**INDEPENDENT LIVING SERVICES ADVISORY COUNCIL (ILSAC)**

Workgroup Session and Planning Meeting

3/10/25 9:30-12:30 AM EDT

Microsoft Teams: Meeting ID: 295 746 456 84  
Passcode: vD9pV3Um

***Please note the following agenda is for reference purposes only. To eliminate unnecessary delays for the public and the council, the Chairs at their discretion may deviate from the published agenda.***

AGENDA AND MINUTES

Aliso Fulford, Andrea Ziglar, Ginger Rockey-Johnson, Melissa Jagger, Marta Torres, Margie Dotson, Kent Carroll, Sara Pham, Denise Stanley, Daylis Zamora, Opal Ringo, Regina Watson, Lynda Thompson, JR Minter, Adam Briggs, Cal Walton, Demarco Mott

1. **Welcome, Review of February 2025 Meeting Minutes, Agenda Overview**

* Motion to approve minutes made by Adam and seconded by Alison.

1. **What is the Bench Book? – presentation by Ginger Rockey-Johnson**

* Ginger explains a Bench Book explains procedures and protocols to Judiciary. It is a guide to tell them what they can and can’t do. For example, if anyone has been to a detention hearing, the first one might be Judge asking if anyone needs an interpreter, reads their rights, etc. Bench Book for post 18 services, it would outline what EFC is and what it’s not, what aftercare is and PESS. What’s available to judiciary, like they can’t court order placement. It is put in a very simple way and clarifies the parameter of their authority.
* Andrea reading about 18-year-old and reviewing for case plan compliance.

1. **Defining benchmarks for each qualifying activity in EFC**

* Ginger suggests writing a table of contents. Maybe we start with the flow chart if you have one. There is a Dependency Case Management Flowchart.
* Cal reviews 39.6251 is the only statute; there are 4 areas they need to meet. If a young person can’t do anything, look at E. Due to a physical, emotional and Admin Code defines further. PESS is the only program that states 9 hours. Ginger states the 9 hours is outlined in statute. EFC doesn’t have a definition.
  1. **Results of previous CBC Data Collection questions on EFC graduation and case plan compliance**
  2. **Review of QSI tool used by APD**
* Andrea, it looks like we would use it to determine the level but not necessarily help determine outcomes.
* Functional status – goes into essential living skills, toileting, hygiene, the rating scale could be standardized for EFC. Ginger asked why we don’t look at the compliance of case plan.
  1. **Knowledge of or research needed for how other states measure success**
* Creating flow chart at next meeting. Please review prior to next
* JR has reached out to a few states in the Midwest for their studies.
* Andrea will summarize CBC information.

1. **Workshop Session Planning for April Meeting (Calendar of Activities)**
2. **Member Attendance, Final Rounds & Public Comments**

* Adam Briggs, Alison Fulford, Margie Dotson, Opal Ringo, Sara Pham,

1. **Adjourn**

* Meeting adjourned a 11:40 and review statute/rule before next meeting.
* Next meeting will be held on April 14, 2025