



**Statewide Independent Living Council – Executive Committee**  
Unapproved Minutes for Friday, October 27, 2017 (2:00 PM– 3:15 PM)  
Meeting Held Via Teleconference, To Connect Via Teleconference:  
Dial 1-866- 848-2216, pin code 8099566334#

**Council Members Present:**

Dr. Danita Applewhite, Laura Duval, Scott Lindbloom, Wendy Swager

**Staff Members Present:**

Larry Wanger

**Public Present:**

None

**Welcome and Introductions:**

Dr. Danita Applewhite, SILC Chair, called the meeting to order at 3:05 p.m. Dr. Applewhite welcomed all to the meeting, and introductions were completed.

**Approval of Meeting Minutes (ACTION ITEM):**

Dr. Applewhite sought a motion to approve the Executive Committee meeting minutes for May 16, 2017. A motion to approve the minutes was made by Scott Lindbloom. Wendy Swager seconded the motion. The motion carried unanimously, passing with 4 voting in favor, 0 against, and 0 abstaining.

**Treasurer's Report (ACTION ITEM):**

Wendy Swager provided the committee with a budget update. Larry added that reimbursement from the RSA is back on track. The September invoice was paid in a timely manner. In addition, the state has paid back the Title 7 Part B funds from last fiscal year. Scott Lindbloom brought up concerns about cuts to Title 7 Part B funds for next year. Larry stated that so far, there have been no cuts made to these funds.

Wendy Swager entertained a motion to approve the treasurer's report. A motion to approve the report was made by Scott Lindbloom. Laura Duval seconded the motion. The motion carried unanimously, passing with 4 voting in favor, 0 against, and 0 abstaining.

**Approval of Monthly Financial Statement (ACTION ITEM):**

Wendy Swager called for questions on the financial statements. There were no questions. Scott Lindbloom motioned to approve the September financial statements. Dr. Applewhite seconded the motion. The motion carried unanimously, passing with 4 voting in favor, 0 against, and 0 abstaining.

**Executive Director's Report:**

Larry Wanger sent over two new applications for AZSILC council members to the state Boards and Commissions. There is still a need for a third council member to apply. Larry reminded the committee that 51% of AZSILC council members must be persons with disability. Scott Lindbloom is looking for potential board members in the Payson and Globe area.



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Larry Wanger provided the committee with an update about the 2017 APRIL conference which included five alumni of the Arizona Youth Leadership Forum (AZYLF), two staff members, and one council member. Laura Duval shared with the committee her experience at the APRIL conference. Laura Duval attended a breakout session given by staff member, Melissa Santora, which she stated went wonderfully, with useful information and a lively Q & A. Dr. Applewhite asked about the youth participation in the conference. Laura Duval responded that the whole conference had over one hundred youth participating.

Larry Wanger stated as of next week, all of the Independent Living Centers will have completed their first AZCLA. Across the state, about forty people have now completed the academy. Two sites have completed two academy trainings. There are two areas in which the AZCLA program needs improvements; one is the recruitment of new students, and two is increasing the opportunities for graduates to get appointed to leadership positions. Larry Wanger discussed how the Arizona Developmental Disability Planning Council shares the goal of increasing self-advocacy and is helping to promote the Arizona Community Leadership Academy.

### **Review and Possible Selection of Firm to Perform Review of Financial Statements for FY17-19 (ACTION ITEM):**

Larry Wanger explained the financial review process is similar to an audit, but less intrusive and expensive. Larry sent inquiries to several firms and received back two proposals, one from James E. Raftery and one from Lisa Stevenson. The proposal from Raftery is less expensive and AZSILC has worked with this firm in the past.

Dr. Applewhite asked for a motion to accept the firm of James E. Raftery to perform the financial review and file the IRS Form 990 for FY17-19. Scott Lindbloom motioned to approve and Wendy Swager seconded the motion. The motion carried unanimously, passing with 4 voting in favor, 0 against, and 0 abstaining.

### **Review and Possible Selection of Firm to Perform Accounting Functions (ACTION ITEM):**

Dr. Applewhite explained to the committee that the firm which does the financial review cannot be the same firm hired for the accounting functions. Dr. Applewhite recommended that AZSILC hires a firm to undergo this responsibility instead of hiring another staff member. Larry Wanger explained the current time constrictions on the three-team staff to implement the state plan with the new nonprofit. Bookkeeping responsibilities would include paying invoices and payroll. It would be an estimated ten hours of work per week. Larry reviewed with the committee the proposals from two firms to perform these functions. The proposal from the Stevenson Firm is less expensive at \$850 per month. The Hurlinger's Firm costs \$1,200 per month but offers online functions not available with Stevenson.

Larry reminded the committee that AZSILC had money leftover at the end of the last fiscal year. In addition, AZSILC is saving \$4,000 this year from being able to review the financial statements instead of performing a full audit.



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Wendy Swager brought up the issue of cyber security. Dr. Applewhite called for a motion to approve using Hurlinger’s Firm to perform the accounting functions, contingent on Larry Wanger and Wendy Swager’s approval of their security system. Wendy Swager called for a motion and Laura seconded the motion. The motion carried unanimously, passing with 4 voting in favor, 0 against, and 0 abstaining.

**SILC Strategic Planning Discussion and Review of Facilitator Proposals (ACTION ITEM):**

Larry Wanger recommended Regina “Reggie” Mitzel to be the facilitator for the December 1<sup>st</sup> strategic planning session. Regina is familiar with the work of AZSILC since she has experience working with a Center for Independent Living. The fee is projected to be \$4,500, which includes all the meetings and administrative tasks related to developing the strategic plan.

Dr. Applewhite asked for a motion on the proposal from Regina “Reggie” Mitzel to facilitate the creation of a strategic plan. Scott Lindbloom called for the motion. Wendy Swager seconded the motion. The motion is carried unanimously, passing with 4 voting in favor, 0 against, and 0 abstaining.

**Announcements:**

Many AZSILC council members are coming into Phoenix on the night of November 30<sup>th</sup> for the December 1<sup>st</sup> planning session. At the last council meeting, Scott presented the idea to have brief presentations on the current AZSILC projects presented by the youth forum and community leadership alumni. This will be a short informal event before the full day planning session.

**Public Comment:**

Dr. Applewhite called for public comment. No public comments were received.

**Adjournment:**

The meeting was adjourned by Laura Duval at 4:14 p.m.