

Statewide Independent Living Council (SILC)  
**Executive Committee**  
Minutes of April 18, 2007

Committee Members Present

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

Members Absent

Randy Collins, Secretary

Staff

Tony DiRienzi, Executive Director  
Sharon Engelhardt, Executive Assistant

Donna Powers, Chair, called the meeting to order at 2:15 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 03-21-07. Seconded by Kim March-Force. A vote was taken and the motion unanimously approved.*

**FINANCIALS:**

- Financials from March were not ready. SILC is waiting for the reconciled March ending statements from the accountant. The accountant's delay is related to tax season and also because SILC did not send her our records until April 16th. SILC records could not be closed in a timely manner because our payroll for the period ending 3/31/07 was not deposited until 4/16/07. Payroll has to be processed in the accounting software before our records can be sent to the accountant.
- Tony DiRienzi reported SILC will be setting up a meeting with the accountant in May to address some other unrelated financial issues and questions.
- Executive Committee will review and consider for approval the current financials at next meeting.

**SPIL(State Plan of Independent Living):**

- Tony DiRienzi reported the SPIL has been distributed and is posted on the SILC and RSA websites. It was requested that Council members review the SPIL and send any comments to Tony.
- SPIL public forums for public comment are scheduled for, 1) May 11 in Holbrook, 2) May 15 in Yuma, 3) May 22 in Tucson and 4) May 24 in Phoenix. Donna Powers stated she could help with the Phoenix forum and Kim March-Force stated she was available for the Tucson forum.
- There was a discussion of the budget proposed with the SPIL. Tony noted that there is a proposed increase of the annual budget for a total of \$330,266. It was

suggested with the additional money, Tony consider creating an additional part time staff position to help with office and/or program activities.

### **NCIL (National Council on Independent Living) Update:**

- NCIL conference will be July 9-12, 2007 in Washington D.C.
- Executive Committee discussed who might represent SILC at the Conference. Executive officers typically attend. Tony noted that he would like Sharon Engelhardt to attend. He thinks it would provide her with a valuable experience and unique opportunities to network. She has not yet attended the event. Donna, Gene and Kim expressed an interest in going.
- It was decided that Tony would prepare a budget based on the requests for those want to attend. He will explore budgetary considerations on how to support the requests.

### **MEMBERSHIP UPDATE:**

- Tony DiRienzi stated he has a meeting scheduled with the Boards and Commissions office tomorrow to discuss candidates to recommend for appointment. The Executive Committee reviewed a matrix of candidates Tony prepared. (See handout).

***Gene Heppard motioned to approve the slate of recommended membership candidates to forward on to the boards and commissions office. Seconded by Kim March-Force. A vote was taken and the motion unanimously approved.***

- Tony stated he will also be presenting a revised Executive Order of SILC at the meeting with the Boards and Commissions office with recommendations as discussed in past meetings.

### **NOMINATIONS FOR COUNCIL OFFICERS:**

- To be discussed at next Executive meeting.

### **DIRECTOR'S REPORT:**

#### **Executive Director Performance Evaluation:**

- Executive Director Performance review to be done at next meeting. Donna Powers stated she will work on an evaluation form to send to Council members to get their input.
- It was decided to have the ED Evaluation meeting on May 23<sup>rd</sup> after the Executive Committee meeting. The evaluation with the executive committee's recommendations will be presented to the full Council in June for final approval.

#### **Insurance:**

- Insurance for SILC is up for renewal in July. Renewal applications were sent out prior to meeting for review. (See handouts). It was suggested to look into added coverage for Council members.

#### **Legal Representation**

- It was discussed for SILC to go with a general practitioner for legal counsel versus a high-end legal firm.

- It was suggested to interview possible attorneys at the May 23<sup>rd</sup> meeting.

**Other:**

- Tony reported he is working on his latest ED timeline report and will send that out soon. Tony noted he has been spending the majority of his time working on drafting the SPIL.
- Tony stated he has also been spending time addressing \$500K in RSA funding that may be available for CIL capacity building and expansion. SILC will request a portion of the funding. The money must be expended by June 30, 2007.
- Emergency preparedness activities have included a presentation last week in Florence. Two statewide conference presentations are scheduled for early June. There is an EP drill May 19<sup>th</sup> that needs volunteers. An email with information on the volunteer event will be sent out to the Council.
- Tony will be on vacation next week.

**NEXT EXECUTIVE MEETING/AGENDA:**

- The May Executive meeting will be from 10 am to Noon.
- The ED Evaluation will be in Executive Session from 1:30 – 3:30.

**ANNOUNCEMENTS:**

- Tony DiRienzi announced he is meeting on April 20<sup>th</sup> with two representatives from Apria. The agenda will focus on customer service, in particular on issues related to the maintenance and repair of power chairs. There seems to be an endemic problem with DME providers.

**CALL TO THE PUBLIC:** None

**ADJOURNMENT:** Gene Heppard motioned to adjourn the meeting. Seconded by Kim March-Force. The meeting was adjourned at 3:40 PM

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

Reviewed by: Donna Powers  SILC Chairperson