



Monday, September 17, 2018 2:00pm – 5:00pm
Arizona Development Disabilities Planning Council
3839 North 3rd Street #306 Phoenix, AZ 85012
This meeting was also available via teleconference.

Council Members Present: Dr. Danita Applewhite, Laura Duval, Peter Fischer, Dara Johnson, Joy Johnson LeBarge, Scott Lindbloom, Randy Russell, Carla Shelton, and Wendy Swager

Council Members Absent: Kristen Mackey (Ex-Officio), Paula Seanez, Eileen Tohonnie, and Pete Weaver

Staff: Sara Joehnk and Melissa Ann Santora

Public: Sarah Ruf

Welcome and introductions:

Peter Fischer called the meeting to order at 2:08pm. Welcome and introductions are completed.

Public comment on agenda items only:

Peter Fischer called for public comment. No public comment received.

Approval of Consent Agenda:

A. Approval of Full Council Meeting Minutes from 6/25/18

B. Approval of Executive Committee Meeting from 8/31/18

C. Approval of May 2018 – July 2018 Financial Statements

Peter Fischer explained the process of a Consent Agenda. The Consent Agenda is to approve of the Full Council Meeting Minutes from June 25, 2018, the Executive Committee Meeting Minutes from August 31, 2018, and the Financial Statements for May, June, and July 2018.

Dr. Danita Applewhite moved to approve the Consent Agenda for September 17, 2018. Randy Russell seconded the motion. All voted in favor, zero opposed, and zero abstained. The motion passed unanimously.

Treasurer's Report:

A. FFY18 Part B Fund Distribution

Laura Duval reviewed the FFY18 Part B Fund Distribution proposal. Melissa Ann Santora explained that the State Plan for Independent Living (SPIL) includes a projected budget, which is developed in advance of the three-year SPIL cycle. AZSILC is notified of the amount of the State match to the Federal Part B funds projected in the SPIL, during the third or fourth quarter of the Fiscal Year. AZSILC must approve use of the total funds before the end of the Fiscal Year, 9/30/18. The Independent Living (IL) Network, has previously agreed upon the split of the State Match - \$20,000 split between the five Centers for Independent Living (CILs), \$8,000 for the Youth Leadership Initiatives, and the balance a six-way even split between the CILs and the Youth Leadership Initiatives. This year, all CILs and SILCs received an increase in funding. Laura Duval,

Treasurer, recommends that the increased funds support the Youth Leadership Initiatives, in accordance with the submitted proposal. Peter Fischer inquired about how else the funds could be spent. Melissa Ann Santora indicated that the funds could be applied to any of the goals listed in the Arizona State Plan for Independent Living or given to the Centers for Independent Living. Wendy Swager indicated that she thinks the youth leadership work is vital, and the best use for the funds. **Dr. Danita Applewhite moved to approve the FFY18 Part B Distribution Proposal. Joy Johnson LeBarge seconded the motion. All voted in favor, zero opposed, and zero abstained. The motion passed unanimously.**

Chair's Report:

A. Request to approve appointment of Melissa Ann Santora as Interim Executive Director

Peter Fischer explained that Jim Baker, Executive Director of AZSILC, resigned at the last Executive Committee Meeting on August 31, 2018. Peter indicated that Melissa Ann Santora has been acting in the role of Interim Executive Director, and sought a motion for formal appointment. **Dr. Danita Applewhite moved to approve Melissa Ann Santora as the Interim Executive Director of AZSILC. Carla Shelton seconded the motion. All voted in favor, zero opposed, and zero abstained.**

A. Strategic Plan Review:

Melissa Ann Santora reviewed the Council Training Process. When Dr. Danita Applewhite was Chair of AZSILC, she asked Carla Shelton to develop a process for approving the use of funds for Council Member training. Melissa explained approval of the Council Training Process was tabled during the last Full Council Meeting on June 25, 2018. In addition to the paper form, AZSILC staff built an online form. AZSILC implemented use of the form for the upcoming APRIL Conference in October 2018. **Laura Duval moved to approve the AZSILC Training and Development Guidelines as presented. Randy Russell seconded the motion. All vote in favor, zero oppose, and zero abstain. The motion passes unanimously.**

Sara Joehnk presented logo options to the Council and explained the importance of choosing a logo before completing the new AZSILC website. Peter Fischer asked the Council if the Council Members felt ready to vote one of the logo options at today's meeting, or if they needed more time to review the graphics.

A roll call vote was conducted, with six voting in favor of voting on the logo designs at this meeting, two opposing, and one abstaining.

A roll call vote on the 3 logos presented was conducted, with four voting for logo one; two voting for logo two, zero voting for logo three; and one abstaining.

Wendy Swager moved to approve use of Logo Design One to be the official AZSILC logo. Scott Lindbloom seconded the motion. Five voted in favor, zero opposed, and two abstained. The motion passed.

B. AZSILC Update:

Council Appointments

Melissa Ann Santora indicated that the Governor's Office of Board and Commissions is working on interviewing prospective new and potential reappointed Council members.

Organizational/Staffing

Melissa Ann Santora stated that at the last Executive Committee Meeting, Peter Fischer requested for staff to review the job descriptions and propose revisions to the Council. Four Job Descriptions were presented to the Council for consideration: Director of Operations, Director of Innovation, Disability Integration Specialist, and Administrative Support Specialist.

Discussion followed regarding replacement of the Executive Director position, with the Director of Operations position, and how a collective leadership approach and reporting would be structured with two Directors. Melissa Ann Santora described the segregation of duties and areas of collaboration. Peter Fischer expressed concern about potential conflicts. Dr. Danita Applewhite expressed concern about changing the flow of staff reporting at this time. Dara Johnson agreed with Dr. Danita Applewhite that AZSILC organizational reporting structure should remain the same for now. Dara explained that one of the purposes of the current reporting structure is to assist with the transition of the youth initiative work to Diverse Ability Incorporated. Dara suggested a meeting between AZSILC and Diverse Ability Incorporated Board of Directors to discuss this transition. Dr. Applewhite thanked Melissa Ann Santora for stepping up as Interim Executive Director.

Melissa Ann Santora reviewed the Disability Integration Specialist position. This position is funded in part by the Arizona Department of Health and Human Services (ADHS). Previously, fifty percent of the salary and benefits were paid for through a contract with ADHS and moving forward the contract will fund eighty-percent of the Disability Integration Specialist position. Melissa explained that with this change, AZSILC is poised to hire a part-time Administrative Support Specialist that will be responsible for the administrative work that was previously done by the Disability Integration Specialist.

Dr. Danita Applewhite moved to approve all four job descriptions as presented. Randy Russell seconded the motion. All vote in favor, zero oppose, and zero abstain. The motion passed unanimously.

Bylaws

Melissa Ann Santora described to the Council the new Standards and Indicators published by the Administration for Community Living. By 10/1/18, all SILCs are required to have new policies and procedures implemented. Melissa explained that prior to implementing the new policies and procedures the AZSILC Bylaws required some revision.

Melissa reviewed the proposed Bylaw amendment, and introduced a new concept of implementing a Board of Directors to oversee the business of the organization, while the Council oversees its required duties. Melissa described that the Board of Directors would be elected from among active Council members, and would have one standing Committee: Personnel. The Council would have one standing Committee: Nominating. Melissa clarified that there is no mechanism in the proposed Bylaws that would allow a Board Member to come from outside the AZSILC Council. Therefore, all members for the Board of Directors would have to actively appointed AZSILC Council Members. Carla Shelton asked if this change in the Bylaws would change how Executive Sessions are conducted and would those rules apply to both the Council and Board of Directors. Melissa confirmed that both Board of Directors and the Council would follow Arizona's Open Meeting Law, which details the requirement to conduct an Executive Session.

Melissa clarified questions about Board and Council terms. Dr. Applewhite asked if the Board of Directors supersedes the Council. Melissa explained the segregation of duties and areas of collaboration, outlined in the Bylaws. Peter Fischer clarified that Council member roles will remain the same, and the Executive Committee would become the Board of Directors. Melissa clarified that according to the current Bylaws, amendments must be presented to the Council a Full Council Meeting before voting. **Dr. Danita Applewhite moved to advance the draft Bylaws for a vote at the next Full Council meeting. Wendy Swager seconded the motion. All voted in favor, zero opposed, and zero abstained. The motion passed unanimously.**

Policies and Procedures

Three Policies and Procedures were presented to the Council for consideration: Governance, Personnel, and Fiscal.

Melissa Ann Santora indicated that both the Fiscal Policies and Procedures, and Personnel Policies and Procedures, were already in place. The Governance Policies and Procedures is a new document required by the SILC Standards and Indicators.

Melissa reviewed the revisions and additions to the Policies and Procedures documents, answering questions, and engaging Council members in a discussion about how the written procedures reflect the current practices of AZSILC. Melissa reminded the Council that the Policies and Procedure are fluid documents, and recommends an ad hoc committee to review and update on an annual basis. Melissa explained that this would be a Board of the Directors committee, if the Council approves the amended Bylaws. Laura Duval requests an amendment to the Sick Leave Policy, which names the Arizona Law regarding Sick Leave.

Scott Lindbloom moved to approve the three Policies and Procedures as amended. Randy Russell seconded the motion. All vote in favor, zero oppose, and zero abstain. The motion passed unanimously.

Staff Reports:

A. Director of Innovation/Interim Executive Director

Melissa Ann Santora presented the Director of Innovation Staff Report to the Council. See supplemental materials for Staff Report.

B. Disability Integration Specialist

Sara Joehnk presented the Disability Integration Specialist Staff Report. See supplemental materials for Staff Report.

Committee Reports:

A. Emergency Preparedness

Peter Fischer explained that the Emergency Preparedness Committee has not meet since the last Full Council meeting, and this Committee will be discussed in more detail during the next Full Council Meeting.

B. Executive

Peter Fischer stated the last Executive Committee Meeting was on August 31, 2018. The major highlight from this meeting was Jim Baker's resignation as Executive Director and the job description items that AZSILC voted on today.

C. Nominating

Melissa Ann Santora indicated that the Nominating Committee needs to be established to present nominations for the vacant officer positions on the Council. Scott Lindbloom had previously been elected the Vice-Treasurer and is now up for reelection. AZSILC currently does not have a Secretary. Peter Fischer will appoint a Nominating Committee that will meet prior to the Full Council Meeting in December 2018. Peter Fischer stated the Nominating Committee will meet by phone to discuss nominations for the two vacancies, and AZSILC Staff will send an email asking which Council Members would like to serve on the Nominating Committee.

D. SPIL Evaluation

Dara Johnson stated this Committee last met in February 2018. At that meeting, they prepared a report for the March Full Council Meeting which evaluated progress on the State Plan for Independent Living (SPIL) from July 2017-December 2017. Dara indicated the need to streamline the process for this Committee to present recommendations and updates about the SPIL. Melissa Ann Santora clarified the Committee membership as: Dara, Paula Seanez, and Laura Duval.

Agency Reports:

A. CIL Report

Laura Duval reported there has not been an IL Network meeting since the last Full Council Meeting in June 2018. Laura explained it is difficult to get the Centers for Independent Living to participate since the Centers are busy providing core services. However, their participation in the IL Network is important for statewide outreach.

B. RSA Report

Kristen Mackey was unable to attend today's Full Council Meeting or send representative to present a report from the Rehabilitation Services Administration.

C. SRC Report

Dr. Danita Applewhite stated Scott Lindbloom has been doing a great job on the State Rehabilitation Council (SRC) and asked him to present the SRC Report to the AZSILC Council. Scott stated that SRC is updating their Policy and Procedures. The SRC is improving on their forms designed for students who have disabilities transitioning from high school to post-high school pursuits. Updating the form will also involve creating new requirements for youth transition. Dr. Applewhite stated that SRC is having difficulty recruiting new Council Members, similar to AZSILC, and the Governor's Office has delayed appointments. There will be a Member Training for SRC on September 26, 2018.

Announcements:

Melissa Ann Santora announced that next month, Sara Joehnk will have been a staff member at AZSILC for one year. Also, in October, Melissa will have been on the AZSILC staff for five years.

Dr. Danita Applewhite thanked Peter Fischer for running his first Full Council meeting as Chair of AZSILC. Scott Lindbloom and Dr. Danita Applewhite both thanked Melissa Ann Santora for all her hard work at AZSILC.

Sarah Ruf, from the Developmental Disabilities Planning Council, announced that AZSILC Council Member, Scott Lindbloom, was awarded a Champion of Equal Opportunity (CEO) "Journey" Award from the National Association of Councils on Developmental Disabilities (NACDD). The Department of Economic Security published a spotlight profile to their website. Scott was also honored by the City of Show Low for bringing home the award.

Scott Lindbloom asked if future Full Council meetings could be held earlier in the day. Peter Fischer stated his goal when scheduling future meeting is to bookend the meeting before or after lunch. This will help those Council Members with full-time jobs attend the meetings. Peter stated he and AZSILC staff will email Council Members a selection of dates and times to choose from for the next year of Council Meetings. Melissa Ann Santora mentioned that at the next Full Council Meeting, there should be new appointed Council Members attending. Melissa suggested the AZSILC Council consider doing something extra at that meeting for both the holidays and to welcome the new Council Members. Scott Lindbloom asked if AZSILC Committee Meetings could be arranged before or after the Full Council Meeting, which would allow out-of-town Committee Members to attend in-person. Melissa stated that several AZSILC Committees have not had meetings since the last Full Council meeting but arranging the Committee Meetings will be easier when the new staff members are hired.

Call to the Public:

No comments from the public.

Adjourn:

Scott Lindbloom made the motion to adjourn. Peter Fischer called the meeting to a close at 4:04pm.

DRAFT