

Statewide Independent Living Council
Full Council
-Quarterly/Annual meeting-
Minutes of June 2, 2005

Council Members Present

Donna Powers, Chairperson
Edward L. Myers, III, Vice Chair
Robin Hungerford, Vice Treasurer
Al Villaverde, Treasurer
Ez Bachand, Past-Chair
Mary Busfield, Secretary
Marquita Beene
Sherri Collins
Randy Collins
Fernando Cruz
Ken Edwards
Ted Garland
Gene Heppard
John Hunter
Ken Jacuzzi
Lavern Lizer
Kim March-Force
Joyce Weber
Olan Williams
Skip Bingham, Ex-Officio

Council Members Absent

Naomi Ortiz
Glen Reiner

Staff

Tony DiRienzi
Sharon Engelhardt

Guests

Bob Michaels, Kathryn Robins, Mary Garland, Nikki Webb and Ellen Vercellino.

Welcome/ Introductions / Recognitions: Donna Powers, Chair, called the meeting to order at 9:07 AM at the Wingate Hotel 2520 N. Central Ave, Phoenix, Arizona. The Council was welcomed and introductions made. Donna Powers presented a plaque to Ez Bachand and later in the meeting to Mary Busfield in recognition of their service to SILC. The terms of as council members are both expiring as of June 30th. Ez was noted for his extra efforts and time in helping establishing SILC as a non-profit organization. He was presented with an additional gift, an engraved clock. Skip Bingham, RSA Administrator, is retiring and was recognized with token of appreciation for his service. He was presented with a contractor's tool bag. They were all thanked for their many years of support to SILC. Each delivered a short statement and thanked SILC for their award recognitions

Approval of Minutes: *Ed Myers motioned to approve the minutes of March 3, 2005. Ken Jacuzzi seconded. There was a correction of a word under the CIL report for the DIRECT report to be changed from assert to CERT (CERT=Community Emergency Response Team). A vote was taken and the motion was unanimously approved with the corrections.*

Approval of Consent List:

Donna Powers explained the function of the consent list. She stated that it is a vehicle for giving the executive committee authority and approval to conduct council business that needs to be addressed and resolved during the interim periods of full council meetings. Donna also noted that the 5-18-05 ratification regarding CyberCIL was pulled from the consent list and will be discussed as a separate item.

Ken Jacuzzi motioned to approve the June 2, 2005 Consent List. Seconded by Ed Myers. A vote was taken and the motion was unanimously approved.

CyberCIL:

- Bob Michaels was asked to give a presentation on the status of CyberCIL.
- Bob stated that CyberCIL had been looking for a part time executive director but there were problems finding someone within the timeframe specified in the SILC contract. However, CyberCIL recently through a subcontract with ABIL, hired Judy Benshoof as the Executive Director.
- CyberCIL is fully compliant with the contract.
- Tony DiRienzi added that he was part of a recent tri-state meeting with Arizona, California and Nevada and at that meeting CyberCIL was discussed as an excellent vehicle for reaching the underserved people with disabilities in the tri-state area along the Colorado River.
- Sherri Collins expressed some concerns that the website needs to explore enhancing their accessibility features for the deaf and hard of hearing. Additionally, Joyce Weber inquired as to expanding their information with respect to service animals. Bob Michaels said he will address both issues with the new executive director.
- It was also stressed that features for securing confidentiality be very well incorporated into the website.

REPORTS:

RSA Report (Rehabilitation Services Administration)/ILRS report:

(Agenda was changed for the RSA report to be given early as Skip Bingham had to leave).

- Skip Bingham announced that Craig Warren will replace him as the RSA Administrator.
- Skip stated that SILC will be transition into a performance based contract with RSA as of July 1. The current funding flow will dramatically change. SILC will receive 30% of its annual budget in July and by December should be in receipt of 80% of the annual budget.
- Congratulations were given to Tony DiRienzi and Skip for their efforts in getting the contract through.
- Regarding government/legislative issues, Skip commented that it looks like RSA dodged the WIA Plus which would have consolidated the VR program with employment programs. The elimination of the RSA Regional offices will become effective as of October 2005. There was a suggestion of going to the regional website to view how a task force is handling the office elimination.

- Ez Bachand commented about the efforts over the years by Skip and by Nikki Webb and Ellen Vercellino. Applause was given to all.

Executive Committee Report:

SILC Retreat Summary review/discussion:

- Donna Powers reported that the retreat summary from the April Board retreat was emailed to all. (See Summary report) Donna noted that our SPIL needs to go over an annual review and the major focus of the retreat was accordingly directed.
- It was noted that board governance on rules and responsibilities was not covered as planned because of the unexpected amount of discussion time dedicated to the purpose and mission of SILC. A follow-up meeting to conclude the original agenda will be scheduled in August. Board Governance will be the principal focus in August. The topic will include the rules and responsibilities of council members, as well as defining what their fiduciary functions. Donna reviewed the items covered at the retreat and in particular the adoption a new mission statement. Donna read the mission statement and the council unanimously agreed to the statement which is: ***The mission of the AZ SIL is to facilitate systemic change that promotes independence, inclusion, non-discrimination, and dignity for all people with disabilities in Arizona.***
- Donna went on to report that SILC identified the people it serves as; 1)people with disabilities, 2)the Governor office, 3) policy makers, and 4) Independent Living Centers. There was no objection.
- Donna continued with reading the vision elements of image, niche & scope, base of support and infrastructure & capabilities. It was decided to have these on the upcoming retreat agenda to discuss. The council felt that SILC needs a vision statement. It was suggested that it should be on the retreat agenda as well.
- Restructuring the Committees was noted as needed to match with the core strategies listed on the retreat summary report. Committee restructure and member assignment to Committees will be part of the retreat.

Treasurer's Report:

Audit report/presentation:

- Tony DiRienzi introduced Carter Smitherman with Cronstrom and Trbovich to go over the year ending June 30, 2004 audit report. Tony noted that the auditors were at the SILC office in the fall for 3 full days conducting the audit.
- Carter stated there are 7 sections of the report (see handout) which are: Independent Auditor's Report, Statement of Financial Position, Statement of Activities, Statement of Functional Expenses, Statement of Cash Flows and Notes to Financial Statements. Each section was reviewed individually.
- It was noted that the current ratio of expenses is approximately 55% to 45% respectively for programs and operating.
- Carter indicated that the Notes to Financial Statements section provides required disclosures that provide more detail to the financial statements.

- There was a question of the SILC for-profit entity and an outstanding attorney's invoice. Carter noted that was disclosed and the agreed 2,000 liability is reflected on the financial statements. Tony DiRienzi added that the invoice has since been paid.
- The SILC Congress money is currently an asset to SILC and is indicated as deferred revenue in the amount of \$19K.
- Tony DiRienzi noted that SILC as a fiscal agent is good thing and not onerous. An example of that activity is when AZ SILC was the host for the national SILC Congress. Those funds reflect positively in our program activity. That kind of activity is needed for fundraising and grant writing & awards.
- Carter continued his audit presentation by going over the three pages of the Management Letter. (See handout). The letter comments referred to: 1) Disbursements, 2) Bidding, 3) Expenses, and 4) Criteria for Fixed Assets. Tony commented about each area during the report and noting that the comment areas have already been addressed since the audit. Regarding fixed assets, fiscal policy and procedures are being reviewed and will address the posting of the assets as recommended. Determining the threshold SILC decides for fixed assets will be addressed soon.
- It was questioned and noted that computer software can be capitalized. The purchase of the software and any costs associated with getting it up and running including installing and even training. Maintenance and upgrade fees are not capitalized.

~BREAK~

REPORTS:

(Agenda was changed for the CIL report to be given early as Ken Edwards was not feeling well).

CIL Report (Centers for Independent Living): Ken Edwards gave a report from each CIL.

ASSIST!:

- No report other than noting that ASSIST! is part of the planning for the upcoming IL Summit with all the other CILS.

ABIL:

- ABIL has their first resident at their transition house.
- ABIL continues work with PAS certification and that they are looking into an Association for PAS.
- ABIL continues to be the fiscal manager for CyberCIL.

NEW HORIZONS:

- NH applied for a \$10K grant for technology and is awaiting the decision of that. They are also awaiting a decision on a \$58K grant recently applied for.
- NH's new ADOT van will be coming soon.

SMILE:

- Kathryn Robins reported that SMILE along with NH is part of the tri-cil alliance that applied for a \$10K grant for capacity building and information technology. Awards should be known in the next couple weeks.
- It was reported that Darryl Long of SMILE has been appointed to the council.

DIRECT:

- Kim March-Force reported that DIRECT has a Department of Housing grant for home modifications and emergency repairs. Interviews are being done for hiring the person for doing assessment of homes.
- The PSA program has a new hire to be starting soon.
- There is a Summit being held the end of June on self determination and DIRECT staff will be attending.
- DIRECT is acting as the fiscal agent for CochiseAbility and is expecting to use the full \$20K grant from SILC by the end of June. The largest expenditure was for make the building accessible. There is a website for CochiseAbility and there are plans to add a chat room.

Treasurer's Report: (continued)

Current Financials:

- The April financial statement was sent out to all prior to the meeting and reviewed during the meeting (see handout). Tony DiRienzi went over the statement. The balance of revenues for the end of April 2005 is at \$123K. Tony stated that there were many expenses in May and they are currently being processed.

Ken Jacuzzi motioned to approve the financial statement ending April 30th as presented. Seconded by Ed Myers. A vote was taken and the motion unanimously approved.

FY 2005-2006 budget:

- Tony DiRienzi went over a proposed 2005-06 budget. (See handout).
- Revenues are expected to be \$297,581 from RSA, \$20K in grants and \$500 in donations.
- Administrative budget is \$118,512 which reflects a modest employee increase as the there is a high increase for medical premiums.
- Operating is \$52,100 which is a decrease from the previous year.
- Member Support is \$27,469 which is also a decrease.
- Operating and Member Support budgeting allows for more money to be in Programs.
- Committees (Programs) is budgeted for \$120K
- It was mentioned that in-kind contributions as with interpreters that Sherri Collins with ACDHH need to be included in the budget.

Ed Myers motioned to approve the proposed budget with the proposed amendment to include in-kind contributions. Seconded by Ken Jacuzzi. d. A vote was taken and the motion unanimously approved.

Executive Director Report:

Conference/Activities/Event Report:

- Tony DiRienzi reported that the IL Summit planning continues for the August event at the PV Embassy Suites. Tony noted that the Embassy has new management and Summit planners are working with them to make sure all goes smoothly.
- Tony stated that the Executive Committee agreed for SILC to be the fiscal agent for the July 28th ADA event. The ADA office is organizing that event.

- Tony stated he has been working with Art Ability and with their upcoming conference in September. He will be doing a power point presentation on the history and philosophy of Independent Living.

Contracts:

- Tony DiRienzi reported that the RSA performance based contract as earlier reported by Skip Bingham should be effective as of July 1, 2005
- All other contracts as the PCA contract, the IL Survey and audit contract are completed or coming to term.

Office updates:

- Tony DiRienzi noted that the purchase of an office safe as reported at the last meeting in abeyance until a couple computer issues are resolved. Software for shared files is needed as is server software. Tony noted the CPU being used as our server internally relocated into the storage area which is capable of being locked.
- It was questioned about the SILC office lease and if SILC will move to the site that ABIL is researching for having a grouping of disability organizations all in one center. The SILC lease has a couple more years on it and the ABIL project is years away.

ELECTION OF OFFICERS:

- Ken Jacuzzi announced that Darryl Long will be a new member of SILC effective July 1, 2005. Tony DiRienzi added that Darryl is from a western county and adds diversity to the Council in various ways.
- Donna Powers went over the ballot for the officer election (see handout). Robin Hungerford is the secretary nominee, Al Villaverde is the Treasurer nominee and Marquita Beene and Gene Heppard are the nominees for the Vice Treasurer position. Nominations were called from the floor and none were given. Write-ins were noted as acceptable. Ballots were then marked, collected and tallied.
- ***Results were Robin Hungerford was elected as Secretary, Al Villaverde as Treasurer and Gene Heppard as Vice Treasurer.***

REPORTS: (continued from earlier in meeting)

SRC Report:

- Ez Bachand reported that SRC has decided to collaborate more to help with their advocacy efforts.
- SRC has approved their budget and strategic plan.
- SRC is looking for new members and with Ez going off the SILC, a new SILC representative will be needed to serve on SRC. Gene Heppard said he would consider being on SRC.

121 Report

- Lavern Lizer reported that in May there was a 121 conference in South Dakota.
- Regarding grants, Lavern noted that they have applied for a 5 year grant for the Navajo Nation and that 23 other native tribes applied as well.
- Lavern stated there are 74 121 projects nationwide.

COMMITTEE REPORTS:

Community Collaboration Committee.

- Gene Heppard reported that the PCA Needs Assessment Survey was recently received and is being reviewed. An executive summary of the report was requested and once received will be distributed to all.

CIL Networking & Resources Committee.

- No report.

Nominating Committee

- Already reported earlier that Darryl Long is a new SILC member starting July 1, 2005

Outreach Committee.

- Joyce Weber reported that the Committee has been busy with outreach efforts including, Day on the Lake, Rehab Without Walls, a presentation in Globe and soon SILC will have an information booth at the upcoming AT Conference.
- Plans are in the working for an outreach workshop in Cottonwood. John Hunter reported the workshop will be on September 23rd at the city's public safety building. A tentative agenda is set which will include the usual outreach information but will also include assistive technology and emergency preparedness.
- Joyce reported the Committee is working on their peer mentoring goals.
- Ted Garland stated the youth leadership sub committee needs to have a meeting.

Public Policy Committee:

- Sherri Collins reported the Committee has been helping to support and plan the IL Summit. Tony DiRienzi added that the program agenda is at the printers and will be out soon.
- Sherri reported the IL Survey and focus group information has been submitted to "Full Circle" and a full results report should be done by the middle of June. Tony DiRienzi added that there was a 20% return on the mail survey.
- Sherri stated that she and Tony will be meeting to establish a list of people/organizations to be included on an IL Task Force. Any suggestions were requested to be sent to her or Tony. The Task Force can research and analyze data for official documentation that will be useful for all IL services.
- Sherri announced that the PP Committee will be holding a "brainstorm" session in June on legislative issues and any Council members are welcome to attend.

OLD/NEW BUSINESS:

Emergency Preparedness

- Gene Heppard commented about emergency preparedness stating that there are many activities happening and perhaps we can get together to combine and share efforts. Gene noted that with Phoenix College he is on a Committee for emergency readiness. Joyce Weber added that the Cottonwood outreach workshop will include emergency preparedness.

Donna Powers noted in May she traveled to give an EP presentation in the White Mountains. Tony DiRienzi stated the Governor's Council on Developmental Disabilities has produced a manual on emergency preparedness for their constituency. He also reported how he participated in a wild fire drill/scenario at DEMA headquarters. Tony will also be participating in designing a bio-terrorism drill in October.

- Ez Bachand was announced as the new Emergency Preparedness sub committee chair. Ez said he will continue efforts for emergency preparedness and will be calling a meeting together soon.

Fundraising:

- Ken Jacuzzi brought up for discussion fundraising efforts for SILC. Ken presented a handout from Fund Raising Consultants Ltd. that listed their scope of consulting services. (See handout).
- There was a lengthy discussion about fundraising and generating an endowment.
- There was a suggestion of creating a sub committee to explore opportunities for fundraising.
- It was decided that this meeting was not appropriate for making any decisions about hiring or not hiring fund raising consultants.

PUBLIC ANNOUCEMENTS/ MAY CALL TO THE PUBLIC: None

ADJOURNMENT: *Ken Jacuzzi motion to adjourn the meeting. Seconded by Gene Heppard. The meeting adjourned at 1:05 PM*

Lunch:

Lunch was provided by donations from Fry's food store. A thanks was given to Donna Powers for her efforts to secure funding for lunches.

Prepared by: Sharon Engelhardt _____

SILC Staff

Reviewed by: Robin Hungerford _____

SILC Secretary