

Statewide Independent Living Council (SILC)

Executive Committee

Minutes of November 7, 2007

Committee Members Present

Donna Powers, Chair
Ed Myers, Vice Chair
Gene Heppard, Treasurer *
(*teleconference)

Members Absent

Kim March Force, Vice Treasurer
Randy Collins, Secretary

Staff

Tony DiRienzi, Executive Director
Sharon Engelhardt, Exe. Assistant

Guests

Phil Pangrazio, ABIL
Ilan Baldinger, Baldinger Studio

Donna Powers, Chair, called the meeting to order at 12:10 PM in the SILC conference room at 2400 North Central Ave, #105, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Edward Myers III motioned to approve the minutes of 10-03-07. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

- Gene Heppard reviewed the month ending September 30, 2007 financials. (See statements).
- Attention was directed to the negative amounts indicated on the YTD balance for the Interest income and the Just Vote Income revenue line items. Tony DiRienzi mentioned that there were no budget amounts indicated in the Annual Budget column of the statement so consequently when revenues received are subtracted from zero listed in the budget column the result is a negative number. He is working on a spreadsheet to report the financial activity in a different manner to present the information more clearly and accurately. He and the SILC treasurer will make an appointment with the accountant to review the situation.
- Tony reported a RSA payment of \$33K connected to the contract deliverable (quarterly report of SPIL goals and objectives) submitted on October 12th will probably be paid by RSA in mid Nov. Also \$99K for another contract deliverable submitted on Nov 2 will probably be paid around November 30th.

Edward Myers III motioned to approve the financials for month ending September 30, 2007 as presented. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

JUST VOTE ORGANIZER IRA PLAN:

- Tony DiRienzi reported that the AZ Disability Vote Project Organizer is a SILC employee and should be afforded all SILC ERE. The ERE includes a pension plan. Our pension plan is Simple IRA with 2% employer match. Currently, the

Organizer is not receiving that benefit. Tony requested approval for the Organizer to be given the pension benefit.

- The Executive Committee felt that the position is funded by the Just Vote Coalition and the Coalition should agree to that benefit.

APRIL CONFERENCE REPORT:

- Edward Myers III reported he and Ashleigh Turner represented Arizona SILC at the APRIL (Association of Programs for Rural Independent Living) conference in October that was held in Missoula, MT.
- He reported that the conference seemed to focus more on networking and than the scheduled sessions. Edward mentioned that the Assistive Technology presentation was very interesting and that with the older Americans Act it looks as though down the road the CILS and SILCs and older populations will have to work more collaboratively.
- Ashleigh Turner had some airline difficulties but was able to attend the youth sessions. He reported she made some good contacts and represented Arizona well.

SILC CONGRESS:

- SILC Congress is scheduled for late January 2008 in New Orleans, Louisiana.
- It was reported that Ken Edwards has agreed to represent AZ SILC.
- It was suggested that the executive committee request of him that he attend particular sessions at the conference and present the Council with a written summary report at the Quarterly Council meeting in March.

Edward Myers III motioned to approve Ken Edwards as the AZ SILC representative at the SILC Congress and to support his travel to the Congress. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT:

Personnel issue:

- The Executive Committee went into Executive Session to discuss a personnel matter.

704 report

- Tony DiRienzi reported the sections of the 704 report that SILC is responsible to complete have been completed. Our draft was delivered to AZRSA in accordance with our contract. RSA is responsible for various other sections in the report. After they complete their sections the document will be returned to SILC for our review and editorial comment. The completed report must be submitted to DOJ/OSERS/RSA on December 31, 2007.

OSERS/RSA:

- Tony stated that officials from OSERS/RSA (Office of Special Education and Rehabilitation Services, Rehabilitation Services Administration) will be

conducting a site visit in Arizona to review AZRSA, SILC and the CILs. The site review is scheduled for March 3-7, 2008.

- Yesterday SILC staff participated in a teleconference meeting with OSERS/RSA and AZRSA to talk about the procedures and protocols of the review process.
- Sean Barrett of OSERS/RSA has requested to be included in the next SILC Executive Committee meeting. He asked to participate by teleconference.

Emergency Preparedness Statewide Registry:

- Tony reported he has a meeting tomorrow with the Director of DES (Department of Economic Security) to present a proposal that recommends establishing a statewide registry for people with disabilities to be used by first responders and for preparedness planning. Our proposal is to incorporate the registry in some manner into the ADOT (Arizona Department of Transportation) MVD (Motor Vehicles Division) licensing and state identification database.

SILC Credit Card/Line of Credit:

- Tony reported he and Sharon Engelhardt met with a representative of Wells Fargo bank yesterday to discuss setting-up SILC with credit card vendor account. An account of that nature would allow SILC to receive credit card payments from individuals and organizations.
 - AZSILC is acting as the fiscal agent for the upcoming National Vote Alliance conference in April and will be receiving payments from registrants to the conference. If SILC has the ability to accept credit card payments administrative and accounting tasks could be considerably reduced. Tony also stated there are other activities, events, and promotions being explored that would be enhanced with SILC having a vendor credit card account.
 - Tony also requested that SILC obtain a credit card. Council members' and staff travel costs, lodging and per diem costs are currently being applied to various individual's credit cards. Those individuals are subsequently reimbursed. But, Tony remarked that these expenses should be directly the responsibility of the Council and not be initially placed upon the individuals.
 - The Committee is in favor of getting a credit card and becoming a vendor. It was decided a policy needs to be written up that will be in accord with SILC's Fiscal Policies.
 - Credit Card will be discussed again at the next meeting.
- (Note: ED report continues after the DEC Lease agenda item)

DEC LEASE (Disability Empowerment Center):

- Phil Pangrazio from ABIL (Arizona Bridge to Independent Living) and Ilan Baldinger from Baldinger Studio joined the meeting to discuss the DEC (Disability Empowerment Center).
- AZ SILC will be moving to DEC along with other disability related organizations in the summer of 2008.
- There was a discussion of accessible accommodations at the DEC. There was a concern about looping wiring for hard of hearing accommodations and it was suggested that ABIL consult Randy Collins directly for advice or the Arizona

Commission for the Deaf and Hard or Hearing about what technologies may be best suited for DEC.

- There was also a discussion about the DEC conference room space availability for tenants. Phil stated that conference room space will be organized by a reservation system that will probably be web based. He added that tenants will have priority over outside users.
- Ilan presented the designs of the SILC space at DEC. (see handouts).
- It was noted that SILC will have a large conference space within their office suite.
- SILC staff requested that the wall facing the atrium by the reception area have a window and not be a totally opaque wall.
- There was a discussion of the terms and conditions of the lease with ABIL. Phil stated he will have prepared a letter of intent for SILC to sign until the lease is finalized.

Gene Heppard motioned to approve authorizing the SILC ED to sign a letter of intent for SILC to occupy office space at the DEC (Disability Empowerment Center). Seconded by Edward Myers III. A vote was taken and the motion unanimously approved.

EXECUTIVE DIRECTOR'S REPORT (Continued):

New Member Orientation:

- Tony DiRienzi reported there was a successful new member orientation last month. Four new members attended. Another orientation is scheduled for those who were unable to attend this past session. The next orientation is scheduled the day before the Quarterly meeting, December 19th, 4:00 – 7:00 pm.

DIRECT CIL:

- It was reported that Ann Meyer of DIRECT in Tucson has resigned as Executive Director effective November 30th.

BUDGET:

- Tony noted that he is exploring how the SILC budget might be revised to support hiring a part time SILC program coordinator to assist with SILC's increased workload.

DME SUMMIT Follow-Up:

- The DME (Durable Medical Equipment) Summit was held on October 31st. It was very well attended. A follow-up meeting with Manage Care providers has been scheduled. Additional meetings for other stakeholders, such as the DME providers and consumers, will be scheduled.
- The goal of these meetings is to create a Task Force that will include representatives from each of the various stakeholder groups. The Task Force will be convened to draft a written plan for implementing some systemic changes.

AXIS Dance Event:

- Tony reported that SILC broke even on this fundraising activity.

Vacation:

- Tony stated he will be taking off a couple vacation days before Thanksgiving.

NEXT EXECUTIVE MEETING/AGENDA:

- Next meeting is December 5, 2007.
- OSERS, Credit Card Policy, CC Vendor and Quarterly Agenda to be added onto the Executive Committee agenda.

ANNOUNCEMENTS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: Edward Myers, III motioned to adjourn the meeting. Seconded by Gene Heppard. The meeting was adjourned at 1:53PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Donna Powers _____ SILC Chairperson