

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of November 21, 2008

Committee Members Present

Edward Myers, Chair
Randy Collins, Vice Chair
Gene Heppard, Treasurer

Members Absent

Rudy Buchanan, Secretary
Kim March Force, Vice Treasurer

Staff

Tony DiRienzi, Exec Director
Sharon Engelhardt, Exec. Assistant

Edward Myers III, Chair, called the meeting to order at 1:18 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 9-03-08. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

Month Ending:

- The financial reports for the month ending October 31, 2008, were reviewed. (See handouts – Financials).
- Gene Heppard discussed the comprehensive statement. He explained it is a Year to Date (YTD) statement that lists all the income and expenses at month end. It describes the activities related to each of the five different fund categories. Those categories include 1) RSA VR, 2) RSA Part B, 3) Just Vote Coalition, 4) Special Projects and 5) Unrestricted. Tony DiRienzi reported that for each fund categories an individual and segregated financial report can be generated. Tony distributed a RSA-VR report as an example. (See handout)
- The committee decided to electronically distribute the Balance Sheet and Comprehensive statement to Council members prior to each quarterly meeting and have a binder of hard copies for all the individual reports available at each meeting if anyone wanted to review the individual fund categories.

- The budget was revised to relocate carryover funds as a notation at the bottom on the financial statements. They were previously listed in the income section. Tony commented that this decision was based on the advice of the SILC accountant and auditor. Gene, Sharon, and he recently met with them to discuss how best to format and report on the financial activities of SILC. The budget was revised accordingly.
- Tony reported that the SILC budget and financial statement revisions were implemented as well to be in compliance with a finding listed in the Office of Special Education and Rehabilitative Services (OSERS) audit report of AZ RSA and SILC.
- AZ RSA requested that we complete a section in an OSERS Corrective Action Plan (CAP). (Staff note: RSA/CAP discussion also later in the meeting). The Committee reviewed the response for the CAP that Tony drafted. (See Attachments 4a & b).

Randy Collins motioned to approve the revisions to the SILC budget for FY 2008-09 as listed on Attachments 4a & b. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

Gene Heppard motioned to approve the monthly financial reports for month ending October 31, 2008 as presented. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.

Audit/990:

- Tony DiRienzi reported the SILC auditor is finishing the audit and will have a report ready soon. If the council requests, the auditor will be happy to make a presentation to the Council at the March quarterly meeting
- The SILC tax returns (990) will be filed by February 17, 2009. SILC applied for an extension in November.

RSA/CAP:

- Tony DiRienzi reported there are findings in the audit report of the Office of Special Education and Rehabilitative Services (OSERS) that RSA and SILC must respond to in a Corrective Action Plan (CAP). SILC drafted a response and submitted it to AZ RSA on November 14, 2008. Copies of the response with attachments were sent to the Executive Committee for their review. (Staff note: The Executive Committee reviewed the response and attachments as reported under financials).

Building Leases:

Current location:

- Tony DiRienzi reported the tenants next to the SILC suite have been exploring expanding their office space into our suite. Tony has asked building management when our neighbors might move into our space, but moreover, how soon SILC can terminate our current lease. To date building management has not responded but Tony will follow-up soon.

DEC location:

- Tony reported that SILC is scheduled to move on or about December 30, 2008 into the Disability Empowerment Center (DEC). A new lease for the SILC suite at the DEC has not yet be signed. Tony wants to meet with Phil Pangrazio, executive director of the Arizona Bridge to Independent Living to follow-up on Phil's comment at the SILC quarterly meeting in September that our rent at the DEC will be deferred until the current lease at the 2400 N. Central address has been terminated.

704 Report:

- Tony DiRienzi reported that the sections of the IL 704 report that SILC is responsible to complete were drafted and subsequently submitted to AZ RSA on November 3, 2008. AZ RSA will need to complete their sections of the report. The SILC Chair and AZ RSA must jointly sign the report. The completed and signed report is due at OSERS by Dec. 30th.

Executive Committee vacancy replacement:

- Kim March-Force submitted a letter of resignation effective Dec. 1, 2008. She is relocating to Alabama.
- Her position as the Vice Treasurer will need to be addressed. The By Laws were reviewed and accordingly the Executive Committee has the responsibility to make a recommendation for a replacement. Their recommendation will subsequently need to be ratified by the full council. The Committee discussed several Council members as potential candidates to fill the position.

Randy Collins motioned to approve granting the authority to the SILC Chair to follow through with the Committee's suggestions for the Vice Treasurer and present the candidate to the full Council at the next meeting.

Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

Executive Director Report:

Vacation Schedules:

- Tony DiRienzi stated that he scheduled vacation hours in November and will try to take some more time in December. With the SILC move he may not be able to take as many days off as he originally planned. He noted that the auditor advised SILC that some excess hours over the 80 hours as stated in the personnel policy can be carried over if there are plans to use early in the year. Tony stated he may have excess hours that he will schedule to use in the New Year.

APRIL Conference:

- Tony reported he attended the Association of Programs for Rural Independent Living (APRIL) conference in October in Las Vegas. He thought that the conference had a relaxed atmosphere.

SILC Congress:

- The annual SILC Congress is scheduled for January 3rd through the 5th 2009 in Las Vegas. Tony DiRienzi will be attending as SILC Staff and Suzanne Malson will be attending as SILC Council. Edward Myers is tentatively scheduled to attend.

December Quarterly meeting:

- Because of budget considerations the committee discussed and decided to schedule the next SILC quarterly meeting as a teleconference meeting for those council members outside the Phoenix metropolitan area. It was noted that the cost to support a quarterly meeting is approximately \$4,000.00. The cost to have the meeting by teleconference is estimated to be approximately \$400.00. The budget considerations were related to going slightly over budget with SILC retreat and what SILC may encounter with unanticipated moving costs relocating to the DEC.

Office Updates:

- Tony DiRienzi commented that the Vision, Mission, and Core Values that were drafted at the September board retreat were distributed to the Committee last month. (See retreat meeting summary reports). The committee discussed and decided to distribute the summary page to the full council. The agenda for the December 18th quarterly meeting will include an item related to the summary.
- Tony presented a document he recently drafted that lists Council Member Responsibilities. (See handout). He would like to incorporate the document into new member orientation materials.
- Tony will be conducting a new member orientation to Alan Strauss and Wendy Dewey on December 5th at the University of Arizona.
- Tony reported that the SILC intern who started in August encountered some difficulties and had to postpone his internship.

- Tony reported the National Council on Disabilities (NCD) has scheduled a public meeting January 12-14th in Scottsdale, Arizona. Tony and Randy Collins will be on a panel for “emerging trends in the southwest”. Tony will send out more information on the NCD event as it becomes available.

Quarterly meeting agenda:

- SILC Staff and Council Chair will prepare the agenda for the next quarterly meeting scheduled for December 18, 2008. The meeting will be by teleconference so there will be no presentations, consequently the meeting timeframe will probably be shorter.

Next meeting/Agenda:

- There will be no Executive Committee meeting in December. Next meeting will then be January 16th, 2009 at 1 PM (3rd Friday of the month).

ANNOUNCEMENTS:

- Randy Collins mentioned that the City of Surprise is in the news for a story about automatic doors into city buildings that was approved but now may not be completed and installed. He suggested going to the azcentral.com site for updates.

CALL TO THE PUBLIC: None

ADJOURNMENT: Gene Heppard motioned to adjourn. Seconded by Randy Collins. The meeting was adjourned at 2:56 PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Tony DiRienzi/Edward Myers III _____ SILC ED/SILC Chair