

Unapproved Minutes



Tuesday, December 10, 2019

1:00 pm – 2:00 pm

**Meeting was available via
videoconference/teleconference only.**

AZSILC Board Members Present: Susan Molloy, Scott Lindbloom and Randy Russell

AZSILC Board Members Absent: Laura Duval

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

Public Present: Audra Paletta

Welcome and Introductions:

Susan Molloy, AZSILC Chair, called the meeting to order at 1:07 pm. Introductions were completed.

Public Comment on Agenda Items Only:

Susan Molloy called for public comment. No public comment was received.

Approval of Consent Agenda:

Susan Molloy posed several questions related to previous meeting minutes. Melissa Ann Santora answered Molloy's questions pertaining to minutes on the consent agenda. Tahneesha Smith and Sara Ann Joehnk provided additional input as needed. In efforts to remain timely, Melissa Ann Santora recommended that she and Susan Molloy discuss additional questions offline.

Scott Lindbloom moved to approve the AZSILC Board meeting minutes for 3/11/19, 5/30/19, 8/29/19, and 9/23/19. Randy Russell seconded the motion. Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Report of the Treasurer:

Scott Lindbloom, AZSILC Vice-Treasurer, presented the Report of the Treasurer in the absence of Laura Duval. Lindbloom reviewed the August – October 2019 Financial Statements and found the organization's financial health in good standing.

Unapproved Minutes

Scott Lindbloom moved to approve the August – October 2019 Financial Statements. Randy Russell seconded the motion. Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Susan Molloy asked to review the Directors and Officers Insurance (D&O) information. Melissa Ann Santora agreed to provide the D&O information to Susan Molloy.

Scott Lindbloom reviewed the Amended 2020 (Statewide Independent Living Council) SILC Resource Plan. Lindbloom explained the adjusted amounts that were made to budget items.

Melissa Ann Santora expounded on the most significant adjustments relating to printing, software, and website. There were invoices for these three line items that were intended to be paid in June, which were not paid until July, impacting the current budget, rather than the previous budget. She also noted the expenses attributed to travel for the APRIL Conference in October 2019, as an area requiring amendment. Santora stated that the budget is routinely reviewed, and adjustments are regularly made in the second, third and fourth quarters.

There was brief discussion regarding the amended budget.

Scott Lindbloom moved to approve the Amended 2020 (Statewide Independent Living Council) SILC Resource Plan. Randy Russell seconded the motion. Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Report of the Board of Directors Chair:

Susan Molloy appointed Audra Paletta to the office of AZSILC Vice-Chair effective December 10, 2019. Paletta accepted the appointment.

Melissa Ann Santora stated that the Arizona Statewide Independent Living Council will need to adopt the appointment at the next scheduled meeting.

Susan Molloy explained that three training and development applications had been received for 2020 SILC Congress Conference attendance in San Diego, California. The applicants were as follows: Susan Molloy, Scott Lindbloom and Laura Duval.

Melissa Ann Santora stated that AZSILC Board members must consider the following in the application approval process: 1) how the training will benefit the organization 2) how the expenses will impact the budget. Santora reminded Board members that AZSILC also provides travel reimbursement to Council members that travel to scheduled meetings at least once a year, and this also impacts the budget

Melissa Ann Santora shared that she and Sara Ann Joehnk will be attending the 2020 SILC Congress Conference, and have both submitted presentation proposals. Joehnk is budgeted to attend in accordance with the organization's current contract with Arizona Department of Health

Unapproved Minutes

Services (ADHS). There is a possibility that Council members may be able to attend in accordance with the current ADHS contract as well. Melissa Ann Santora and Sara Ann Joehnk are exploring this avenue to help manage the expenses associated with more than one Council member attending the conference.

Melissa Ann Santora indicated that the SILC Congress conference will provide helpful information regarding the new State Plan for Independent Living (SPIL) format. Additionally, the Administration for Community Living (ACL) will be providing useful training at the conference. Santora indicated that it would be most beneficial to the organization if Susan Molloy, as AZSILC Chair and SPIL Development Committee Chair, attended the SILC Congress conference.

Scott Lindbloom agreed that Susan Molloy should attend the upcoming conference.

There was brief discussion surrounding potential travel arrangements.

Scott Lindbloom moved to approve Susan Molloy's application and request to attend the SILC Congress Conference in February 2020 to be paid for by SILC Resource Plan funds. The motion also included approval of applications for Scott Lindbloom and/or Laura Duval if additional funds are secured from ADHS to cover their expenses.

Randy Russell seconded the motion. Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Melissa Ann Santora reported on the current Consideration of Employee Benefits. Santora explained that the employee health insurance premium for 2020 had been received and will increase by approximately \$100 per month with the current plan. The current plan is 100% employer paid.

Scott Lindbloom moved to approve the 2020 healthcare premium plan to be paid 100% by the employer (AZSILC). Randy Russell seconded the motion. Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Melissa Ann Santora stated that all AZSILC staff with less than 80 hours of leave will automatically roll over to the next calendar year. Any hours that exceed 80 have to be approved by the AZSILC Board. The following staff members have an excess of 80 hours: Sarah Kader (93), Melissa Ann Santora (212), and Sara Ann Joehnk (165).

Scott Lindbloom moved to approve the aforementioned rollover leave hours for Sarah Kader, Melissa Ann Santora and Sara Ann Joehnk. Randy Russell seconded the motion. Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Melissa Ann Santora stated that policy indicates the option of having the AZSILC office close during the last week of the year with approval of the AZSILC Board. If approved, the office would

Unapproved Minutes

be closed on the following dates: December 26th, 27th, 30th and 31st. All staff would return to work on January 2, 2020, with full pay and benefits during the office closure.

Scott Lindbloom moved to approve the end of year office closure for all AZSILC staff. Randy Russell seconded the motion.

There was a brief discussion surrounding the use of holiday leave and/or end of the year leave of employees of different faiths. Melissa Ann Santora read the leave policy to the Board members. Susan Molloy expressed her concerns regarding equivalent days off for all employees, and was pleased that this provision is offered in the policy.

Scott Lindbloom and Randy Russell voted in favor. The following opposed: None. The following abstained: None. The motion carried unanimously.

Announcements:

Susan Molloy inquired about the deadline of the Needs Assessment Survey being conducted by the Morrison Institute.

Melissa Ann Santora stated the survey will close December 31, 2019.

Susan Molloy asked for the survey link to be sent to her via email. Melissa Ann Santora agreed to send Molloy the link.

There were no further announcements.

Call to the Public:

AZSILC Board Chair, Susan Molloy, called for public comment. No public comment was received.

Adjournment:

Scott Lindbloom moved to adjourn. Randy Russell seconded the motion.

The meeting was adjourned at 2:20 pm.