

Statewide Independent Living Council (SILC)  
**Executive Committee**  
Minutes of June 13, 2007

Committee Members Present

Donna Powers, Chair  
Ed Myers, Vice Chair  
Randy Collins, Secretary

Members Absent

Kim March Force, Vice Treasurer  
Gene Heppard, Treasurer

Staff

Tony DiRienzi, Executive Director  
Sharon Engelhardt, Executive Assistant

Donna Powers, Chair, called the meeting to order at 2:15PM 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 05-23-07. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.*

**FINANCIALS:**

Current

- The month ending financials of May 31, 2007 were review (See statements).
- Tony DiRienzi noted that the current budget will be revised soon to reflect an additional \$500,000.00 that will soon be available to SILC to support expanding CIL programs and services. Those funds must be expended by the end of this fiscal year (June 30th). They have been allocated as follows; each CIL will receive up to \$80k for program development and expansion, \$80 will be use to support the IL Summit, and \$20k to SILC. The June financials will reflect the revisions accordingly.
- Tony reported that an outside contractor has been engaged to monitor and oversee the CIL/SILC Collaborative Contracts related to the \$500K.
- It was suggested that SILC explore supporting some accounting and financial planning technical assistance to CILS as appropriate.

***Ed Myers motioned to approve the May 31, 2007 financials as reported. Seconded by Randy Collins. A vote was taken and the motion unanimously was approved.***

Budget FY -07-08

- A proposed 2007-2008 budget was reviewed (See budget)
- Tony reported the proposed budget is for \$333,190. That amount is based on two major considerations. First, the previous budget total of \$297,581 has been static since 2004. It coincided with the term of the last SPIL and was derived from what the Part B allocation was at that time. Secondly, the current figure of

\$333,190 reflects what the FY 2007 Part B U.S. DOE/OSERS allocation is for Arizona.

***Ed Myers motioned to approve the proposed budget of \$333,190 as the SILC budget for FY 2007-2008, and that it be incorporated into the RSA contract discussions and that the SILC Executive Director have the authority to negotiate with RSA on behalf of the council. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.***

#### Audit

- Tony DiRienzi reported that in January of 2007 DES/RSA conducted an audit of SILC. On June 7<sup>th</sup> SILC received the audit report as well as a corrective action plan (CAP). There were three audit findings that SILC needs to address.
- SILC staff completed the Corrective Action Plan (CAP) which the committee discussed and reviewed (See handout).
- It was suggested that the CAP finding related to Cost Allocations be reflected in the SILC policy and procedures. Tony will review the policy and procedures and if it not presently included he will draft the preliminary language for consideration as an amendment to the document.

***Ed Myers motioned to approve the Corrective Action Plan. Seconded by Randy Collins. A vote was taken and motion was unanimously approved.***

#### RSA Contract:

- Tony DiRienzi reported that he drafted revisions to some sections of the contract as suggested and discussed at the last Executive meeting. The revised sections focused on payments and deliverables and were sent to RSA for their consideration.
- It was noted that the new contract is scheduled to become effective July 1, 2007. Donna Powers stated she would contact RSA to get an update on the status of the contract.

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

- Tony DiRienzi reported that the SILC Chair signed the SPIL and after which the document was delivered to D.E.S. The SPIL is currently being review by the D.E.S, director's office. After the D.E.S. director signs it, the SPIL will be sent to the U.S. DOE/OSERS office in Washington D.C

#### OFFICER NOMINATIONS:

- Ed Myers as the Nominating and Membership Chair will send a call for nominations for the Chair and Vice Chair positions. An election will be held at the next Quarterly meeting scheduled for June 21. .
- Donna Powers agreed to accept a nomination for the Chair position and Ed Myers for Vice Chair.

#### EXECUTIVE DIRECTOR'S REVIEW:

- The Executive Committee reviewed the ED performance evaluation as scored at the last meeting on May 23<sup>rd</sup>. It was noted that incorporated into the evaluation were the various comments and scores that Council member submitted related to the ED responsibilities and goals of FY 06-07.
- Donna Powers read the ED comments included in the evaluation.
- The evaluation has 9 goals established for the new FY 07-08.
- The Committee recommended a compensation increase of 3% and a \$2,000.00 bonus.

***Ed Myers motioned to recommend the performance evaluation for the Executive Director for FY06-07 as evaluated be brought to the full Council for their review, discussion and approval. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.***

- It was noted that during the Quarterly meeting the Council will go into Executive Session. The ED evaluation form is confidential and will be distributed during the Executive Session and collected after the session is complete.

**QUARTERLY MEETING/AGENDA:**

A draft of the Quarterly meeting agenda for June 21<sup>st</sup> was reviewed.

**NEXT EXECUTIVE MEETING/AGENDA:**

- There will be no July Executive Committee.
- Next meeting is August 22, 2007

**ANNOUNCEMENTS:** None

**CALL TO THE PUBLIC:** None

**ADJOURNMENT:** Ed Myers motioned to adjourn the meeting. Seconded by Randy Collins. The meeting was adjourned at 3:34 PM

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

Reviewed by: Donna Powers \_\_\_\_\_ SILC Chairperson