

Statewide Independent Living Council (SILC)  
**Executive Committee**  
Minutes of January 17, 2007

Committee Members Present

Donna Powers, Chair  
Ed Myers, Vice Chair\*  
Kim March Force, Vice Treasurer\*  
Gene Heppard, Treasurer \*  
Randy Collins, Secretary  
(\*Teleconference)

Members Absent

(none)

Staff

Tony DiRienzi, Executive Director  
Sharon Engelhardt, Executive Assistant

Donna Powers, Chair, called the meeting to order at 2:09 PM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona.

**WELCOME/INTRODUCTIONS:** Introductions were made.

**APPROVAL OF MINUTES:** *Gene Heppard motioned to approve the minutes of 11-15-06. Seconded by Kim March Force. A vote was taken and the motion unanimously approved.*

**FINANCIALS:**

- Gene Heppard went over the month ending December 31, 2006 financial report and balance sheet (See handouts). It was noted that program expenditures will start to occur more rapidly in the next six months as SILC programs are completed.
- Tony DiRienzi announced that the SILC building lease is up in May and the Council needs to discuss options concerning renewal and budgeting accordingly. Gene and Tony agreed to set up a meeting to discuss the issue.

***Kim March-Force motioned to approve the financial statement ending December 31, 2006 as presented. Seconded by Randy Collins. A vote was taken and the motion unanimously approved.***

**RSA UPDATE:**

**CONTRACT:**

- Tony DiRienzi reported that SILC has been granted an extension for another 6 months (Jan 1, 2007 – June 30, 2007) under the current contract. It was SILC's understanding that the contract could not be extended however RSA has allowed the extension.
- The target date for moving to a performance based contract will be July 1, 2007. Tony noted the date will match with the new fiscal year and will also coincide with the new SPIL.

## 704:

- Tony DiRienzi reported that SILC submitted to RSA their portion of the 704 report prior to the due date. There were a few changes, mainly in formatting, prior to the report signed and submitted to the National office. The report ended up being a bit late but it is in the National RSA office as required.

## Other:

- It was questioned as to whether delays with reimbursements of SILC monies through RSA have gotten better or not. It was noted that payroll continues to come nearly 2 weeks after a pay period. It was also noted that this problem should not occur if/when SILC goes back to a performance based contract which is the plan for July 1, 2007.
- It was suggested that SILC request reports from RSA and DES relative to their program data and subsequently maintain a folder to file those communications. There was also a suggestion to have a rotating SRC representative. Finding out how the money flow works regarding the SILC monies going to RSA as the DSU (State Designated Unit) was questioned. Kim March-Force volunteered to look into that by contacting Bob Michaels.

## DES AUDIT:

- Tony DiRienzi reported that DES started an audit with SILC the beginning of January. SILC is working with one main auditor that has been coming to the office and corresponding via calls and emails. Their report should be completed in a couple weeks.

## STRATEGIC PLANNING:

- Tony DiRienzi reported that Bob Michaels will be the facilitator for the SPIL RETREAT set for January 26<sup>th</sup>. The plan for the retreat is to assess what we have done then proceeds to setting up goals and objectives for the new SPIL. RSA and ILRS counselors have been invited as well as SILC members and CIL Directors.

## MEMBERSHIP UPDATE:

- Tony DiRienzi reported that a number of council members' terms will end in June. Several names were mentioned as possible candidates for SILC membership.
- Donna Powers volunteered to work with Tony on drafting a letting to send to potential candidates. The letter to include rights and responsibilities of being on the council. Target date of Jan 31<sup>st</sup> was set.

## COMMITTEE REPORT FORM:

- A sample report form was distributed (See form). Executive members were requested to review and send back any suggestions for improvements for the form to SILC.

- Suggestions noted at the meeting to have on the form include: action steps, resolutions, suggestions and challenges/barriers.

**DIRECTOR'S REPORT:**

- Tony DiRienzi reported that New Horizons CIL Executive Director, Michael Bradshaw, passed away last week. SILC sends their condolences and will assist NH as they can in helping to find a new ED.
- Tony mentioned he had a great meeting yesterday with Angie Rogers from the Governor's office to discuss getting state appropriations for CILS to increase branch offices across the state. Having the Governor's office buy-in is important prior to going to the legislature.
- Tony reported that the proposition 202 minimum wage issue has been a big issue within the disability community and he has been very busy the last 2 weeks participating in those discussions and meetings. The providers and disability advocates are working hard to come up with a compromise.
- Tony presented an activity/responsibility matrix of his current workload for review by the Executive Committee. (See matrix). Thirty working projects were listed on the matrix. He identified his priority preferences with a scale from 1 -3 but he requested suggestions from the executive committee on how they would prefer he prioritize his tasks. He is concerned about and wants to avoid work overload and burn out. It was requested that the committee review the matrix and come back to Tony with their suggestions of how they would want the work load to proceed. It was also suggested to revisit the matrix at that next meeting.

**NEXT EXECUTIVE MEETING/AGENDA:**

- Next meeting set for Feb 21<sup>st</sup> at 2 PM (staff note: meeting changed to Feb 14<sup>th</sup>)
- Agenda items to include ED Matrix, Committee Report form and membership.

**ANNOUNCEMENTS:** None

**CALL TO THE PUBLIC:** None

**ADJOURNMENT:** Randy Collins motioned to adjourn the meeting. Seconded by Kim March-Force . The meeting was adjourned at 4:04 PM

Prepared by: Sharon Engelhardt \_\_\_\_\_ SILC staff

Reviewed by: Donna Powers  
SILC Chairperson

