



Statewide Independent Living Council – Executive Committee

Approved Minutes for Tuesday, November 28, 2017 (3:00 PM– 4:00 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, Wendy Swager

Council Members Absent:

Scott Lindbloom

Staff Members Present:

Larry Wanger, Melissa Santora, Sara Joehnk

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 asked if all council members present had received and reviewed the Executive Committee minutes from October 27, 2017. Dr. Applewhite sought a motion to approve the Executive Committee meeting minutes. A motion to approve the minutes was made by Laura Duval. Wendy Swager seconded the motion. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.

Treasurer's Report (ACTION ITEM):

Wendy Swager asked Larry Wanger to provide the committee with the treasurer's report due to time constraints to prepare for today's meeting. Larry Wanger stated RSA has paid everything related to Part B funds (which includes the activities in the SPIL). There were funds remaining from last year, but Larry Wanger explained that RSA delayed their payment by several months last year and he anticipates needing to spend the full amount this fiscal year.

Approval of Monthly Financial Statement (ACTION ITEM):

Dr. Applewhite confirmed that all council members present have reviewed the balance sheet and profit & loss statements. Dr. Applewhite asked for a motion to accept. Laura Duval motioned to approve the financial statements. Wendy Swager seconded the motion. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.

Chair's Report:

Dr. Applewhite discussed her concerns recruiting new council members and meeting the minimum requirement of fifteen members. Laura Duval stated two of the AZCLA graduates were interested in applying. Wendy Swager brought up that overall volunteerism rates are down. She suggested simplifying the application process could help, since some parts are intimidating, such as providing references for the Governor's Office. Larry Wanger explained that SILC did not have any control over the application process. Larry Wanger suggested a



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solution could be a new executive order to reduce the required number of council members. In addition, he explained if the council was to fall below the minimum requirement of members, the council could not vote on changing the State Plan, however it could still conduct the business of the nonprofit.

Dr. Applewhite discussed Larry Wanger's planned departure from SILC. Melissa Santora stated she is willing to step into the role of Executive Director temporarily during the search for a replacement. Wendy Swagger brought up concerns Melissa Santora already has a great deal of responsibility. Melissa Santora explained she will have more time with the accounting tasks now being managed by the Hurlinger's Firm. Laura Duval asked how long could Melissa Santora could sustain both roles. Dr. Applewhite stated the goal would be to have a new Executive Director hired and trained by March 2018.

Executive Director's Report:

Larry Wanger discussed his departure from SILC and the transition of responsibilities to Melissa Santora, who will be the interim Executive Director. Larry Wanger explained some aspects of his position will not be able to be transferred to any new Executive Director. This includes Larry Wanger's appointed position on the Arizona Developmental Disability Planning Council and his role as Chair of the Arizona Disability Coalition.

Larry Wanger brought up SILC Congress, which will be held in Orlando, Florida. Council members planning to attend need to get registered as soon as possible since hotel rooms are filling up. Larry Wanger stated the facilitator for the December 1st board development meeting has given him the final materials.

Review and Discussion of Changes to SILC Accounting and Financial Process:

Larry Wanger provided an overview of the current SILC accounting process and how to continue internal controls moving forward with the Hurlinger's Firm. Dr. Applewhite confirmed with Larry Wanger that the current policy, where the SILC Chair approves payments over \$1,000, would continue with the new accounting system. Larry Wanger stated the transition also includes moving from a paper-based system to one completely online. Larry Wanger and Wendy Swagger discussed their research on the issue of cyber security with using an online accounting system.

Announcements:

Dr. Applewhite called for any announcements. No announcements were received.

Public Comment:

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

Adjournment:

Dr. Applewhite called for a motion to adjourn. Laura Duval made the motion to adjourn. Wendy Swagger seconded the motion. The meeting was adjourned at 4:00pm.