

Statewide Independent Living Council (SILC)
Executive Committee
Minutes of April 17, 2009

Committee Members Present

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

Members Absent:

Gene Heppard, Treasurer

Staff

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

Edward Myers Chair, called the meeting to order at 1:03 PM in the SILC conference room at 5025 East Washington #214, Phoenix, Arizona.

WELCOME/INTRODUCTIONS: Introductions were made.

APPROVAL OF MINUTES: *Randy Collins motioned to approve the minutes of 02-13-09. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.*

FINANCIALS:

Draft copies of the financial reports for the month ending March 31, 2009, were distributed. (See handouts – Draft Financials).

- Tony DiRienzi explained that the financial statements were drafts copies. They have not yet been reconciled by the SILC accountant. The accountant did not have the time to complete the reconciliation because she recently had a death in the family and her workload has been overwhelming due to the tax season.
- The statements were reviewed. However, because they were not reconciled there could be no motioned to approve. Formal approval will be scheduled for the next Executive Committee meeting.
- Tony DiRienzi indicated that budget will need to be revised as we approach the end of our fiscal year. He noted that the income line item of \$30,000. for grants will not be realized this FY and will need to be adjusted. He clarified that no expenses associated the grant funding have been incurred. The SILC workload, the downturn in the economy, and finding specific grants we could apply for, all contributed to not submitting any proposals for this FY.

- There was a discussion about the remaining \$6,800 balance in the Executive Committee budget. Three topics were considered on how to expend the funds:
 - Supporting the SILC Program Coordinator to attend the NCIL conference at an approximate cost of \$4,000. Tony noted that these costs are program related.
 - Supporting a workshop for the AZ Center's for Independent (CIL) executive directors that will focus on Board of Directors Recruitment and Retention. Tony developed a budget and the cost would be approximately \$3,000. Tony reported that at the last CIL ED meeting, they indicated a board workshop is greatly needed. The costs for the workshop could be divided between the Executive Committee and the CIL Networking Committee. The Executive Committee would support engaging a consultant to conduct the workshop at \$1,800 and travel related costs would come from the CIL Networking Committee.
 - Supporting the National Disabilities Studies Curriculum Conference scheduled for June in Tucson with \$500 for accommodations and related expenses.

Rudy Buchanan motioned to approve the three suggested expenses from the Executive Committee budget which are \$4,000 for NCIL conference travel expenses for the Program Coordinator, \$1,800 for a consultant for the CIL ED board training and \$500 for accommodation support of the disabilities studies curriculum conference. Seconded by Randy Collins. A vote was taken and the motion was unanimously approved.

- Tony reported he is hoping for \$15,000 in contributions with the Just Vote Arizona project. Tony acknowledged and thanked E. Mari Herrera-Daniels for her consultations over the past few months related to the JVA project.

NEEDS ASSESSMENT TASK FORCE:

- Tony DiRienzi reported that he and Bob Michaels, who is now a member of SILC, have been talking about how to assess and prioritize the needs of the disability community in Arizona. They discussed developing surveys and conducting them with interactive web pages. Bob is willing to chair a Need Assessment Task Force. Tony noted that a needs assessment is required to prepare for the next State Plan for Independent Living (SPIL).

Rudy Buchanan motioned to approve establishing a SILC Needs Assessment Task Force. Seconded by E. Mari Herrera-Daniels. A vote was taken and the motion was unanimously approved.

AMERICAN RECOVERY & REINVESTMENT ACT (ARRA):

- Tony DiRienzi reported that he and Bob Michaels recently met to discuss what approach SILC might take on how to participate in the ARRA Independent Living (IL) Part B funds.
- SILC wants to be afforded the opportunity to participate in how those funds are expended.
- Tony noted a few projects that the ARRA funds could be applied. They include:
 - integrated 704 software for the CILs,
 - youth leadership training, and
 - disability chamber of commerce.
- E. Mari Herrera-Daniels commented that for youth leadership expanding the current Phoenix youth group of Partners in Policy Making might be an idea versus developing the training.
- Tony also noted that he and Bob want to explore with AZ RSA the possibility of transitioning the Independent Living Rehabilitation Services (ILRS) program to the Centers for Independent Living (CILS) to administer.

SILC WEBSITE EXECUTIVE DIRECTOR(ED) REPORT:

- There was a discussion of if the ED report should be posted on the SILC website. It was decided that the report does not need to be on the website.

Randy Collins motioned the approval to not have the Executive Director report on the SILC website. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.

EMPLOYEE PERFORMANCE EVALUATION PLANNING:

- Tony DiRienzi stated he will be doing the Executive Assistant and Program Coordinator employee performance evaluations in May.
- The timeframe for conducting the Executive Director (ED) evaluation was discussed. It was decided the Executive Committee will do the ED evaluation on May 15th. An abbreviated version of the evaluation form will be distributed to all council members to afford them the opportunity to provide input on the ED evaluation. The distribution will be scheduled for April 24th with a due back date of May 8th.
- The Executive Committee will present their evaluation recommends to the full Council at the quarterly meeting on June 18, 2009 for approval.

Executive Director Report:

Activities:

- Tony DiRienzi reported he stopped by the Board and Commissions office to say hello to the new director. He plans to set up a meeting to go over the SILC membership roster. It is important for SILC to maintain diversity on the Council. A membership chart of the current members and those up for reappointment was sent to the Committee prior to the meeting (See SILC membership chart). It was decided to have Tony call those up for reappointment and see if they are interested or not. Edward Myers will follow-up with a confirmation email.
- Tony stated he has been busy with advocacy efforts attending meetings at the state capitol.

Office updates:

- The SILC website has been reconfigured to enhance its accessible features and more IL related documents and pages have been added.
- Tony's computer is crashing and a new computer is needed. A computer tracking chart has been created to schedule replacements and to budget for new computers as needed.
- SILC is participating in the safety meetings being held at the Disability Empowerment Center (DEC). SILC has fire extinguishers in the office. There will be a DEC fire demonstration next week that SILC will attend. Two SILC staff now have pepper spray for security.
- SILC is still looking into assistive technology for suite and elevator access for the Program Coordinator.
- The Program Coordinator is being trained next week on audio input software for her home office. SILC will look to replicate that at the SILC office.
- Randy Collins mentioned there is a news article about a program called Special Needs Alert Program (SNAP) designed for emergency services. He will forward the information to the SILC office.
- Tony reported that October is disabilities awareness month and that perhaps we should develop plans for activities. SILC is exploring an Emergency Preparedness for people with disabilities Summit and a symposium on disability identity.

NEXT MEETING/AGENDA:

- Next Executive Committee meeting is scheduled for May 15, 2009. Budget revisions and the American Recovery & Reinvestment Act will be on the

agenda. The meeting will run from 1- 2 PM with the ED evaluation to run from 2-3 PM in Executive Session.

ANNOUNCEMENTS:

- Tony DiRienzi announced he plans to attend the abilities expo the end of May in California. Assistive Technology is the focus of the expo. Any Committee members interested in attending should let Tony know.

CALL TO THE PUBLIC: None

ADJOURNMENT: Randy Collins motioned to adjourn. Seconded by Rudy Buchanan and was approved unanimously. The meeting was adjourned at 2:26 PM.

Prepared by: Sharon Engelhardt_____SILC staff

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