

**Friday, March 9, 2018 1:00pm to 4:00pm at Ability360, Classroom B
5025 East Washington Street, 2nd Floor Phoenix, AZ 85034
This meeting was also available via video and teleconference.**

Council Members Present: Dr. Danita Applewhite (Chair), Laura Duval, Dara Johnson, Scott Lindbloom, Kristen Mackey (Ex-Officio), Randy Russell, Carla Shelton, Wendy Swager, Eileen Tohonnie, and Paula Seanez

Council Members Absent: Larry Clausen, Meghan Cox, Peter Fischer, Joy Johnson LeBarge, and Pete Weaver

Staff: Jim Baker, Melissa Ann Santora, and Sara Joehnk

Public: Steven Peterson (CPA), Bobbie Stevens, and Dr. Jennifer Hale Gallardo and Dr. Huanguang “Charlie” Jia (U.S Department of Veterans Affairs’ Center of Innovation on Disability & Rehabilitation Research)

Welcome and Introductions:

Dr. Danita Applewhite, Council Chair, called the meeting to order at 11:12 a.m. Dr. Applewhite welcomed all to the meeting and introductions were completed.

Public comment on agenda items only:

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

Presentation of Fiscal Year 2017 (FY17) Financial Review:

Melissa Ann Santora, Interim Executive Director, introduced Steven Peterson, CPA, from the James E. Raftery, CPA accounting firm. Steven Peterson presented the Financial Review for Fiscal Year 2017. Steven explained the differences between an Audit and a Financial Review. He also reviewed the differences between accrual and cash accounting. Steven Peterson discussed changes in FY17 compared to FY16. In FY17, and going forward, the AZSILC can use Part B funds. In prior years, AZSILC did not receive Part B funding. If funds are agency transfers, where the funds are only “passing through” AZSILC to the Centers for Independent Living, these funds do not appear on the financial review. Steven Peterson also explained that the Part B funds are showing as temporary restricted funds. These funds are used for activities detailed in the State Plan for Independent Living (SPIL). Other funding, including the SILC Resource Plan (operational funding) is kept separate from the Part B funds. Steven Peterson stated that the majority of the funds in FY17 2017 went to SPIL related activities.

Melissa Ann Santora asked if the Council Members had any questions for Steven Peterson. No questions were asked at this time.

Wendy Swager moved to approve the Financial Review for Fiscal Year 2017. Scott Lindbloom seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Approval of meeting minutes:

Dr. Danita Applewhite sought a motion to approve the meeting minutes. Dara Johnson asked for clarification to the meeting minutes from September 22, 2017. Dara explained that the meeting discussed in the minutes occurred at Arizona Health Care Cost Containment System (AHCCCS) and because it pertained to items related to the SPIL, it was mentioned during the Full Council meeting on September 22, 2017. Scott Lindbloom moved to approve the meeting minutes with the correction. Carla Shelton seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Treasurer’s report and approval of financial statements:

Wendy Swager directed the attention of the Council Members present to the financial reports for September 2017 through January 2018. Wendy Swager noted the change in format of the financial statements due to the switch from QuickBooks Desktop to QuickBooks Online, as of December 2017. Carla Shelton moved to approve the financial statements for September 2017 through January 2018. Scott Lindbloom seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Fiscal Year 2018 (FY18) Proposed Budget Amendments:

Melissa Ann Santora reviewed proposed amendments to the budget for Fiscal Year 2018. The proposed amendments follow:

Line Item	Original Line Item Amount	Current Line Item Balance	Line Item Moved From	Amount Moved To Line Item	New Moved To Line Item Balance
Director of Administration	65000.00	28918.82	Executive Director	2500.00	31418.82
Disability Integration Specialist	29500.00	11540.20	Executive Director	5000.00	16540.20
Copier/Fax	2500.00	-122.35	Liability Insurance	887.00	764.65
Copier/Fax	2500.00	764.65	D & O Insurance	861.00	1625.65
Accountant	2500.00	1160.00	Auditor/Taxes	3500.00	4660.00
Accountant	2500.00	4660.00	IT Support	750.00	5410.00
Staff Travel	6000.00	1071.54	IT Support	750.00	1821.54

Dr. Danita Applewhite called for a motion regarding the to approve the proposed budget amendments. Scott Lindbloom moved to approve the budget amendments for FY18. Randy Russell seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Fiscal Year 2019 (FY19) Draft Budget:

Melissa Ann Santora reviewed the proposed budget for Fiscal Year 2019. Melissa noted that there is a decrease in the budget for Executive Director salary, as the previous Executive Director had been on staff for four years, and had earned increases in his salary. There is a decrease in software expenses, due to qualifying for discounted software as a nonprofit organization. The budgeted amount for the Copier Lease is projected to increase in FY19 for an increase in colored copies to advertise AZSILC initiatives. There is a decrease in the amount budgeted for legal expenses in FY19. The Meeting Room Rental budget is projected to increase to allow for the increase in public forums during SPIL development.

Funds in the category Resource Development were moved to the council budget for FY19. Dara Johnson asked what these funds will be used for, and Melissa Ann Santora explained that AZSILC will need to determine how they are used in FY2019, noting that in FY2018, these funds were used to hire a contractor to engage in resource development activities specifically for Arizona Youth Leadership Forum.

Scott Lindbloom asked if the AZSILC Members could be provided business cards to improve the member's network ability. Melissa Ann Santora indicated that Council Members in other states have SILC business cards. Melissa Ann Santora brought up the possible change in AZSILC branding being a reason to postpone the printing of business cards, and the topic will be discussed further as part of the AZSILC strategic plan.

Carla Shelton moved to accept the draft budget for Fiscal Year 2019. Wendy Swager seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Chair's Report:

Dr. Danita Applewhite thanked Melissa Ann Santora and Sara Joehnk for arranging travel to the 2018 SILC Congress. Dr. Danita Applewhite also thanked Melissa Ann Santora for her dedication and hard work while working remotely from Ghana, Africa.

Dr. Danita Applewhite sought a motion to approve Jim Baker as the new Executive Director. Dr. Danita Applewhite asked for Jim Baker to first introduce himself and give a summary of his experience. Jim Baker discussed his 17 years of experience in the Independent Living movement. While working in the Los Angeles area, he ran one of the six Centers for Independent Living, which served 2.2 million people and was the largest provider of employment services in Vocational Rehabilitation. He stated that employment services are an essential part of Independent Living. Jim credited Melissa Ann Santora for her work and stated that AZSILC is known around the nation for exceptional youth initiatives. Jim also previously worked on advocacy with the National Council on Independent Living, NCIL. He further stated that he valued AZSILC's work in emergency planning, and that he had done some very important work in this area, Hurricane Irma. Jim Baker also disclosed that he is a person who has a disability, and has learned and grown from this experience.

Dr. Applewhite asked for a Council Member to read the proposed title for Melissa Ann Santora's new position. Melissa Ann Santora had been the Interim Executive Director. Scott Lindbloom read the proposed title, Director of Innovation. Dr. Applewhite asked Melissa Ann Santora to explain any differences with the new job description. Melissa Ann Santora explained that she will be reporting directly to the AZSILC Council, via the Chair of AZ SILC. One of the reasons for this change is to better foster the development of Diverse Ability Incorporated, as its own nonprofit. Melissa Ann Santora explained that she will continue to contribute to the financial management of AZSILC, such as creating the budget and approving expenditures.

Scott Lindbloom made a motion to approve Jim Baker as the Executive Director and Melissa Ann Santora as the Director of Innovation. Laura Duval seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Interim Executive Director's Report:

Melissa Ann Santora updated AZSILC Members on the move to the new accounting firm, Stevenson, CPA, LLC. She stated the firm has been very responsive and helpful. She also stated there was a learning curve for the accounting firm since SILC funding is more complex than a traditional nonprofit. As a result, the financial management continues to require a significant portion of her time.

Melissa Ann Santora asked if the Council needed clarification on the items and goals collected during the strategic plan session. There were no questions. Wendy Swager moved approve the AZSILC Strategic Plan. Laura Duval seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

At 2:40pm, Dr. Danita Applewhite called a short break to the meeting. The meeting resumed at 2:53.

Committee Reports:

Laura Duval presented the list of standing committees at AZSILC. This included the Executive Committee and Nomination Committee. Laura Duval also listed the ad-hoc committees at AZSILC. These included the committees for Access and Functional Needs, SPIL Evaluation, SPIL Development, Strategies and Outreach, and Resource Development. The Strategies and Outreach committee was renamed to Policy and Legislation.

Dara Johnson reviewed the evaluation matrix used by the SPIL Evaluation Committee, which identifies any challenges that would create a barrier to achieving a SPIL goal on time, and makes recommendations to the AZSILC staff and Council in this regard. Dara Johnson explained that some of the goals and objectives in the SPIL had a slow start due to a delay in receiving the Part B funding. Dara also pointed out number A3 on the matrix which is about Access to Independent Living Services in underserved and

unserved areas of Arizona. There has been discussion on the SPIL Evaluation Committee that the listed activities might not be the best strategy for reaching the overall SPIL goal. Dara Johnson also pointed out number A4 also has some activities that might need to be changed. Dara stated that all the other objectives have been completed or are making timely progress. The SPIL Evaluation Committee is recommending the AZSILC council consider an amendment to the SPIL A3 and A4.

Dara Johnson asked for Melissa Ann Santora to explain to the AZSILC Council the process for a SPIL amendment. Melissa Ann Santora stated the timeline may be three to six months to complete, but last SPIL amendment which created the Arizona Youth Leadership Forum took only 3 months. The AZSILC Chair would need to appoint a SPIL Revision Committee. Since there is not much time before a SPIL Development Committee would start, Melissa Ann Santora recommended the SPIL Development Committee form earlier to work on the SPIL amendment. To complete the amendment process, AZSILC would need to seek public input and create draft language for the proposed amendment. The Administration on Community Living (ACL) makes the decision on whether or not a SPIL amendment is necessary, or approved.

Dr. Danita Applewhite proposed the Executive Committee performs the task of nominations instead of appointing members to a Nominating Committee. Melissa Ann Santora stated both the Executive Committee and Nominating Committee are listed as standing committee in the AZSILC Bylaws. It is not stated, but implied that these two committees are separate. There can be overlap among the Committee Members but the two Committees should not have the same roster of Council Members.

Wendy Swager moved to approve the Committee Reports. Scott Lindbloom seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

Kristen Mackey indicated that a full amendment process might not be required to change the activities in the SPIL. Melissa Ann Santora agreed and stated this will be discussed with the Administration on Community Living if the Council approves moving forward on the SPIL amendment.

Scott Lindbloom moved that AZ SILC move forward with pursuing a SPIL amendment. Wendy Swager seconded the motion. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.

CIL Reports:

Laura Duval outlined the Independent Living Network (IL Network) meeting which took place earlier today (Friday, March 9, 2018). At this meeting, it was brought to the attention of the CIL Directors that there were additional funds in Part B for fiscal year 2017. Four out of the five Centers for Independent Living agreed to split the extra funds evenly in six ways, which includes the five Centers for Independent Living and AZSILC for Arizona Youth Leadership Forum.

Laura Duval stated there was also discussion at the IL Network meeting about changes to the Arizona Community Leadership Academy (AZCLA). There has been a committee created among the Centers for Independent Living with AZSILC to develop a new curriculum. AZSILC will also be hiring a consultant to synthesize a new curriculum from the current lesson plans used by the Centers for Independent Living in Arizona. Dr. Danita Applewhite mentioned the importance of remembering to recruit veterans for this opportunity.

RSA Report:

Kristen Mackey, RSA Administrator, gave the Arizona Rehabilitation Services Administration report. She stated 48% to 49% of the clients they serve are being placed in employment, which is the highest in the nation for the amount of money spent per client. RSA is working on evaluating their costs and the benefits of their services. RSA has already reduced cost by 10% without any reduction in employment outcomes. RSA was recently able to announce a salary increase for their counseling staff, which has not received a raise since 2007. Kristen Mackey explained previously there had been only one position for counselors regardless of the employee's education and experience. They now have three levels of counseling positions with different levels of salaries. RSA has also reduced their waiting list by 32%, and they are now working on the priority two waiting list.

SRC Report:

Dr. Danita Applewhite stated that Scott Lindbloom joined the Arizona State Rehabilitation Council.

Innovation and Initiatives Report:

Melissa Ann Santora explained that the wording Arizona Empowerment and Education Initiative in the SPIL was intended to be the Arizona Education and Empowerment Initiative. The name for the Arizona Community Leadership Academy is going to change to the original name, Arizona Education and Empowerment Initiative. The five Centers for Independent Living are using a shared cloud storage to add their supplemental teaching materials. The AZSILC will be hiring someone to develop a new curriculum using these materials. The new curriculum will also include more education on Independent Living philosophy and the history of disability.

Melissa Ann Santora provided an overview of AZSILC's youth initiatives. There will be two Arizona Youth Leadership Forums this year. One will be held at Arizona State University and the other at Northern Arizona University. Applications for the forum will be sent out by the end of March 2018. Last year they accepted 40 Delegates, but determined that fewer Delegates is better practice. Arizona Youth Engagement Academy recently graduated ten students. These students have taught the class Living Well with Disability, and they plan to teach another class in April. Emerging Me: Middle School Matters will have its first class at the end of March, and the program is booked for April and May 2018.

Melissa Ann Santora thanked AZSILC for the opportunity to take several of the youth to the Association of Programs for Rural Independent Living (APRIL) conference. The National Council on Independent Living (NCIL) conference takes place in July, where AZSILC hopes to send several of the youth. Two youth are applying for scholarships provided by NCIL to attend the conference.

Melissa Ann Santora updated the Council on the Arizona Youth Leadership Alumni Association. Members of the Alumni Association performed a play about disability, called Same Difference, and raised over \$500 in donations for the Arizona Youth Leadership Forum. Anya Carrillo continues to lead Project Dignity. The goal of Project Dignity is to demystify stereotypes and destigmatize disability among the Hopi People.

Emergency Planning Report:

Sara Joehnk, Disability Integration Specialist, provided a report to the Council on the status of the AZSILC emergency preparedness activities with Arizona Department of Health Services (ADHS). Sara Joehnk updated the Council on progress made by the Access and Functional Needs Taskforce, which had its first meeting after a long break in February 2018. The Taskforce is working on updating an Emergency Preparedness Manual with the Arizona Developmental Disability Planning Council. AZSILC, Department of Emergency Management and Military Affairs, and the Commission for the Deaf and Hard of Hearing, provided information leading to state legislation for improving ASL Interpreting during emergency situations. AZSILC participated in the full-scale exercise for the Palo Verde Nuclear Power Generating Station. Sara is working with Antonio Hernandez from ADHS on improving potential gaps in the emergency plan for those who have disability. AZSILC is also participating with ADHS on the Arizona 2018 National Mass Care Exercise, which will take place in May 2018. Sara Joehnk stated that there are also two other projects with ADHS that are still at the beginning stages. These projects are working with the Phoenix Day School for the Deaf to further develop emergency plans and trainings for an active shooter situation, and arranging the 2019 Partners in Preparedness Summit.

Announcements:

Scott Lindbloom is working on building accessible vehicles for a derby race in Show Low, Arizona.

Dr. Danita Applewhite asked the Council Members if they could recruit at least two people to apply to serve on the AZ-SILC Council. Laura Duval mentioned her term ends in June, and that she will be reapplying to service on the Council.

Carla Shelton stated she is researching webinars and online courses that would benefit board development.

Dara Johnson announced the Home and Community Based Transition Plan with AHCCCS will have a public comment period in April or May 2018. She will invite the Council Members to participate.

Eileen Tohonnie stated that Assist to Independence, the Center for Independent Living located in Tuba City, recently held a promotional event which attracted health providers, but not individual members of the disability community. Eileen also stated there are trainings on the Navajo Nation, provided by Coconino County, on individual emergency planning. There is a three-day training in April that Eileen plans to attend.

Dr. Danita Applewhite indicated that there needs to be at least one SILC Committee meeting every month, and that Committees should be prepared to provide reports at the quarterly Full Council meetings. Dr. Applewhite encouraged the Council Members to participate in AZSILC events, and graduation ceremonies for AZSILC Initiatives.

Laura Duval suggested changing meeting times for the Full Council meetings. Melissa Ann Santora stated she could send out an online survey to learn what the best time would be for the Council Members.

Call to the Public:

No comments from the public.

Adjourn:

Dr. Danita Applewhite sought a motion to adjourn the Full Council meeting at 4:12pm. Scott Lindbloom moved to adjourn. Laura Duval seconded. The motion carried unanimously, passing with 8 voting in favor, 0 against, and 0 abstaining.