# State Plan for Independent Living (SPIL) Committee Agenda

## SPIL Committee Meeting Minutes [DRAFT]

**Date: Wednesday, June 17, 2026**

**Time: Approximately 55 minutes**

**Location: Virtual Meeting (Zoom)**

## 1. Call to Order and Attendance

**Present:**

- Amanda Lowe – SILC Executive Director
- Philip Ana – SILC Vice Chair
- Roxanne Untalan Bolden – Aloha Independent Living Hawaii
- Letty Zuno – Access to Independence

**Not Present:**

- Patrick Gartside – SILC Chair

Executive Director Lowe confirmed the agenda had been circulated with the meeting invitation and shared it on screen.

## 2. Purpose of the Meeting

As agreed at the previous meeting, the Committee reviewed progress against the goals and objectives of the State Plan for Independent Living (SPIL) using a shared tracking form. Ms. Zuno originated the idea of using the form, which was circulated in advance for each organization to complete. Executive Director Lowe drafted the SILC entries, which were reviewed by Vice Chair Ana and Chair Gartside, and the meeting proceeded as a round of reporting, with each organization sharing its progress in turn.

## 3. SILC Progress Report

## Governance, Policies and Structure

**Objective: complete a comprehensive review of the Council's legislative establishment, alignment with state and federal regulatory requirements, and organizational structure, and update and train all members and staff on key policies and procedures. (SILC responsibility.)**

- **The legislative process was initiated. A bill to codify SILC so that it is not subject to gubernatorial approval did not advance in this session. SILC will meet with DVR to work on a bill for the next session.**
- **The policies and procedures document has been voted in. Ms. Untalan Bolden's suggested amendment to that document has been discussed by Vice Chair Ana and Executive Director Lowe and is expected to be voted on at the upcoming meeting.**
- **The bylaws and policies and procedures document are now posted on the SILC website.**
- **Committee charters have been voted in; the web contractor is adding them to the website.**
- **An orientation for new members is in development, incorporating the previously delivered SILC 101 training, training on policies and procedures, and IL 101 content.**

## Staffing

**Objective: recruit, hire and train essential SILC staff to ensure proper management of day-to-day operations. (SILC responsibility.) The Council hired an Executive Director, who has now completed her first year. Vice Chair Ana reported that the annual evaluation is underway and that the Council intends to retain her. Ms. Zuno and Vice Chair Ana offered commendations for the Executive Director's work in building cohesion, improving relationships, and undertaking the substantial behind-the-scenes drafting work involved in the effort to codify SILC.**

## Membership

**Objective: increase SILC membership from 8 to a maximum of 15 and create at least one new committee supporting implementation of the SPIL. (SILC responsibility.) The Engagement Committee recommended and the Council voted in four new members — Lehua, Roy Corpus, Leia and Letty — all of whom have received gubernatorial approval.**

## Demand for and Availability of IL Core Services

**Objective: determine the demand for and availability of independent living core services in unserved and underserved communities statewide. (SILC and CILs.) SILC has collected numerous surveys and a small number of community needs assessments. The new mini-survey has been voted on, and a third draft of the new community needs assessment has now been completed.**

## Expanding or Adjusting the Network

**Objective: determine opportunities for expanding or adjusting the network to reach unserved and underserved communities, such as physical centers in each county or on each island. (SILC.) Executive Director Lowe reported this has not yet been taken up and characterized it as a conversation still to be had. Ms. Untalan Bolden noted her own report reflects related activity, which she addressed in her section.**

## Gathering and Sharing Community Data

**Objective: proactively gather, analyze, consolidate and transparently share community data to inform decision-making and advocacy. (SILC and CILs.) Executive Director Lowe had initially marked this as in progress pending the assessments, but revised her entry after discussion, acknowledging she had read the objective too narrowly.**

- **Ms. Zuno noted that data is already being shared transparently through the quarterly reports, and Ms. Untalan Bolden confirmed she submits the 704 Part B and Part C reports on a combined basis at Ms. Matthews' request.**
- **The Centers administer consumer satisfaction surveys — distinct from a needs assessment — which are anonymous and voluntary. As agreed previously, results will be shared once a year following fiscal year end, as the data is needed first for the Centers' own PPR reporting. Ms. Untalan Bolden emphasized the importance of allowing consumers to respond without pressure so the feedback is unbiased.**
- **Both Centers reported low return rates despite providing self-addressed stamped envelopes. Ms. Zuno reported her center has adopted a multi-channel approach — telephone, text, mail and in-office — as an internal goal for the year, and confirmed her center conducts a community needs assessment twice a year and will share those results.**
- **Vice Chair Ana commented that the reports are improving, specifically praising the legislative report Ms. Untalan Bolden presented on Hawai'i Island, which he was able to read using JAWS, including some of the tables. He noted that the presenting organizations at that meeting, including HDRC and DCAB, had aligned legislative reports.**

### Evaluating Progress and Amending the Plan

**Objective: use gathered information to regularly evaluate progress toward SPIL goals and objectives and amend the state plan with consideration of emerging community priorities. (SILC and CILs.) Members agreed this is in progress and is precisely the exercise the Committee undertook at this meeting.**

### Goal 3 — Systems Change

**Objective: SILC and the Centers will engage in activities that increase awareness of and access to affordable housing, transportation and employment for people with disabilities. SILC has reported on such activities at monthly meetings and provided quarterly reports at quarterly meetings, and will provide an annual report of SILC activities at the annual meeting in September.**

**Executive Director Lowe acknowledged that SILC does not currently have an outreach plan, and committed to developing one and sharing it with the Centers so activities can be coordinated and duplication avoided. Ms. Zuno welcomed this.**

## 4. Report — Ms. Zuno

**Ms. Zuno participated by phone and reported verbally, noting her updates largely mirrored SILC's on shared items.**

- **Data sharing — Her center provides quarterly reports as agreed. She has agreed to share consumer feedback results and the results of the community forums held this fiscal year. Community feedback is gathered through forums held alongside a survey, led by program managers; once she receives the data and her board has accepted it and determined what will be done with it, she will share it with SILC.**
- **Evaluating progress — She noted candidly that the group had not been meeting until recently, and said she looks forward to evaluating the shared data. She suggested these committee meetings should serve as a precursor to the full network meeting, so the Committee can report to the full SILC body on what the data shows — which in turn should inform whether an amendment is needed. Vice Chair Ana agreed this makes the process more connected.**
- **Outreach — Her center works from a Master Outreach Plan presented to the board at the September board meeting, while remaining flexible for unanticipated opportunities. Each office and staff member meets with their program manager in September, and the plan is broken down into individual coordinator responsibilities that form part of their annual performance goals — for**

example, a coordinator serving seniors with vision loss is responsible for outreach to optometrists, the Lions Club and senior centers. She noted her quarterly report currently captures only hours spent on outreach, not the detail of where staff went, what they did, or how many people they spoke with, and suggested the group consider whether that detail should be reported.

Vice Chair Ana, who serves on Ms. Zuno's board, noted that coordinators report on events and client successes at board meetings, and that the board reviews financial reports and approves grants. He also noted that both Centers produce newsletters for the community, which he sometimes shares with Chair Gartside, and observed that community awareness is a significant focus for both.

# 5. Extended Discussion — "Expand Funding for the Independent Living Network"

Objective: expand funding for the independent living network by securing at least one funding source annually, such as community grants, contract services, corporate sponsorship or charitable donations.

Executive Director Lowe reported that SILC had marked this N/A for FY 2025, but that SILC has since joined the Hawaii Disability Rights Center in applying to the Borealis Foundation, with a decision not expected until November.

Both Center directors raised concerns about the wording of this objective:

- Ms. Zuno noted that if she applies for and receives a grant, it expands funding for her center rather than for the network, and asked what the objective was intended to accomplish. She has no objection to sharing funding information, which is largely public, but questioned whether the objective as written is achievable as stated.
- Ms. Untalan Bolden agreed, noting the network is not only the two Centers and SILC but includes other entities, and questioned whether the burden of expanding network funding properly falls on the Centers. She stated she is responsible for securing funding for her own agency, and asked for clarification.
- Ms. Untalan Bolden recalled that the objective originated in discussion of SILC's historic role convening community disability fairs and workshops — activities that ceased when prior SILC staff were no longer in place.
- Ms. Zuno described the practice in California, where the SILC applies for funding and the scope of work provides for sub-awards to the centers, so the whole network benefits. Ms. Untalan Bolden agreed this would be the appropriate model.

**Members discussed the practical constraint that many grants prohibit sub-awarding. Ms. Untalan Bolden explained that the workable approach is to name partner organizations in the original application with their specific scope of work, citing two examples: Hawaii Fido naming Aloha Independent Living Hawaii to provide basic employment readiness skills for youth in Kahuku, and a University of Hawaii research grant led by Dr. Daniela Bond-Smith that named her agency to distribute surveys statewide because of its neighbor island reach. Ms. Zuno noted the Ford Foundation funding she secured is largely unrestricted, which allowed her to incorporate Aloha Independent Living Hawaii.**

**Executive Director Lowe suggested that when Grants in Aid comes around next year, SILC could write the application and name the Centers, noting that SILC does not and cannot provide direct services, which is precisely what the Centers do. Members agreed this would be a strong collaboration and that there is lead time to plan it. Vice Chair Ana noted he forwards county Grants in Aid and other funding notices to the Executive Director for sharing with the Centers.**

**Members discussed seeking technical assistance from the independent living TA provider, noting that Paula and Carrie England have offered to review grant applications and provide suggestions. Members noted Paula is retiring.**

**Ms. Untalan Bolden and Ms. Zuno explained the history of the broad wording: the SPIL was finalized under significant time pressure, with many participants in the room, and Rosnell of DVR proposed broader terminology as a compromise so the plan could be submitted and the Centers' Part C funding secured, with the intention of working out the detail during the plan period. Executive Director Lowe observed that the broad wording had produced a valuable discussion. Members agreed the objective should be revisited and its intent clarified before the next plan.**

# 6. Report — Ms. Untalan Bolden

- **Data and advocacy — Quarterly reports are submitted. The agency is gathering, analyzing and consolidating community and policy data to drive advocacy, including a comprehensive disability lens analysis of the 21st Century Road to Housing Act applied to Hawaii conditions, weekly congressional record monitoring during session, and data-grounded comments to regional planning bodies. The agency documents its own advocacy data, is collecting consumer satisfaction surveys for fiscal year end, and is consolidating partner data from the State Rehabilitation Council, the Division of Vocational Rehabilitation and other partners.**

- **Housing — Produced the disability lens analysis of the 21st Century Road to Housing Act for advocacy, and developed HCBS message points, now cleared and staged for deployment when the bill text appears.**
- **Transportation — Submitted comments on the Oahu MPO's TIP Revision 9 and its federal certification, and expanded transportation services to Kaʻū, a rural community on Hawaiʻi Island.**
- **Employment — Advanced workforce access engagement through the Workforce Development Council and the Kauai American Job Center effort.**
- **Emergency preparedness — Strengthening network disaster and emergency access capacity through partnership on the 911 Board and the RapidSOS initiative; reviewing accessibility of public-facing materials and supporting audience identification, with tri-body planning underway alongside the 911 Board, DCAB and the DD Council. Internally, staff have completed in-house emergency preparedness training and convened an IL Disaster Readiness Task Force, whose Consumer Document Readiness Initiative is in development and under her review.**
- **FEMA / ODIC / HIEMA collaboration — Ms. Untalan Bolden noted that while staff are involved with FEMA, HIEMA and the Red Cross during natural disasters, the agency is now working toward stronger involvement before disasters occur.**

**Executive Director Lowe asked both Centers to flag public comment opportunities where it would be useful for SILC to submit comments as well, noting SILC would in most cases be happy to follow their lead. Vice Chair Ana agreed it would be valuable for SILC to provide comments, and Ms. Untalan Bolden supported having SILC's systems advocacy on the record.**

# 7. Goal 4 — Emergency Preparedness (SILC)

**Objective: enhance the independent living network's capacity to address the needs of individuals with disabilities before, during and after disasters by actively participating in emergency preparedness and response initiatives statewide, in collaboration with FEMA, the Office of Disability Integration and Coordination, HIEMA, county emergency management agencies and the American Red Cross.**

**Executive Director Lowe reported SILC has been engaging in activities and will report on them at the September annual meeting, but marked the collaboration objective as not yet met. She and Treasurer Annette Tashiro attended a Vibrant Hawaii conference on emergency preparedness; Ms. Untalan Bolden's Hilo staff also attend, as the program is Hawaiʻi Island based. Vice Chair Ana noted Vibrant Hawaii is a model other counties are seeking to replicate. Ms. Tashiro attended in part in her capacity with the Koʻolau CERT hub on Oahu.**

**SILC's emergency preparedness committee still needs to be stood up. Both Center directors reiterated their willingness to have staff serve, and Ms. Untalan Bolden emphasized that representation should reflect the different islands, since disasters affect each island differently and local viewpoints are crucial.**

# 8. Next Steps

- **Ms. Untalan Bolden and Ms. Zuno will send their completed forms to Executive Director Lowe.**
- **Executive Director Lowe will consolidate all three organizations' entries into a single document, dating each update, and circulate it to the Committee.**
- **Members agreed to update and share the tracking document quarterly, with meetings held in between, to keep all three organizations aligned.**
- **At the next meeting, the Committee will review the consolidated document together and determine next steps.**

**Members credited Ms. Zuno for proposing the tracking document, noting that it is already structured as a table identifying which party is responsible for each objective.**

# 9. Adjournment

**Discussion of possible SPIL amendments was deferred, as Chair Gartside was not present and should participate in that conversation. The meeting was adjourned.**