

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of December 5, 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, Exec Director
Sharon Engelhardt, Exec. Assistant

Guests

Sean Barrett, RSA -OSERS
Tanya Stellar, RSA-OSERS
Georgia McLaughlin, SILC Member

Donna Powers, Chair, called the meeting to order at 12:13 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 11-07-07. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.*

OSERS/RSA:

- Agenda adjusted to accommodate the schedule of staff from OSERS/RSA (See below).

FINANCIALS:

- Gene Heppard reviewed the financials for month ending October 31, 2007. (See handouts – Financials).
- Gene reported that he, Tony and Sharon met with the SILC accountant last week to review the content and format of the financials. Revisions to the financials are being considered in order to more clearly identify and segregate the different SILC revenue sources and the expenses associated with those revenues, e.g., the RSA account activity, and the Just Vote Project. Separate statements are being considered for each major revenue source.
- Tony presented a draft comprehensive spreadsheet he constructed for the committee's consideration. (See handout – Spreadsheet). Tony generated

it manually and suggested that it be presented quarterly to provide a summary overview.

- Tony noted that a check sent two years ago for an overpayment by RSA to SILC in the amount of \$85 was recently returned to SILC. AZ RSA requested that SILC issue a new check for that amount because the original was misplaced and is invalid.

Edward Myers III motioned to approve the financial report for month ending October 31, 2007 as presented. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

AUDIT:

- Tony reported the independent audit of SILC for the fiscal year ending in June 2007 is scheduled for next week. The audit will be conducted by Mike Magnan. His bid of \$4,500 included doing the audit as well as preparing and filing the SILC tax returns.

CREDIT CARD POLICY:

- Tony DiRienzi presented a proposed draft of a Credit Card Policy for SILC (See handout – Credit Card Policy).
- The committee reviewed the draft and inserted some revisions.

Gene Heppard motioned to approve the credit card policy as revised. Seconded by Edward Myers III. A vote was taken and the motion was unanimously approved.

Edward Myers III motioned to approve The Executive Director apply at Wells Fargo bank for a credit card to be used for SILC purchases. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

CREDIT CARD VENDOR:

- There was a discussion regarding SILC applying at Wells Fargo Bank to become a vendor that can accept payment from Master Card Visa credit card holders.
- Tony noted three fundraising areas where being a credit card vendor would be beneficial to SILC. Those areas included
 - SILC sponsored events and conferences
 - Selling merchandise
 - Accepting public contributions
- The estimated cost associated with accepting credit card payments are:

- approximately \$500 annually for service fees and incidentals
- 1-3% for each transaction depending on the type of card used by the payer.

Ed Myers motioned to approve The Executive Director applying for a vendor credit card status for SILC. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

SILC PROGRAM COORDINATOR:

- Tony DiRienzi presented a draft Job Description for a SILC Program Coordinator (See handout – Program Coordinator)
- The Committee discussed and reviewed the Job Description and inserted some revisions.
- The duties and responsibilities of the coordinator are exclusively related to SILC program goals and objectives.
- Part B funds will be use to support the coordinator’s salary and ERE. Those expenses will be proportionally attributed to the respective SILC committee budgets.
- It was noted that the Council included in the Executive Director’s last performance evaluation a goal for this FY to hire an additional SILC staff.

Edward Myers, III motioned to approve the Program Coordinator Job Description as revised and that the proposed salary range and benefits package shall be funded using program allocations in the SILC budget. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

SILC COMMITTEE MEMBERSHIP:

- A proposed roster of Council members and Community volunteers to recruit for SILC Committees was reviewed. (See handout – Committee Membership Matrix)
- The Executive Committee discussed and reviewed the list with a few revisions.
- Donna Powers stated she will contact council members on the list to ask them to serve on the respective Committees. She will also designate a chair for each of the Committees.
- Tony noted he received an email from the Governor’s Boards and Commission office related to the appointment of Mari Herrera Daniels as a new Council member. SILC is waiting for the approval of another candidate it recommended.

STATUTORY REPRESENTATION- SUDS:

- It was reported that the annual statutory representation invoice in the amount of \$105.25 is due.
- SILC established a for profit subsidiary in 2003 in order to operate the Statewide Universal Design Systems (SUDS). Although SUDS no longer exist and because a considerable amount of work and resources were expended to create the subsidiary, the council decided in 2004 to retain and hold in abeyance the subsidiary status until such time that SILC has the capacity to administer and oversee another entity.

Edward Myers III motioned to approve payment of the statutory representation invoice. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.

QUARTERLY MEETING AGENDA ITEMS:

- A draft of the Quarterly meeting agenda was reviewed and discussed (See handout – Quarterly Meeting Agenda).
- The Quarterly meeting is scheduled for December 20, 2007.

OSERS/RSA: OSERS/RSA (Office of Special Education and Rehabilitative Services, Rehabilitation Services Administration)

- Sean Barrett and Tanya Stellar with OSERS/RSA in Washington DC joined the meeting by teleconference.
- OSERS will be conducting a site visit in Arizona to review AZRSA and SILC. The reason for the teleconference was to discuss the purpose of the site visit and the procedures and protocols of the review process.
- Noted discussion points include:
 - The review of SILC will be predominately focused on Part B funding.
 - The site reviews for CILs will be scheduled for another time but this visit will include an assessment of how the various organizations in the IL community are working collaboratively.
 - The OSER/RSA goal of the review is assess performance and make recommendations on how to maximize performance.
 - OSERS/RSA want to assess: 1) what are the IL issues in Arizona, 2) what are exemplary practices in Arizona that other states can emulate, and 3) what Technical Assistance (TA) does Arizona need in order to enhance and expanded their IL activities and efforts.

- OSDERS/RSA will identify issues that they assess as needing to be addressed and subsequently develop and send a Correction Action Plan related to those issues.
- Sean asked for an hour time slot in the SILC December Quarterly meeting agenda to discuss the review and get input from the Council members.
- The site review is scheduled for March 3-7, 2008.

EXECUTIVE DIRECTOR’S REPORT:

- A written Executive Director Report that listed the various meetings and activities since the last meeting was submitted to the Committee for their review and consideration. (See handout – ED Report).

704 report

- Tony reported the 704 report has been completed by both SILC and RSA. (See handout – 704 Report).
- The report was approved as presented and it was signed by Donna Powers, the SILC chair.

Edward Myers III motioned to approve the 704 report as presented. Seconded by Kim March-Force. A vote was taken and the motion was unanimously approved.

NEXT EXECUTIVE MEETING/AGENDA:

- There is no Executive meeting in January. Next meeting is February 6, 2008.

ANNOUNCEMENTS: None

CALL TO THE PUBLIC: None

ADJOURNMENT: Edward Myers, III motioned to adjourn. Seconded by Gene Heppard. The meeting was adjourned at 2:06PM

Prepared by: Sharon Engelhardt _____ SILC staff

Reviewed by: Donna Powers _____ SILC Chairperson