests include, but are not limited to:

- Persons and firms supplying goods and services to INSILC
- Persons and firms from whom INSILC leases property and equipment
- Persons and firms with whom INSILC is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property
- Competing or affinity organizations
- Donors and others supporting INSILC
- Agencies, organizations, and associations which affect the operations of INSILC
- Family members, friends, and other employees

Conflicting Interests include, but are not limited to:

- Interests conflicting with the Independent Living Philosophy and INSILC mission
- Owning stock or holding debt or other proprietary interests in any third party dealing with INSILC
- Holding office, serving on a board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with INSILC, with the exception for INSILC council/board members affiliated with a Center for Independent Living (CIL). They may still participate in INSILC business such as the development/amendments of the state plan for independent living, INSILC budgets, CIL network funding distribution recommendations, etc.
- Receiving compensation/remuneration for services with respect to individual transactions involving INSILC
- Using INSILC time, personnel, equipment, supplies, or goodwill for other than INSILC-approved activities, programs, and purposes
- Receiving personal gifts or loans from third parties dealing or competing with INSILC - Receipt of any gift is disapproved except gifts of a value less than \$100, which could not be refused without discourtesy, and no personal gift of money should ever be accepted

Additionally, council/board members shall not vote on the establishment of new centers, satellites or branches of independent living within their geographic area in which they reside.

The fact one of the interests described above exists does not necessarily mean that a conflict exists or that a conflict, if it exists, is material enough to be of practical importance or that the material upon full disclosure of all relevant facts and circumstances is necessarily averse to the interests of INSILC.

However, it is the policy of INSILC that the existence of conflicts shall be disclosed before any vote(s)/transaction(s) are consummated. It shall be the continuing responsibility of the INSILC council/board members, council/board officers or committee members and employees to scrutinize their votes/transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Violations of the Conflict-of-Interest policy by INSILC council members, council officers or committee members or employees shall be grounds for immediate removal from the INSILC council or grounds for immediate termination from INSILC employment.

Procedure:

Disclosure

Disclosure of conflicts in the organization involving INSILC council/board members, council/board officers or committee members and employees should be made to the INSILC Executive Director (or if they are the one with the conflict, to the INSILC council/board chair) and INSILC council/board chair (or if they are the one with the conflict, then to the INSILC council Vice-Chair) who shall bring the matter to the attention of the INSILC Executive Committee.

The INSILC Executive Committee shall determine whether a conflict exists and in the case it is determined such, the INSILC Executive Committee shall also determine whether a contemplated vote/transaction may be authorized as just, fair, and reasonable to INSILC. The decision of the INSILC Executive Committee on these matters will rest in their sole discretion and their concern must be the welfare of INSILC and the advancement of its purpose.

If the INSILC Executive Committee determines a conflict exists and is NOT just, fair, and reasonable to INSILC, the INSILC council/board member, council/board officer or committee member or employee will be notified by the INSILC Executive Director or designated INSILC Executive Committee member and shall

abstain or recuse themselves from any discussion/vote/transaction concerning the conflict.

Failure to disclose/report a known conflict shall be grounds for immediate removal from the INSILC council/board or grounds for immediate termination from INSILC employment.

Agreement & Disclosure Statement Forms

Each INSILC council/board member, council/board officer or committee member and employee shall complete/sign the INSILC conflict of interest agreement and INSILC conflict of interest disclosure statement form prior to attending/participating at their first INSILC meeting or upon their first day in INSILC's employ. Completion/signing of the INSILC conflict of Interest agreement and INSILC conflict of interest disclosure statement form affirms that they understand the INSILC Conflict of Interest Policy and agree to abide by it.

INSILC council/board members, council/board officers or committee members and employees shall review and complete/sign the INSILC conflict of interest agreement, and INSILC conflict of interest disclosure statement form ANNUALLY reaffirming their understanding and agreement to abide by the INSILC Conflict of Interest policy.

The completed/signed copies of the conflict-of-interest agreement and disclosure statement will be kept on file by INSILC.

Failure to disclose/report a known conflict shall be grounds for immediate removal from the INSILC council/board or grounds for immediate termination from INSILC employment.

Designated State Entity (DSE)

While assisting INSILC in carrying out its duties, staff and other personnel made available to INSILC by the DSE may not be assigned duties by the DSE or any other agency or office of the State, that would create a conflict of interest in accordance with this policy/procedure.

In the instance where INSILC and the Designated State Entity (DSE) constitutes a peer review committee to review applicants for funding, council/board members living in those geographic service areas shall abstain/recuse themselves from

any discussion/vote/transaction related to the review and determination of applicants in receipt of funding.

CODE OF CONDUCT/ETHICS

Policy:

INSILC expects all members, voting and ex-officio, and staff to adhere to a professional code of ethical behavior and to respect the uniqueness and intrinsic worth of every individual. It is the intent of INSILC to build respect, credibility, and strategic importance for the Council in our communities and the State. To that end, it is expected that all Council/Board members and staff adhere to the highest standards of ethical and professional behavior and agree to:

1. Uphold and enforce all laws, rules, and regulations that apply to recipients of federal funds and to INSILC.
2. Make decisions that assure the equal access and independent living of people with disabilities and seek to develop and maintain independent living services.
3. Uphold the independent living philosophy, including consumer control, and help to frame policies and plans only after INSILC has consulted those who will be affected.
4. Refrain from interfering with the day-to-day operations of INSILC as Council/Board members and together with fellow members, hire a qualified INSILC Executive Director.
5. Recognize that authority rests with INSILC (voting members) and make no individual promises or actions that may compromise INSILC.
6. Treat all people with dignity, respect, and compassion to foster a trusting environment free of harassment, bullying, intimidation, and discrimination.
7. Act in a manner that assures the rights and dignity of others are upheld.
8. Refrain from using their INSILC position for personal, material, or financial gain or the appearance of such.
9. Safeguard restricted or confidential information.

10. Refer all complaints to the INSILC Executive Director and act on complaints from the public only after failure of an administrative solution.
11. Refuse to surrender independent judgment to special interests or partisan political groups or to use your INSILC position for personal gain or the gain of friends or family; and
12. Should any actual, potential, or perceived conflict of interest arise, disclose it immediately to the INSILC Executive Director and/or the INSILC Chair.