



Thursday, May 30, 2019  
Ability360 – Classroom B  
5025 E. Washington Street, Phoenix, AZ 85034

Meeting was available via  
videoconference/teleconference.

**AZSILC Board Members Present:** Dr. Danita Applewhite, Laura Duval, Scott Lindbloom, and Randy Russell (Laura Duval and Scott Lindbloom attended via teleconference.)

**AZSILC Board Members Absent:** Carla Shelton

**Staff Present:** Sarah Kader, Sara Ann Joehnk, Melissa Ann Santora and Tahneesha Smith

**Public Present:** Eileen Tohonnie

**Welcome and Introductions:**

Dr. Danita Applewhite, AZSILC Chair, called the meeting to order at 1:46 am. Welcome and introductions were completed.

**Public Comment on Agenda Items Only:**

Dr. Danita Applewhite called for public comment. No public comment was received.

**Approval of the Consent Agenda:**

**Treasurer's Report:**

*Approval of February 2019 – April 2019 Financial Statements*

Laura Duval presented the financial reports. She reported that everything was in order with nothing outstanding to report. Duval asked for questions.

*FY19 Quarter 4 Budget Amendment Approval*

Melissa Ann Santora presented the 4<sup>th</sup> Quarter Budget Amendment. In the fourth quarter there are budget adjustments for additional supplies and equipment. There was an increase in staff travel due to the number of current staff. There will be an estimated \$20,000 at the end of June 2019.

*Recommendation to Council for Approval of Part B Distribution Proposal*

Laura Duval explained the results of the fund matching program. An additional \$40,560 was granted to AZSILC as undesignated funds. Instead of distributing the funding equally among the Centers for Independent Living, the Independent Living Network agreed to have them used towards youth leadership initiatives to provide a greater impact statewide.

Scott Lindbloom asked about using the additional funds in the northeastern part of the state to potentially establish a satellite program for youth leadership initiatives or other services.

Melissa Ann Santora stated that the funds had to be used for goals already listed in the State Plan for Independent Living (SPIL); no new services can be added at this time. The SPIL outlines how a new center may be established.

Laura Duval explained that each Center for Independent Living has its own designated counties to serve. Duval suggested that if consumers feel they are not being properly served they should directly contact their Center. The Statewide Independent Living Council does not manage the Centers nor can they force them to provide services to a specific area.

There was further discussion surrounding the use of the Part B Funds and how to better serve in certain areas.

Dr. Danita Applewhite asked for a motion to accept the Treasurer's Report to include February 2019 – April 2019 Financials Statements, FY19 Quarter 4 Budget Amendment, and Recommendation to Council for Approval of Part B Distribution.

Randy Russell made a motion to accept the Treasurer's Report.

Laura Duval seconded the motion to accept the report as presented.

Laura Duval, Scott Lindbloom and Randy Russell all voted in favor. No oppositions or abstentions. The motion unanimously passed.

### **Personnel Committee Report:**

#### *Approval of Proposed Personnel Policy and Procedure Amendment*

Laura Duval presented the Personnel Committee report. Duval highlighted the following modifications to current policy:

- transferable employee annual leave
- family medical leave act
- increase in bereavement leave
- birthday leave
- closing of AZSILC 'office' at year end
- IRA contribution
- update to employee evaluation process
- merit and year-end bonuses if funds are available
- interim position updates

Laura Duval asked for questions.

Dr. Danita Applewhite shared her appreciation for the hard work and care of the AZSILC staff reflected in the updated policies. She inquired about the three-month evaluation given to new staff previously included in the policy.

Laura Duval stated that the three-month evaluation had been removed from the policy.

Dr. Danita Applewhite expressed her concerns of the three-month evaluation being removed from the policy. A shorter evaluation time allows for any challenges to be addressed and/or if additional training is needed.

Melissa Ann Santora recommended implementing a three-month review to determine if there are any challenges or concerns for the new employee.

Sarah Kader recommended that the three-month reviewed not be included in the policy but the AZSILC Board Chair could designate a procedure.

A brief conversation continued regarding the usefulness of a three-month review for new employees.

Laura Duval suggested that a three-month review be added to the policy.

Laura Duval made a motion to accept the updated policies.

Scott Lindbloom asked if job descriptions should be included in the employee policy.

Laura Duval stated that job description should not be included in the policy.

Dr. Danita Applewhite stated that Sarah Kader will update the policy to include a three-month review for new employees.

#### Staff Evaluation Review and Approval

Laura Duval stated that she had sent the evaluations for the AZSILC Executive Staff to the Board members for review.

Randy Russell asked if there was a 401K in place for employees.

Melissa Ann Santora stated there is no current 401K but employees do have an IRA.

#### Employee IRA Redetermination

Laura Duval stated the IRA as mentioned was increased to 5% in the updated policy. She asked that the full 5% be reactively included to the beginning of the year.

Randy Russell made a motion to approve all three items included in the Personnel Committee Report.

Scott Lindbloom seconded the motion to approve the items in the Personnel Committee Report.

Laura Duval, Scott Lindbloom and Randy Russell all voted in favor. No oppositions or abstentions. The motion unanimously passed.

All AZSILC staff members temporarily left the meeting. An AZSILC Board Executive Session convened.

The Organizational State of Affair Reports were intentionally omitted at this time because this report was to be given at the subsequent Council meeting a few hours later.

**Announcements**

Dr. Danita Applewhite apologized if she made anyone feel uncomfortable when presenting information to the staff regarding her nonprofit. She did not mean to overstep her boundaries or not adhere to policies.

Laura Duval stated that she would schedule oral evaluations with AZSILC Executive Staff on May 31, 2019.

Dr. Danita Applewhite complimented the staff for the good job everyone is doing. Specifically, recognizing Melissa Ann Santora for her hard work.

**Call to the Public:**

AZSILC Board Chair, Dr. Danita Applewhite, called for public comment. No public comment was received.

**Adjournment:**

Laura Duval made a motion to adjourn. The meeting was adjourned at 12:57 pm.