

Statewide Independent Living Council
Full Council – Quarterly meeting
Minutes of June 19, 2008

Council Members Present

Edward L. Myers, III, Chair
Randy Collins, Vice Chair
Gene Heppard, Treasurer
Kim March-Force, Vice Treasurer
Rudy Buchanan, Secretary
Fernando Cruz
Ted Garland
E. Mari Herrerra-Daniels
Ken Jacuzzi
Katharine Levandowsky, Ex-Officio
Suzanne Malson
Georgia McLaughlin
Jenn-Yun Tein
Ashleigh Turner
Gail Wilt
Joe Lee Yazzie

Council Members Absent

Sherri Collins
Ken Edwards
Alfred Zulli Jr.

Staff

Tony DiRienzi, executive director
Sharon Engelhardt, executive assistant
Donna Powers, program coordinator.

Guests

Chris Deere,
Ez Bachand,
Laura Duval

Welcome/ Introductions:

- Edward Myers III, Chair, called the meeting to order at 9:03 AM at the Fairfield Inn 2520 N. Central Ave, Phoenix, Arizona. Introductions were made.

Approval of Minutes: A correction to the March 20, 2008 meeting minutes was requested. The minutes listed Kim March-Force as absent however, she was in attendance. The minutes were corrected. ***Gene Heppard motioned to approve the minutes of March 20, 2008 with the correction of Kim March-Force as present. Seconded by Rudy Buchanan. A vote was taken and the motion was unanimously approved.***

Approval of Consent List: ***Gene Heppard motioned to approve the Consent List for June 19, 2008. Seconded by Joe Lee Yazzie. A vote was taken and the motion was unanimously approved.***

Treasurer's Report:

Financials

- Gene Heppard reviewed the financial statements for the month ending May 31, 2008. They were distributed by email prior to the meeting. (See financial statements).
- Gene reported that SILC has received all RSA funds for the FY and SILC is on track for end of year spending.
- It was noted that on the monthly financials for "other activities" that the negative numbers indicated on the last column are actually not negative but are revenues received. They are presented as such because there was no initial budget attributed to those line items.
- It was also noted for clarification that the \$2,000 on page one attributed to miscellaneous income indicated as a negative is also because there was no initial budget established.

Budget FY 2009

- A proposed budget for FY 2009 was reviewed and discussed (See proposed budget).
- Gene Heppard reviewed the budget and noted several changes from the previous budgets which are:
 - Administrative budget for FY 2009 of \$115,990 is less than last year because a percentage of the Executive Director's salary will be attributed to the Just Vote Arizona project budget.
 - The website maintenance line was considerably increased. Previously that funding was attributed to Web Developer in the category of professional fees. The budget was revised to more accurately reflect the reason for the expense. The line item was increased from \$1500.00 to \$2000.00.
 - Because of the increase cost associated with fuel and the expectation of additional staff travel that line item was increased accordingly.
 - Related to scheduling a Board Retreat and secondarily to increases associated with council members' travel reimbursements for fuel and lodging the budget for Council Member Support Category was increased considerably from '08 to '09. The Board Retreat is an agenda item to be discussed later in the meeting under the SILC Chair report.
 - The Committee budgets were adjusted to support the expenses associated with the Program Coordinator.
- Gene reported that he and SILC staff met with the SILC accountant to discuss reformatting the financials in order to present a more accurate report of all the SILC activities on one spreadsheet.
- Tony DiRienzi presented a draft budget with 5 different revenue streams. They included:

- RSA – Title I, Innovation and Expansion (VR),
- RSA Title VII, Part B
- Disability Vote Coalition Project,
- Restricted Projects, and
- Unrestricted.

- The reformatted statements will be implemented with the new Fiscal Year.

Ken Jacuzzi motioned to approve the financials for month ending May 31, 2008 and the proposed budget for FY 2009 as presented. Seconded by Joe Lee Yazzie. A vote was taken and the motion was approved.

SILC Chair Report:

RSA Contract:

- It was reported that the new contract with RSA for the next Fiscal Year has been signed.

Board Retreat:

- Edward Myers reported the Executive Committee discussed scheduling a SILC Board Retreat to review the strategic plan and explore ways to build the capacity of the council.
- Tony DiRienzi presented details of the retreat.
 - It will be September 19 & 20, 2008.
 - The location will be the Fort McDowell Resort and Conference Center.
 - The schedule includes:
 - the SILC Quarterly meeting Friday afternoon followed by a reception and dinner.
 - Saturday morning will be a review the strategic plan, and
 - in the afternoon explore how to build the capacity of SILC.
- The estimated cost of the retreat is \$15,000.00

Gail Wilt motioned to approve having a SILC Retreat. Seconded by Jenn-Yun Tein. A vote was taken and the motion was unanimously approved.

Membership:

- Edward Myers proposed the nomination of Alan Strauss as a Council member. Alan Strauss is the Assistant Director of the Disability Resource Center at the University of Arizona. The Council discussed having him as a member and all agreed that he should be recommended for an appointment.
- Tony DiRienzi noted that another position for a CIL ED representative needs to be filled as statutorily required. The CIL ED's will be meeting tomorrow (June 21) and will elect a representative.

Ashleigh Turner motioned to approve the recommendation of Alan Strauss to the Governor's Boards and Commissions office for an appointment to SILC. Seconded by Gail Wilt. A vote was taken and the motion was unanimously approved.

Election of Officers:

- Edward Myers reported that three officer need to be elected. The vacancies are Treasurer, Vice Treasurer, and Secretary. The current officers have agreed to run again. Gene Heppard as Treasurer, Kim March-Force as Vice Treasurer and Rudy Buchanan as Secretary.
- The Chair called for additional nominations from the floor. There were none.

Gail Wilt motioned to approve the slate of officers as presented of Gene Heppard as Treasurer, Kim March-Force as Vice Treasurer and Rudy Buchanan as Secretary. Seconded by Jenn-Yun Tein. A vote was taken and the motion was unanimously approved.

SILC Staff Performance Evaluations:

- Edward Myers stated the Executive Committee conducted the Executive Director annual performance review and incorporated the input of the council as presented in their survey. He requested a motion to go into Executive Session to discuss and evaluate the executive director's performance.

Gene Heppard motioned to go into Executive Session for the Executive Director performance evaluation. Seconded by Ken Jacuzzi. A vote was taken and the motion was unanimously approved.

- (Executive Session was held from 9:37 AM to 9:45 AM)

EXECUTIVE DIRECTOR REPORT:

OSERS (Office of Special Education and Rehabilitation Services):

- Tony DiRienzi reported that the OSERS site visit occurred 12-16th.
- The site review team was comprised of 6 OSERS representatives.
- SILC was well prepared. The collaborative partners of SILC that OSERS representative interviewed commented very favorably about their relationship with SILC.
- OSERS recommended two areas that SILC should consider giving attention;
 - SILC needs to segregated fund sources on their financial reports, and
 - Be very clear about being non partisan, especially with the Just Vote Arizona Disability Vote Coalition.
- A report is expected from OSERS in August.

NCIL (National Council on Independent Living) Conference:

- Tony stated that the annual NCIL conference will convene July 21-25th in Washington DC. He will be attending the conference. It typically has 800-1,000 attendees, mainly representatives from CILs and SILCs across the country.
- The conference will have a variety of plenary and workshop sessions. The highlight of the conference is visits to the Capitol to meet with legislators.
- There are NCIL position papers that Tony will send to the Council members for their review and comments.

DEC (Disability Empowerment Center):

- Tony noted that he and Sharon will be visiting the DEC soon to look at the progress of the SILC suite.

- It was noted the term of our current lease is through April of 2009 and that the DEC suite should be ready by the end of this year. SILC counsel is currently reviewing our current lease to explore what options we may have to leave before April.

SILC Office updates:

- SILC staff recently met with the SILC web developer to consider revising our website. We would like to make it more interactive and have the capacity to conduct assessments and surveys via the internet.
- It was noted that the DME (Durable Medical Equipment) Task Force Executive Summary report will be on the AZ Disability Post website for public input and comment.
- SILC staff is researching various types of adaptive office equipment. We want to enhance the accessibility of our office environment.
- Donna Powers commented on some of her activities as the new Program Coordinator. She has been busy with coordinating outreach workshops, Emergency Preparedness presentations, self employment review panel, self attendant care meetings, ADA awareness and promoting the Disability Post website. Donna also noted that she is collaborating with Arizona Bridge to Independent Living (ABIL) on drafting a transportation contract proposal with the City of Phoenix related to administering some para transit services.

AZRSA (Arizona Rehabilitation Services Administration) REPORT:

- Katharine Levandowsky reported RSA was well prepared for the recent Office of Special Education and Rehabilitation Services (OSERS) visit. OSERS stated that their objectives for the site visit were to provide Technical Assistance (TA) and assess quality assurance. They were impressed by how well RSA and SILC communicate and collaborate. OSERS' written report is expected in August.
- The Department of Justice did a random sampling of DES voter registration and RSA presented well. DES is enhancing their voter training to RSA and DDD staff.
- Arizona Industries for the Blind (AIB) and RSA training staff have moved into the new facility at 51st Ave. and Van Buren. The grand opening was on Monday. Attendees were able to tour the facility and see the new document imagery system and the RSA training rooms.
- There will be a Job Fair October 8th in Sierra Vista with the Employment Administration and the Governor's Council on DD. There are plans to go around the state with job fairs.
- There will be a Youth Transition Conference September 22-25 at the Fort McDowell Conference Center.
- None of the legislation related to revisions in procurement exemptions and the sale of AIB passed. The proposals will be resubmitted next year.

Break (10:40 – 11:00)

DME (Durable Medical Equipment) Task Force Draft Recommendations:

- Randy Collins, Vice Chair, introduced Linda Cannon. She conducted a presentation that provided an overview of the DME Task Force.
- An Executive Summary of the Task Force report was distributed. (See DME handout).
- Linda Cannon reported that SILC conducted a community forum in October 2007 to assess issues related to the delivery, customer service and repair of DME. A recommendation of that forum was to establish a Task Force. A Task Force was established in March 2008 and is being supported by SILC, ABIL, ACDL and GCDD.
- The composition of the DME Task Force has 40 members. It is comprised of stakeholders that represent all the perspectives of the system. There are consumers, payer sources, state agencies, providers, rehab professionals, and vendors.
- Five meetings were held. From those meetings 6 major goal areas were identified with corresponding recommendations. Public comments of the recommendations are being solicited and will be incorporated into the final draft of the report.
- The Goals are:
 - Goal I – Communication: To provide direct, specific, and timely communication that is responsive to consumers, suppliers, health plans, program contractors, medical personnel and insurers across the DME service systems.
 - Goal II - Standards and Practice Protocols: To improve the effectiveness of DME suppliers, health plans, program contractors and insurers through a system of uniform standards, reasonable expectations, and streamlined processes.
 - Goal III - Consumer Choice and Advocacy: To empower consumers of DME to be informed advocates through choice, education, and knowledge of standards, practice, and policies of their insurer and DME supplier.
 - Goal IV - Quality Assurance and Timeliness: To provide quality durable medical equipment within acceptable timeframes.
 - Goal V - Training and Education: To provide clear and consistent training and education throughout the DME delivery system.
 - Goal VI - Repairs and Maintenance: To complete durable medical equipment repairs timely and accurately and in settings which are respectful of and responsive to the needs of consumers.
- Noted comments from the Council on the report suggested included;
 - Insert demographics information into the Executive Summary,
 - Present a personal story,
 - Making sure that accountability and follow up are identified and in place
 - Have training for consumers at one stops and have equipment centers
 - Disseminate the information to consumers and educating them on their responsibilities.

- Linda was thanked for her presentation. She instructed the council members to send any other comments about the recommendations to the SILC office.

ILRS (Independent Living Rehabilitation Services) REPORT:

- Chris Deere reported that currently the VR policy manual is under review.
- ILRS services continue in spite of its budget reduction of \$500K.

SRC (State Rehabilitation Council) Report:

- Ken Jacuzzi prepared a SRC report and it was distributed at the meeting for review. (See SRC report).

121 PROJECT REPORT:

- Suzanne Malson reported that SILC hosted a meeting with the 121 Project Directors in March to discuss IL issues in rural Arizona, in particular on the reservations. Scheduled Quarterly meetings of the 121 projects were suggested.
- It was reported that there are two new 121 projects being proposed for Arizona and grants for each have been submitted to OSERS.
- Issues related to border problems and needs assessments are being explored. Outreach efforts continue to be a concern.
- The 4th Annual Urban Disability Summit was held in March and was well attended. It provided relevant information and included multiple presentations. To address considerations of space the venue for next year will probably have to change.
- The CANAR (Consortia of Administrators for Native American Rehabilitation) will be in Arizona in November.

COMMUNITY COLLABORATION COMMITTEE:

- Tony DiRienzi reported that the Committee has been supporting the DME Task Force and is working on the Assistive Technology (AT) Fashion Show project.

OUTREACH COMMITTEE:

- Rudy Buchanan reported that Committee had 2 successful outreach presentations in May. One that focused on the African American Community and one on the Salt River Pima Indian Community.
- On September 12th there will be a Latino Community outreach workshop. Outreach workshops to the Asian Community and in Fort Mohave are being planned as well.
- Donna Powers added that the evaluations from the May workshops were positive and many policy makers participated in the town hall meeting in South Phoenix.
- Donna stated she recently attended a woman in poverty meeting. There seems to be a need to outreach to that group. The Outreach committee will discuss the possibility of scheduling such a workshop.

PUBLIC POLICY COMMITTEE:

- Gail Wilt reported that the Committee has not met since the last quarterly meeting. The focus of the Committee work has been with the DME (Durable Medical Equipment) Task Force.

PUBLIC ANNOUNCEMENTS/ MAY CALL TO THE PUBLIC: None

ADJOURNMENT: *Rudy Buchanan motioned to adjourn the meeting. Seconded by Georgia McLaughlin. The motion was unanimously approved. The meeting adjourned at 12:43 PM.*

Prepared by: Sharon Engelhardt _____ SILC Staff

Reviewed by: Rudy Buchanan/Tony DiRienzi _____ SILC Secretary/SILC ED