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

Monday, June 10, 2024- Tuesday June 11,2024, 9:00 a.m. – 4:00 pm EST

Meeting held in person at 7823 North Dale Mabry Highway Suite 202

Tampa, FL

1. **Welcome, Review of Meeting Minutes and Agenda, and Attendance**
2. *Report writing*
   1. *Regina provided guidance for report writing. Draft report saved in a shared folder in Teams. Reviewed how to access the report on Teams. All updates to be input into shared report on TEAMS.*
   2. *Members broke out into their respective groups over the two day period and completed their portion of the report.*
   3. *Prior to adjourning on the last day, all groups shared the work they’ve completed. Committee Members were able to provide feedback and suggestions to each group.*
   4. *The next meeting was set for July 15, 2024 via Teams.*
      * *Final reports will be submitted by that time with the intent of reviewing the report during the meeting and making any final edits. Team leads are responsible for making any edits and submitting final report prior to July meeting.*
3. *Meeting was adjourned at approx. 2:30 p.m. on 6/11/2024 to allow for travel time. All groups*