

Statewide Independent Living Council  
Full Council  
-Quarterly meeting-  
Minutes of June 22, 2006

**Council Members Present**

Donna Powers, Chairperson  
Edward L. Myers, III, Vice Chair  
Gene Heppard, Vice Treasurer  
Randy Collins  
Sherri Collins  
Fernando Cruz  
Ken Jacuzzi  
Darryl Long  
Kim March-Force  
Katharine Levandowsky, Ex-Officio

**Council Members Absent**

Al Villaverde, Treasurer  
Marquita Beene  
Ted Garland  
John Hunter  
Lavern Lizer  
Joyce Weber  
Naomi Ortiz

**Staff**

Tony DiRienzi  
Sharon Engelhardt

**Guests**

Katharine Levandowsky, Kathryn Robins, Judy Benshoof, Julia Connolly and Phil Pangrazio

**Welcome/ Introductions:**

- Ed Myers, Vice Chair, called the meeting to order at 9:06 AM at the Wingate Hotel 2520 N. Central Ave, Phoenix, Arizona.
- Introductions were made. Donna Powers, Chair, joined the meeting during introductions.

**Approval of Minutes:** *Ed Myers motioned to approve the minutes of March 2, 2006. Seconded by Ken Jacuzzi. A vote was taken and the motion was unanimously approved.*

**Approval of Consent List:**

- Donna referred Council members to the Consent List that included action items of the Executive Committee since the March 2<sup>nd</sup> quarterly meeting.

*Ed Myers motioned to approve the June 22, 2006 Consent List. Seconded by Sherri Collins. A vote was taken and the motion was unanimously approved.*

**RSA (Rehabilitation Services Administration) Administrator:**

- Katharine Levandowsky provided an update on her new position as Acting RSA Administrator.
- Katharine reported she has been the acting RSA Administrator for the past 2 ½ weeks. She said at this time RSA is not recruiting for a new administrator. She has been with the state for over 25 years. Her role is to oversee RSA. Katharine has an open door policy and welcomed any questions, concerns or comments.
- She reported that Director David Berns will be leaving DES as of July 10<sup>th</sup> and Tracy Waring will be assuming the duties of the DES Director when Mr. Berns departs.

- Katharine reported that full matching funds for VR monies are in the budget right now. She said that there are plans to hire 70 new FTE's positions which should do away with the order of selection.
- A council member suggested that more counselors should be people with disabilities. Katharine noted the suggested. She encouraged disability related organization to refer appropriate candidates to her. A council member requested that Katharine's email address be distributed to all Council members.
- Katharine said the Policy Manager position will be filled by August and that Program Managers in districts are being recruited.
- Katharine reported she is looking at case management, best practices, quality control, training, and budgeting.

### **Executive Director Report:**

#### **NCD (National Council on Disabilities):**

- Tony DiRienzi referred to Kathryn Robins to provide the council with information about Darryl Long. She announced that he was recently appointed to the National Council on Disabilities. Congratulation was given to Darryl for this appointment on the Cultural Diversity Sub Committee.

#### **NCIL Conference:**

- Tony DiRienzi announced that Fernando Cruz received an award as Advocate of the Year for Region IX at the recent NCIL Conference and that Fernando also presented a workshop related to transitioning from a nursing home into the community.
- The theme at the Conference was ***Breaking the Institutional Bias***. Tony reported he attended the Conference on behalf of AZ SILC. Tony and ABIL staff met with all of Arizona 10 congressional offices while in Washington DC.
- The next NCIL conference is scheduled for July 29, 2007.

#### **SILC Congress:**

- Tony DiRienzi reported he sits on the planning committee as a Region IX representative.
- The planning is proceeding quickly at this point in order for the Congress to happen in January of 2007. The theme is Rebuilding, with particular emphasis on Emergency Preparedness and RSA.
- Having AZ SILC put in a bid for a future SILC Congress will need to be decided at the next SILC Council meeting.

#### **Contracts:**

- Tony DiRienzi reported that RSA conducted a financial review of SILC in April. It was extensive. Three RSA staff were in our office for an entire day examining all of our financial documentation and records for the period July 1, 2005 to December 31, 2005. RSA drafted a fifteen page report with their findings, observations, and recommendations. They asked SILC to respond to the points in their report by first meeting with RSA staff and secondly, in writing. The SILC ED met with five RSA managers for approximately two hours to verbally respond to their questions. SILC staff subsequently drafted a twenty-five page written response and submitted it to RSA. Additionally, RSA is requiring SILC to complete a DES Corrective Action Plan – CAP. SILC is currently working on the CAP.

SILC staff has already addressed many of RSA recommendations to modify and revise our accounting procedures. SILC staff has met with our accountant to begin to implement revisions to our financial reports commencing at the start of the next fiscal year (July 1). Tony noted that he is in accord with the principal recommendations of RSA. and will expeditiously attend to them. The recommendations included; documenting in greater detailed SILC disbursements and revenue sources, segregating fund sources by maintaining separate bank accounts, and program the accounting software to generate at will financial reports that are specific in identifying and tracking VR (Title I) funds and Part B (Title VII) funds.

- Tony reported the RSA financial manager, based on her review, has recommended that RSA return to a cost reimbursement contract with SILC. The cost reimbursement contract will be provisional for six months (July 1, to December 31, 2006). Contingent upon SILC adopting and implementing RSA financial recommendations, RSA will return to providing SILC with a performance base contract commencing January 1, 2007.
- A hard copy of an amendment to our current contract was distributed. Tony noted that he had just received the document via email last night. The vice chair, Ed Myers referred to page 3, clause 4.9 regarding the DES and RSA logo on documents. He remarked that SILC is a non- profit organization and is not a state agency. SILC has its own identity. Additionally, he addressed the point that there is no term stated on the contract. Katharine Levandowsky said that she agreed and will look into those concerns.

#### Grants:

- Tony announced that ABIL awarded SILC a grant for \$5,000 for the PCA tool kit project
- He also announced that the Arizona community foundation awarded SILC 10k to purchase AT related to Emergency Preparedness for people with disabilities.

#### Conferences:

- Tony reported he was the keynote speaker at the recent Inter Tribal Native American Conference. There were 700-800 attendees. Tony said that Fernando Cruz assisted him in the presentation.
- Tony stated that SILC will have a booth at the upcoming AT conference in July.

#### Office Updates:

- SILC has a new copier. It has capacity to print color copies, scan documents, staple, among other features. In particular, it also has an accessible display board that tilts. Tony reported that SILC will be able to do short print run of brochures in color that can be time and event specific. The new copier should reduce long term printing cost.

#### Cybercil Presentation:

- Judy Benshoof, the Executive Director of CyberCIL, gave a presentation of its website. CyberCIL is a virtual center for independent living. Judy reviewed different pages of the website which is located at [www.cybercil.org](http://www.cybercil.org).
- Tony noted that SILC has a contract with Cybercil to help support the project. One more year is left on the contract.

- Judy said the website has links to many helpful sites as well as handling direct requests from people needing assistance. The website took a new look and since October of 2005. To date the website has received 45K hits which equates to about 2,200 hits a month.
- Tony DiRienzi added that the website is being explored to address IL issues associated with the tri-state (Arizona, California and Nevada) area along the Colorado River. Cybercil may have the potential to be a good resource for people with disabilities in those rural, underserved areas.

### **Multi Organization Campus Presentation:**

- Phil Pangrazio, ABIL Executive Director, gave a power point presentation (see presentation) on the new multi organization campus. The campus will house disability organizations as well as a state of the art adaptive recreation center. The location, building/campus drawings, the costs, and the disability organizations that plan to be located on the campus, were part of the presentation.
- There was a discussion of SILC moving to the campus and associated costs. Tony DiRienzi stated that SILC's current lease will be up around the time the ABIL's campus is to be completed. Tony also noted that currently SILC pays approximately \$20 per square foot plus CAM (Common Area Maintenance) charges. CAM charges have been increasing each year. When the light rail is completed the building charges will probably be going up.

***Sherri Collins motioned to have the Executive Committee do a feasibility study to present to the full Council on SILC moving to the multi organization campus when construction is completed. Seconded by Ed Myers. A vote was taken and the motion unanimously approved.***

### **OTHER:**

Randy Collins stated that ABIL recently sent out its annual report and he wanted to commend Phil Pangrazio for the excellent report.

### **Executive Committee Report:**

#### **Outgoing SILC members:**

- Donna Powers acknowledged the contributions of the outgoing members; Al Villaverde, Olan Williams and Robin Hungerford. Even though none of them were at the meeting, a round of applause was given for the three for their efforts on behalf of SILC. Honor plaques will be given to each member.

#### **SILC Policy & Procedures:**

- Donna Powers stated that the revised SILC Personnel and Fiscal Policy and Procedures manuals which were discussed at last quarterly meetings. The manuals were distributed to council members prior to this meeting for each member to review and be afforded the opportunity to provide additional editorial comments or suggestions. (See copy of revised documents). No further revisions were suggested or recommended.

***Kim March Force motioned to accepted the SILC policy and procedures as presented.***

***Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.***

#### **06-07 Meeting Schedule:**

- Donna Powers stated that the meeting schedule will remain on a quarterly basis and will be the first Thursday of the first month of each quarter. The meetings will be Sept. 7, 2006, December 7, 2006, March 1, 2007 and June 7, 2007.
- Donna requested Committee Chairs establish meeting schedules for the next fiscal year.

#### ED Performance Evaluation:

- Donna Powers requested a motion to go into Executive Session. To review and discuss the executive director's performance evaluation.

***Ed Myers motioned to go in to Executive Session. Seconded by Gene Heppard. A vote was taken and the motion was unanimously approved.***

- Meeting was closed to the public during the session. The session started at 10:48 AM and ended at 11:15 AM
- There was a break from 11:15 to 11:35

***Sherri Collins motioned to approve the Executive Director's evaluation with amendments and to include a 3 % increase. Seconded by Ken Jacuzzi. A vote was taken and the motion was unanimously approved.***

#### **Treasurer's Report:**

##### Current Financials & Budget:

- Gene Heppard, Vice Treasurer, went over the proposed FY budget for 06-07 (see handout). Gene noted that only RSA monies are reflected on the budget and that the expense headings indicate budget lines and items that will be individually attributed to VR (Title I) and Part B (Title VII) funding respectively. VR funds will be applied to operating and Part B funds will be applied to programming expenses. The second column of the budget indicates a 6 month budget for July- December 2006 to go along with the 6 month RSA contract as discussed earlier in the meeting.
- Tony DiRienzi noted that separate accounts and budgets for other incomes will be on separate statements that will be forthcoming.
- Donna Powers stated that the current financial statements for month ending May 31, 2006 were sent to members via email prior to the meeting (see statements).

***Ken Jacuzzi motioned to approve the proposed budget and financial statements for month ending May 31, 2006 as presented. Seconded by Kim March Force. A vote was taken and the motion was unanimously approved.***

#### **REPORTS:**

##### RSA Report:

- (NOTE: RSA report was given earlier in meeting by Katharine Levandowsky).
- Tony DiRienzi noted that he will be going over the SILC/RSA contract with Katharine Levandowsky and Paul Wilson.

##### ILRS Report:

- Tony DiRienzi reported he will be meeting with ILRS Counselors and Program Managers next week at their quarterly meeting.

##### 121 Report:

- It was reported that 121 representative Lavern Lizer is still out on medical leave. SILC will contact Lavern to inquire about her health and 121 activities.

#### CIL Report (Centers for Independent Living):

##### ABIL:

- Phil Pangrazio reported on ABIL's activities.
- ABIL has a new contract with Scottsdale to do home modifications.
- ABIL will be responding to the RFP on the street for benefits and planning outreach.
- ABIL applied for a grant to develop PAS core curriculum training.
- PAS contracts with ALTCS were awarded to Mercy Care and 2 other service providers, ABIL will work with all of them.
- ABIL will apply to the RFP for supportive employment program and submit a grant proposal for Medicare info structure.
- The Get Out The Vote (GOTV) project recently kicked off.
- ABIL is having their 25<sup>th</sup> year anniversary celebration on September 6<sup>th</sup>.

##### DIRECT & CochiseAbility:

- Kim March-Force reported that the PAS training is better attended.
- Several grants have been submitted. One for the Tri-CIL alliance on outcome software and another was with the Department of Labor for providing service and accessibility at one-stop centers.
- DIRECT recently had a fund raising golf tournament that was very successful.
- A SILC outreach event was held in Bisbee called "Disability Fiesta" on May 5<sup>th</sup>. The event was successful and a copy of a news article was distributed (see handout). Kim noted the event was taped and a copy of the tape was provided to the SILC office. Tony DiRienzi added that state legislators were at the town hall portion of the event. He believes that the town hall is a good addition to outreach workshops.

##### ASSIST!:

- Tony DiRienzi reported that Michael Blatchford is off on medical leave.
- SILC has been working with ASSIST! staff on the upcoming June 29<sup>th</sup> outreach workshop on the Hopi reservation.

##### NEW HORIZONS:

- Kathryn Robins reported there is a new Executive Director, Michael Bradshaw. He will be joining NH in August.
- NH has a new transportation contract through a DES, DDD and AHCCCS collaboration.
- NH work incentive programs are growing.

##### SMILE:

- Kathryn Robins reiterated that Darryl Long of SMILE was appointed to the NCD Cultural Diversity Sub Committee.
- SMILE is currently working on Emergency Preparedness activities.
- Housing and home modification grants have been received allowing for 50 remodels per year.
- Living Well with Disabilities curriculum has begun

- SMILE is looking for collaborative partners for the AZTAP contract in the Lake Havasu area.
- SMILE submitted an effort to outcome grant that was declined. SMILE will still be working with web based efforts to outcomes.

#### SRC Report:

- Ken Jacuzzi prepared a report to SILC containing excerpts for the SRC annual planning meeting held in April (see report).

#### **COMMITTEE REPORTS:**

##### Nominating Committee

- Ed Myers reported that there are 6 open membership positions for the Council. Naomi Ortiz, Ken Edwards, and Randy Collins have agreed to be reappointed. SILC has recommended them accordingly. Individuals recommended for appointments for new appointments are Kathryn Robins, Phil Pangrazio, and Bryan Barten.
- Tony DiRienzi added that he and Ed met with Dora Vasquez of the Boards and Commission office to review the SILC recommendations for appointments. At that meeting it was suggested that a New Executive Order for the Governor on SILC is needed. The Nominating and Membership Committee will be working on revisions to the executive order for the Governor's consideration.

#### **ELECTION OF OFFICERS:**

- There was a discussion of nominations for the officer positions. Ed Myers reported that Gene Heppard has agreed to run for Treasurer and Kim March-Force agreed to run for the Vice Treasurer. No candidates have been nominated for Secretary. A request for additional nominations from the floor was made. There were no additional nominations. The ballot was distributed. (See ballot). It was suggested to have the election today for the two positions with nominations and hold an election later for the secretary.

***Sherri Collins motioned to unanimously pass the ballot as presented with Gene Heppard as Treasurer and Kim March Force as Vice Treasurer. Seconded by Ken Jacuzzi. A vote was taken and the motion was unanimously approved.***

#### Outreach Committee.

- Donna Powers reported that John Hunter, Acting Chair, submitted an annual report for the Committee (see handout). It was noted that a recent news article from the Sierra Vista Herald was written about the Outreach Workshop held in Cochise County (see article).

#### Public Policy Committee/Emergency Preparedness Committee:

- Sherri Collins reported the Committee wants to receive programmatic and statistical information from RSA that provides an analysis of VR services. Sherri requested that a formal letter be sent to the RSA administrator requesting such. She asked for the support of the full council.

***Sherri Collins motioned to recommend a formal SILC letter be sent to RSA requesting specific statistical and programmatic information regarding VR services including one-stops. The text of the letter should also include a request that RSA present the information in a verbal and a***

*written report at a SILC meeting. Seconded by Ken Jacuzzi. A vote was taken and the motion was unanimously approved.*

- Sherri stated the Emergency Preparedness sub committee has been busy and members have been attending EP activities, training and drills. Randy Collins and Tony DiRienzi recently attended table top exercises sponsored in local cities. The exercises take an emergency scenario and have first responders discuss and determine how they are going to respond.
- Tony stated that SILC has been giving various presentations on EP for people with disabilities.
- Tony reiterated that SILC was awarded a grant for 10K from the Arizona Community Foundation to purchase AT equipment associated with EP.
- Ken Jacuzzi added that his office is having a meeting the end of the month regarding EP. There were some comments related to avoiding the duplication of efforts or reinventing the wheel. A discussion ensued that reviewed SILC's activities involved with EP for people with disabilities. Awareness of EP regarding people with disabilities was noted as the desired outcome of all EP activities and meetings. It was suggested that the disability community form a united front on EP.

Community Collaboration Committee:

- Gene Heppard reported that the PCA toolkit printing is nearly completed. Gene presented a sample proof which was passed around during the meeting. Gene noted that a separate extra printing of the forms in the toolkit was done so copies can be easily made of the forms. SILC's cost per unit is \$28.50 including copyright and production.

CIL Networking & Resources Committee:

- Kathryn Robins reported the CIL reports were given earlier in the meeting.

**PUBLIC ANNOUNCEMENTS/ MAY CALL TO THE PUBLIC:**

- Ed Myers announced that the AZTAP Assistive Technology conference will be at the Wigwam resort on July 31 and August 1. There will be over 40 vendors.
- Julia Connolly thanked SILC for inviting her to attend the meeting. She said she is impressed with the work being done and with the members.
- Kathryn Robins announced that IL NET has distributed a DVD on the history of IL that is very good.

**ADJOURNMENT:** *Ed Myers motioned to adjourn the meeting. Gene Heppard. The meeting adjourned at 12:54 PM*

Prepared by: Sharon Engelhardt \_\_\_\_\_ SILC Staff

Reviewed by: Donna Powers \_\_\_\_\_ SILC Chair  
(Secretary position temporarily vacant)