

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of May 23, 2007

Committee Members Present

Donna Powers, Chair
Ed Myers, Vice Chair
Gene Heppard, Treasurer
Kim March Force, Vice Treasurer

Members Absent

Randy Collins, Secretary

Staff

Tony DiRienzi, Executive Director
Sharon Engelhardt, Executive Assistant

Donna Powers, Chair, called the meeting to order at 10:11 AM 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 04-18-07. Seconded by Kim March-Force. A vote was taken and the motion unanimously approved.*

LEGAL REPRESENTATION:

- Item tabled for future meeting.

FINANCIALS:

- Tony DiRienzi reported that SILC has upgraded our accounting software to Peach Tree 2007. Since we installed new firewall protection there have been continuous problems with the accounting program. We contacted Peach Tree tech support and were informed that they would no longer support the older version of that program.
- Tony also reported that SILC staff met with our accountant last week. Among the topics discussed were; 1) SILC financial statements will be adjusted in accord with the upgraded software, 2) an account receivables section will be added to our chart of accounts, and 3) the accounts receivable section is intended to increase the accuracy of our balance sheet. To date we have had wide variances month to month in the net assets line of the balance sheet. The variances were related to RSA reimbursements schedules and the absence of an account receivables account.
- Gene Heppard went over the March ending and April ending 2007 financial statements. (see statements). All is on track for the FY ending in June. It was noted that as we approach the fiscal year end we will focus on expending the budget allocations accordingly.

- Tony reported he has been working with RSA on an amendment to our current contract to incorporate an additional \$500,000 into the budget. The money will be dedicated for IL enhancements and expansion. The money will be allocated as follows; 1) 80k to each CIL, 2) \$80K to support the IL Summit, and 3) 20k to SILC. All funds must be expended by the CILs and SILC by June 30, 2007. SILC is focusing on internally increasing organizational capacity, e.g., enhanced computer systems and networks, additional software, among other things.
- Tony reported he has been negotiating with RSA on the new upcoming FY contract. He has proposed an increase in the budget to \$330K. Tony will submit a draft budget for the committee to consider at the next meeting.
- It was discussed to get SILC a credit card. The committee decided that financial policies for a credit card be drafted and adopted before a card is obtained. The policy should include; a maximum limit (\$5 k was suggested) and who will have the authority to use the card, among other considerations.

Ed Myers motioned to approve the March and April ending 2007 financials as reported. Seconded by Kim March-Force. A vote was taken and the motion unanimously approved.

NCIL (National Council on Independent Living):

- A projected budget was reviewed for the expenses of SILC sending an AZ SILC delegation to the NCIL conference in Washington D.C. scheduled in July. The figures were based on 2 Executive committee members and their respective with P.A.S. and the SILC staff (Tony and Sharon) to attend the NCIL conference. (See NCIL budget). The projected budget was \$11,762.
- Tony DiRienzi strongly recommended that Sharon Engelhardt attend. He mentioned; 1) it would provide her with great networking opportunities, 2) she has not previously, and 3) the exposure and experience at the conference of the IL community is intense.
- Tony offered not to attend if the budget would not support it.
- Gene Heppard stated he would not attend this year in order to use the money to support the others attending.

Ed Myers motioned to approve sending Donna Power and her PCA, Tony DiRienzi and Sharon Engelhardt to the NCIL conference. Seconded by Gene Heppard. A vote was taken and the motion unanimously approved.

RSA Contract:

- As mentioned under financials, Tony DiRienzi stated he is working with RSA on amending the current contract to include an additional \$500K. The amendment will increase the current contract budget from \$168K to \$668K.

Kim March-Force motioned to approve SILC accepting and signing the amendment to the current RSA contract for the additional \$500K for IL expansion. Seconded by Gene Heppard. A vote was taken and the motion approved. Ed Myers abstained.

RSA Contract:

- The Committee reviewed a draft copy of the new RSA contract (see draft). There was a discussion focused mainly on the scope of work and deliverables with particular attention to the payment schedule.
- Tony noted the contract will be going through some drafts and he will send revisions to the Executive Committee for review as they are being considered.

SPIL(State Plan of Independent Living):

- Tony DiRienzi reported that the last SPIL forum for public input will be held tomorrow in Phoenix. Forums were held in Holbrook, Yuma and Tucson.
- Outreach efforts were made to make sure the public was afforded opportunities for comment. In particular, there were Outreach efforts specific to the MCS community.
- Tony noted that public comments will be summarized and appended to the SPIL. The final SPIL draft is scheduled to go from RSA to the DES director's office for signature. Subsequent to that it will be submitted to OSERS in Washington by July 1, 2007.

MEMBERSHIP/OFFICERS:

- The Committee reviewed a matrix of proposed SILC membership (see matrix).
- Tony DiRienzi stated he has been receiving applications and forwarding them to the Governor's Boards and Commissions office.
- It was discussed that the Chair and Vice Chair positions are up for election. Both Donna Powers and Ed Myers as Chair and Vice Chair respectively said they would run for office.
- Ed Myers as the Nominating and Membership Chair said he would send a call for nominations to be presented at the Quarterly meeting in June.

DIRECTOR'S REPORT:

Executive Director Performance Evaluation:

- The Executive Director Report listing his meetings and activities was presented to the Committee for their review and comment (see report).
- Tony stated new software for SILC's accounting has been purchased as mentioned earlier in the meeting.
- Tony is very focused on reviewing and revising the new contract draft and budget.
- Tony would like the council to consider adding another staff position. His recommendation is for a half time staff dedicated to assisting him with various program responsibilities.
- Tony reported he finished the Executive Assistance evaluation.
- The ABIL lease for SILC moving into the disability campus was presented for review (see lease). There was a discussion of the lease details. Tony noted he has been discussing the space needs of SILC with the architect. Other topics

included in the discussion with the architect are; 1)the availability of the common areas and large conference rooms in the new building, 2) what are the associated costs of using those areas, and 3) how will tenants get to reserve those areas for their meeting and activities.

Kim March-Force motioned to give lease approval signature to the SILC Executive Director contingent upon resolution of common space and conference room space. Seconded by Gene Heppard. A vote was taken and the motion approved. Ed Myers abstained.

NEXT EXECUTIVE MEETING/AGENDA:

- The June Executive meeting will be June 13th from 10 am to Noon.
- Agenda items to include officer nominations, Contract, ED review and the SPIL.

ANNOUNCEMENTS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: Gene Heppard motioned to adjourn the meeting. Seconded by Kim March-Force. The meeting was adjourned at 12:25 PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Donna Powers _____ SILC Chairperson