

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of February 13, 2009

Committee Members Present

Randy Collins, Vice Chair *
Gene Heppard, Treasurer *
E. Mari Herrera-Daniels, Vice Treasurer
Rudy Buchanan, Secretary
*teleconference

Members Absent

Edward Myers, Chair

Staff

Tony DiRienzi-Executive Director and Sharon Engelhardt-Exec. Assistant

Randy Collins, Vice Chair, called the meeting to order at 1:22 PM in the SILC conference room at 5025 East Washington #214, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *E. Mari Herrera-Daniels motioned to approve the minutes of 01-16-09. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

The financial reports for the month ending January 31, 2009, were reviewed. (See handouts – Financials).

- Tony DiRienzi indicated that 50% the program budget and 40% of the administrative/operation budget has been expended for the 6 month period. Tony said he will soon do projections for the remaining FY Quarters and recommend revisions to the council, if necessary.
- There was a question of relocation costs. Tony reported that of the \$5,000 budget approximately \$4,500 was expended and there is an outstanding invoice for \$495 related to telephone service. The invoice needs to be reviewed and assessed because that cost may be related to services included in the original contract with the provider to install our new telephone and internet cable (DSL).

E. Mari Herrera-Daniels motioned to approve the financial report for month ending January 31, 2009. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

- Tony reviewed the Executive Committee budget. He noted that the rationale for the committee's budget. It was established as a mechanism for the committee, at its discretion, reallocates funds to other SILC program activity and committees as appropriate and needed. It is usually applied to unexpected, but important program expenses.
- To date \$1,681 has been expended of the \$9,200 budget, leaving a balance of \$7,519.
- There was a discussion of supporting Fernando Cruz's (Council Member) presentation at the Pacific Rim conference in Hawaii in May. His request is for funding to pay his travel and lodging costs. The Executive Committee discussed his request for approximately \$2,000. If the committee approves the allocation they would like him to give a report to the full council after the conference.

Rudy Buchanan motioned to approve the travel support costs associated with Fernando Cruz attending the Pacific Rim Conference. Seconded by E. Mari Herrera-Daniels. A vote was taken and the motion was unanimously approved.

Fund allocations:

- Tony DiRienzi commented that he thinks the budget may need to be revised. Original revenue projections are not being realized. He will present his recommendations after scrutinizing the budget.
- Tony also commented that during the auditing and tax preparation process he worked with the auditor on appropriately attributing to particular funding sources staff time as it relates to their respective administrative and program activities.

Audit:

- A draft audit report for the Fiscal Year ending June 30, 2008 was distributed to the committee prior to the meeting (See draft audit report). The committee reviewed the report and had no changes to recommend.
- Tony noted that SILC filed an extension with IRS for filing the tax return (form 990). They will be due in May. He also stated that there is no penalty or other negative consequences associated with an extension.

Gene Heppard motioned to accept the draft audit report as presented. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

DISABILITY EMPOWERMENT CENTER (DEC) LEASE:

- Tony DiRienzi reported that the DEC lease was slightly revised (the suite number and commencement date were inserted) and the revised lease will

soon be signed. Tony will follow-up on getting the lease signed as soon as possible. The term is for 5 year and at a rate less than our previous lease.

- There was a question regarding a looping system being available in the DEC conference center area. The committee would like to know if a looping system is up and running.

MEMBERSHIP:

- The committee discussed the need to review council membership and identify potential candidates for recommendations to the Governor's Boards and Commissions office. Some council members' terms will expire on June 30, 2009.
- Tony noted that when considering candidates we should be very sensitive to maintaining the diversity of the council. The council composition needs to reflect as much as possible the various disability constituencies in Arizona.
- Committee members discussed their impressions of diversity on the National Council of Disability. They concluded that they would like to see the NCD more diverse. To that point, it was suggested to recommend Fernando Cruz as a candidate for appointment to the NCD.

QUARTERLY MEETING/AGENDA:

- The Quarterly meeting will be March 19, 2009.
- Agenda items suggested included: audit report, membership recommendations and a presentation on legislative issues by Tim Schmaltz of PAFCO was suggested.

Executive Director Report:

Activities:

- Tony DiRienzi reported that the National Council on Disabilities sent him a proposed senate bill regarding sprinkler systems in residential construction. They are asking SILC's support. Tony is reviewing the bill and will report his findings and recommendation to the council.
- SILC participated in PAFCO day last week at the state capitol.
- Tony was asked to be on the OSERS/RSA audit review panel for DIRECT, Center for Independent Living in Tucson in mid March.
- Tony has been making meeting with the Directors of the Arizona Departments of Economic Security (D.E.S.) and Health Services (DHS) and the Arizona Health Care Cost Containment system (AHCCCS), as well as various disability organizations. The focus of those meetings has been

to garner support on implementing the recommendations cited in the Durable Medical Task Force report.

- SILC had an outreach table at the Chinese Cultural festival last week.
- SILC will have a table at the upcoming Legislative Awareness day on March 10, 2009.

Office updates:

- The SILC website has been reconfigured to enhance its accessible and more IL related documents and pages have been added.
- A motion sensor has been installed in the front of our office to alert staff of people entering and leaving. This device is particularly useful when we are in the conference room and cannot see if any one is coming or going.
- SILC staff order two banners with the SILC logo and mission and a vertical SILC sign. The banners are intended to be use in community activities and outings and the sign will be installed onto the exposed building girder near the front door.
- There is new office furniture in the Program Coordinator's office as well as a wireless keyboard. The Program Coordinator is currently exploring audio software for her home office. When she is comfortable and proficient with the software SILC will acquire the same for use in our office.

NEXT MEETING/AGENDA:

- Next Executive Committee meeting is scheduled for April 17, 2009. Staff evaluations will be on the agenda.
- It was suggested for SILC staff to explore video/teleconferencing via the internet. The intention is improve accommodation options and reduce the travel need for those council members that live outside the valley area. Randy Collins volunteered to assist.

ANNOUNCEMENTS:

- E. Mari Herrera-Daniels announced that a newsletter from Congressman Pastor's office will be distributed this month that has a photo of the Golden Gate outreach event in it.
- E. Mari also announced that Tony DiRienzi was asked and has accepted to be on an art jury panel from the Congressman's office.

CALL TO THE PUBLIC: None

ADJOURNMENT: Gene Heppard motioned to adjourn. Seconded by Rudy Buchanan and approved unanimously. The meeting was adjourned at 3:03 PM

Prepared by: Sharon Engelhardt_____SILC staff

Reviewed by: Tony DiRienzi/Edward Myers III_____SILC ED/SILC Chair