

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of February 14, 2007

Committee Members Present

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

Members Absent

Randy Collins, Secretary

Staff

Tony DiRienzi, Executive Director *
Sharon Engelhardt, Executive Assistant

Guests

Judy Benshoof
Michael Crystal

Donna Powers, Chair, called the meeting to order at 2:05 PM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Ed Myers motioned to approve the minutes of 01-17-07. Seconded by Kim March Force. A vote was taken and the motion unanimously approved.*

FINANCIALS:

- No financial statements for month ending January were ready for the meeting. The SILC Accountant is in the process of reconciling and did not have time to complete the statements due to the Executive meeting moving up by one week. There were also recent Peach Tree (accounting software) problems with restoring files that have delayed the reports. SILC staff recently met with computer consultant to address and resolve the problems.
- Tony DiRienzi noted there has not been much spending in the last month.
- January and February ending reports will be presented for review and approval at the next committee meeting.

CyberCil:

- Judy Benshoof gave a presentation outlining CyberCIL's accomplishments and activities. She also responded to questions with reference to various items in the CyberCIL contract.
- Tony DiRienzi reported that SILC has had a 3 year contract with Cybercil that will terminate on June 30, 2007. The contract stipulated an annual grant award to CyberCIL in the amount of \$40,000 SILC needs to decide if it will draft into the next SPIL provisions to contract once again with CyberCIL and if so what amount should be considered as an annual grant award.
- The discussion related to CyberCIL was temporarily suspended because of a priority situation concerning our office lease. A representative from CBRE

management (the building management company for our building) arrived at the SILC office to review and discuss options for a renewal or extension of our current lease.

OFFICE LEASE:

- Tony DiRienzi reported that the SILC office lease will terminate on May 30, 2007. SILC would prefer to stay at the current site on a short term lease until the new multi disability organizational campus building is available for occupancy. That is scheduled for July 2008.
- Michael Crystal with office management CBRE reported that the building is up for sale. He stated that the current owners would be willing to offer a short term lease, but SILC would need to act quickly. He proposed a rate of \$20 per square feet. Michael also noted there would be a standard increase each year. The financial impact of the new rate was discussed. The committee concluded that the increase in our rent would not be onerous, and in fact would only be slightly more than our rate.
- The committee decided it would be best to stay at the current location for additional 24 months. We agreed to an amendment to our current lease that will provide for an extension of 26 months. The amendment will become effective as of March 1, 2007.

Ed Myers motioned to approve amending the current lease to extend for another 26 months starting March 1, 2007 at the proposed rate of \$20 a square foot the first year and \$20.50 the second year. Seconded by Gene Heppard. There was a discussion to approve giving Executive Director, Tony DiRienzi, the authority to handle the lease details and sign the lease for SILC. There was a vote and the motion unanimously approved.

CyberCil (continued):

- Judy Benshoof went over a report prepared for the meeting (see handout).
- Judy was requested to present at least 3 new goals for CyberCil in order to provide SILC with a information as a basis for the need for continuing SILC support. A request was made to put CyberCil on the agenda next meeting.

COMMITTEE REPORT FORM:

- Tony DiRienzi prepared a Committee report form based on the previous discussions of the Executive Committee. Tony also prepared as an example a completed a report form. (See report forms) Tony noted the form includes the SPIL goals and objectives. The report as formatted form will provide information directly related to the SILC quarterly reports to RSA.
- Donna Powers said she would present the forms to the Council at the March Quarterly meeting.

Gene Heppard motioned to adopt the Committee Report Form as presented. Seconded by Kim March-Force. A vote was taken and the motion unanimously approved.

MEMBERSHIP UPDATE:

- The Committee reviewed a draft of the welcome membership letter and a membership packet explaining the mission, purpose and composition of the Council. The packet also included six questions for prospective SILC members to answer regarding their qualifications, commitment, and expectations. (See handouts).
- It was discussed and decided to proceed with the membership packet material.

Kim March-Force motioned to approve the membership packet forms as submitted. Seconded by Gene Heppard. A vote was taken and the motion unanimously approved.

DES AUDIT UPDATE:

- Tony DiRienzi stated that no report from DES has been received yet from their January audit. Tony said SILC was told SILC will get a draft report before a final report is complete.
- It was mentioned that during the audit there were questions about reimbursement parameters and that might need to be addressed at some point.

SPIL / SPIL RETREAT:

- Tony DiRienzi thanked Kim March-Force for typing up the SPIL notes, goals, and objectives from the discussions during the retreat on January 26th.
- Tony said he is working with Paul Wilson at RSA going over the SPIL instruction booklet, time frames and workload to draft a preliminary SPIL. Tony noted there are 8 sections to the SPIL.
- Forming a SPIL Committee to help with writing the SPIL is in the process. Donna Powers volunteered to serve on the Committee.

DIRECTOR'S REPORT / DIRECTOR MATRIX:

- Tony DiRienzi presented the ED activities matrix with priorities of 1 to 3 listed for each activity. (See handout). It was noted that there are many priority 1 activities.
- The Committee decided to revisit the matrix as needed for workload management.

QUARTERLY MEETING AGENDA:

- The Quarterly agenda will include the usual reports. Donna noted she will go over the restructure of the meeting to include the Committee Report forms which are to begin with the New Fiscal Year in July.
- Sue Kroeger with the University of Arizona Disability Resources Center will be giving a presentation on a disability studies curriculum.
- Tony DiRienzi mentioned he is looking into changing the Quarterly meeting schedule with the new Fiscal Year. Tony will go over dates at a later meeting with the Executive Committee for their review.

NEXT EXECUTIVE MEETING/AGENDA:

- Next meeting set for March 21st at 2 PM

ANNOUNCEMENTS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: The meeting was adjourned at 3:36 PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Donna Powers  SILC Chairperson