



de Independent Living Council – Executive Committee

oved Minutes for Thursday, December 21, 2017 (10:00 AM– 11:00 AM)

; Held Via Teleconference, To Connect Via Teleconference:

66- 848-2216, pin code 8099566334#

Council Members Present:

Laura Duval, Scott Lindbloom, and Wendy Swager

Council Members Absent:

Dr. Danita Applewhite

Staff Members Present:

Melissa Ann Santora and Sara Joehnk

Public Present:

None

Welcome and Introductions:

Laura Duval called the meeting to order at 10:10 am. Laura welcomed all to the meeting, introductions were completed, and a quorum was announced.

Public Comment on Agenda Items:

Laura Duval called for public comment. No public comment was received.

Approval of Executive Committee Meeting Minutes (ACTION ITEM):

Laura Duval asked whether all council members present had received and reviewed the Executive Committee minutes from November 28, 2017 and December 8, 2017. All indicated affirmatively.

Wendy Swager moved to approve the Executive Committee minutes of November 28, 2017 and December 8, 2017, as submitted. Scott Lindbloom seconded the motion. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.

Approval of AZSILC Financial Statements for November 2017 (ACTION ITEM):

Laura Duval confirmed that all council members present had reviewed the November 2017 Balance Sheet, Profit & Loss Year-to-Date, and AZRSA statements. Wendy Swager indicated that she had reviewed the financials and found no discrepancies.

Melissa Ann Santora indicated that the credit card showed an overpayment of \$120.20, and confirmed that this is an accurate figure. Melissa indicated that there are plenty of funds in the SILC Resource Plan, and that she will be providing recommendations for any budget amendments and a draft FY19 budget to the full Council in March 2018, for consideration and approval, as this budget is due to AZRSA on April 1, 2018.

Laura Duval sought a motion to approve the financial statements. Scott Lindbloom moved, and Wendy Swager seconded. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.



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Formal Appointment of Interim Executive Director (ACTION ITEM):

Laura Duval sought a motion to appoint the Interim Executive Director. Wendy Swager called for a motion to appoint Melissa Ann Santora as the Interim Executive Director effective December 16, 2017 until such time as the new Executive Director is both hired, and has assumed the responsibilities of the Executive Director position. The motion was seconded by Scott Lindbloom. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.

Review and Possible Selection of Firm to Perform Accounting Functions:

Executive Committee members discussed the engagement letter from December 17, 2017 for accounting services with Stevenson, CPA, LLC.

Wendy Swager called for a motion to approve Lisa Stevenson, CPA, LLC to perform the accounting functions for AZSILC effective December 17, 2017 as stated on engagement letter. Scott Lindbloom seconded. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.

Review of Progress on Executive Director Search:

Melissa Ann Santora reported to the Executive Committee that AZSILC has received five applications for the Executive Director position. The posting for the Executive Director position has been sent to two professional organizations, Association of Programs for Rural Independent Living (APRIL) and National Council on Independent Living (NCIL). The job posting is on the AZSILC website (www.azsilc.org) and has been included in emails sent out from AZSILC, Arizona Centers for Independent Living, and other partner agencies. ASU Lodestar and the Alliance for Arizona of Nonprofits have also both posted the position on their websites. The applications for Executive Director are due on January 15, 2018 and the Search Committee will meet on January 17, 2018 at 11 am to review the submitted applications. Melissa Ann Santora will draft a ranking instrument and interview questions, to submit to Executive Committee members for consideration and approval.

Discussion on Resource Development Funding Category:

Melissa Ann Santora asked the Executive Committee to consider retaining Reggie Mitzel, Independent Contractor, and accomplished grantwriter, to perform resource development activities for Arizona Youth Leadership Forum, using the funds allocated for Resource Development in the SILC Resource Plan. Laura Duval sought a motion in this regard. Scott Lindbloom moved to retain Reggie Mitzel to perform resource development activities for Arizona Youth Leadership Forum, for up to \$4,500. Wendy Swager seconded. The motion carried unanimously, passing with 3 voting in favor, 0 against, and 0 abstaining.

Announcements:

Laura Duval called for any announcements. No announcements were received.



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Public Comment:

Laura Duval called for public comment. No public comments were received.

Adjournment (ACTION ITEM):

Laura Duval entertained a motion to adjourn. Wendy Swager moved to adjourn. Scott Lindbloom seconded. The meeting was adjourned at 10:41 am.