

State Plan for Independent Living (SPIL) Committee Meeting Minutes [DRAFT]

Date: May 13, 2026

Time: 11:07 AM – approximately 11:55 AM

Location: Zoom videoconference

1. Call to Order — Patrick Gartside (Chair)

Meeting called to order at 11:07 AM. Patrick conducted the meeting. Amanda confirmed the meeting was being recorded.

2. Roll Call and Introductions

SPIL Committee Members Present:

- Patrick Gartside, SILC Member (Chair)
- Philip Ana, SILC Member (Vice Chair)
- Letty Zuno, SILC Member / Executive Director, Access to Independence
- Roxanne Untalan Bolden, SILC Member / Aloha Independent Living Hawaii (AILH)

Staff:

- Amanda Lowe, Executive Director

3. Review of Administration for Community Living (ACL) Federal Requirements for a SPIL Amendment

Amanda briefly noted the previously-discussed distinction between substantive and technical (non-substantive) amendments to the SPIL. The committee proceeded to Item 4 with the understanding that the items reviewed today were largely a status check on existing goals, objectives, and indicators rather than final amendment language.

4. Status Review of SPIL Goals, Objectives, and Indicators (FY 2025–2027)

The committee worked through the consolidated goals, objectives, and indicators document prepared by Amanda, comparing current SILC and Center for Independent Living (CIL) activity against the language of the existing SPIL.

4.a — Goal 1: Enhance the Impact of the Independent Living Network

Objective 1.1 — Comprehensive review of governance, legislative establishment, alignment with state and federal regulatory requirements, and organizational structure of the SILC; update and train all members and staff on key policies and procedures.

The committee noted significant progress on this objective. The SILC has adopted a policies and procedures document, hired an Executive Director, and amended its bylaws (including bylaws amendments early in the SPIL period that allowed Letty Zuno to sit on the SILC). Work continues with the Office of Information Practices (OIP) and the Attorney General on legislative establishment. Comprehensive review activities are being presented at SILC Board meetings, and an action plan is being worked through.

Direction: In progress; continue.

Objective 1.2 — Recruit, hire, and train essential SILC staff to ensure proper management of day-to-day operations and facilitate successful implementation of the SPIL.

Amanda Lowe was hired as Executive Director in June 2025 and is approaching one year in the role. The Executive Committee provided regular reports during the recruitment and onboarding period. The committee will review prior monthly meeting minutes to document those reports.

Direction: Substantially complete; document reporting history.

Objective 1.3 — Increase SILC membership from 8 to a maximum of 15, and create at least one new committee that supports implementation of the SPIL.

Philip noted that SILC membership now stands at approximately 13–15 members, achieving the upper end of the target. Outreach activities included tabling at the Developmental Disabilities (DD) Legislative Forums in October 2025. The SILC has begun distributing accessible SILC brochures at tabling events. The Engagement Committee was formed (replacing the original "membership committee" framing) and the SPIL Committee itself satisfies the new-committee requirement. Public attendance at quarterly meetings appears to be increasing; Amanda will document attendance figures.

Direction: Substantially complete; formalize membership/engagement reporting in writing rather than verbally.

Objective 1.4 — Determine the demand for and availability of independent living core services in unserved and underserved communities statewide.

The survey work currently being undertaken by the Survey Committee (with participation from Roxanne and Letty) supports the quarterly community-needs reporting required by Indicator 1.4.1.

Indicators 1.4.2 (referral path by zip code) and 1.4.3 (CIL resource report by zip code) remain under discussion; both were highlighted at the prior meeting as candidates for amendment, and that work continues.

Indicator 1.4.4 (quarterly Independent Living Reports including narrative): Roxanne and Letty confirmed that AILH and Access to Independence both submit quarterly reports with narrative and success stories. The committee acknowledged this is being met.

Direction: Continue survey work; carry amendment language for 1.4.2 and 1.4.3 forward.

Objective 1.5 — 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.

The first indicator (quarterly reporting on community needs) overlaps with Indicator 1.4.1 and is being addressed through the same survey work. The second and third indicators — SILC working with CILs to determine the feasibility of establishing a physical center on each island and potential reallocation of service areas — have not yet been substantively discussed by the committee.

Direction: Schedule dedicated discussion of feasibility of physical centers per island and potential service-area reallocation.

4.b — Goal 2: Inform and Guide Response to Emerging Disability Issues by Collecting and Evaluating Community Data

Objective 2.1 — Proactively gather, analyze, consolidate, and transparently share community data to inform decision-making and advocacy efforts for advancing the independent living philosophy.

Indicator: SILC will report on community needs assessment data at quarterly SILC meetings.

In progress. Some reporting has occurred; the survey work currently underway will substantially advance this indicator.

Indicator: CILs will report on consumer satisfaction survey results at quarterly SILC meetings.

Discussion: Both AILH and Access to Independence collect consumer satisfaction surveys. Roxanne explained that AILH provides surveys to consumers when their case is closed and the goal is completed; surveys are anonymous, returned via self-addressed stamped envelope, and aggregated. Letty confirmed that Access to Independence follows a similar practice and submits annual results to the California SILC.

Both centers tabulate consumer satisfaction survey results annually as part of preparation for the federal Program Performance Report (PPR), not quarterly. Service durations vary widely (e.g., a short housing-application case versus longer-term independent living skills training), making quarterly tabulation

impractical. Letty noted Access to Independence's board reviews and approves the data at its December annual meeting before public release.

Direction: The committee agreed that this indicator should be amended from "quarterly" to "annually" reporting of consumer satisfaction survey results, to reflect existing center practice and align with PPR timing. This will be carried forward as a proposed SPIL amendment.

5. Adoption of a Status-Tracking Working Document

Letty observed that a verbal walk-through of indicators tends to move quickly past items that are partially complete or still in progress, and that the committee would benefit from a structured working document that documents responsible parties, target dates, and current status for each indicator. She recalled that an earlier working version (used during SPIL development) was organized as a chart with columns for goal, responsible party, deadline, and updates.

Amanda located the existing evaluation chart contained in Section 1.4 of the SPIL itself, which already includes columns for Timeline, Objective, Data to Be Collected, Data Collection Method, and Primary Organization. The committee agreed to adopt this chart as the governing working document, adding a "Status" column to the right and rotating the page to landscape orientation for readability.

Process agreed:

- Amanda will create a template from the SPIL Section 1.4 evaluation chart with an added Status column.
- Three copies of the template will be distributed — one each to SILC, AILH, and Access to Independence — for each organization to complete its own portion.
- Amanda will then compile the three completed templates into a single consolidated document.
- Status updates will become a standing report at quarterly SILC meetings, supplementing the centers' existing quarterly Independent Living Reports.

Direction: Amanda to circulate the template; participants to discuss responses verbally at the next meeting (rather than exchanging substantive written materials in advance), with Amanda consolidating after committee agreement.

6. Engagement Committee Charter and Membership Reporting

Philip reported that Patrick has prepared a draft charter covering all SILC committees, defining each committee's scope, size, and tasks. The charter is expected to be brought forward for a vote at the next full SILC meeting in May. Two or three new SILC member candidates are nearing the end of the Governor's Office approval process; Lehua's appointment has reportedly been approved.

The committee agreed that membership and engagement activity should be captured in written committee reports — not solely in meeting minutes — and that these reports should be shared at quarterly SILC meetings to satisfy the SPIL's reporting requirements.

7. Community Needs Assessment, Referral Tracking, and Outreach

Online community needs survey: The existing online and short paper survey has yielded limited responses. The Survey Committee (Amanda, Roxanne, Letty, and others) is finalizing a revised community needs assessment. A first-pass review has been completed; the committee will meet next Friday to incorporate language changes, edits, and a new emergency preparedness section. The committee discussed adding a QR code to the mini-survey and the larger survey to improve digital accessibility, and considered using the larger survey at PACRIM tabling events when ready.

Referral tracking: Roxanne recently emailed her center's referral form to Amanda; this supports the more formal referral-tracking process discussed at a prior meeting. Both centers' forms will be used as the basis for SILC-to-CIL referral logging.

Underserved and unserved areas: Philip and Roxanne reiterated that "underserved" must be understood as more than geography. Geographic underserved areas (Waianae, Windward Coast, Puna, Kau, portions of Maui and Molokai) are well known to CIL outreach staff. In addition, the committee reaffirmed prior identification of veterans, immigrants, individuals with TBI, and people experiencing homelessness as underserved disability populations, and noted that effective outreach in some communities (e.g., the Micronesian community on Hawaii Island) requires cultural competence and language access. Roxanne thanked Philip for echoing the centers' perspective on these areas in his role as a SILC Board member.

Outreach planning: Philip suggested that CIL outreach staff could brief SILC on the time, mileage, and planning involved in conducting outreach in remote areas, to inform SILC understanding of the operational realities of serving these populations.

8. Next Steps and Process for the Coming Week

The committee agreed to meet again the following week at the same time. Amanda will distribute the status-tracking template (the Section 1.4 evaluation chart with an added Status column) within the next day or two. Each organization will work on its own portion in advance of the next meeting. At the next meeting, the committee will continue the SPIL evaluation using the new template (referred to during discussion as the "instrument") and resume discussion of possible SPIL amendments — pausing further amendment work until the status review is more complete.

9. Public Comment on Non-Agenda Items

No members of the public were present, and no public comment was offered on non-agenda items.

10. Adjournment

Meeting adjourned at approximately 11:55 AM.