



Rhode Island Statewide
Independent Living Council
"Together, Making a Difference"

BI-MONTHLY COUNCIL MEETING
Wednesday, August 17, 2016 1:00 – 3:00 p.m.
OSCIL, 1944, Warwick Ave, Warwick, RI 02886

DRAFT MINUTES

Members Present: Anabela Azevedo; Ray Bandusky; Carmen Boucher (DOH); Christine Hammond (ORS); Margaret Molloy, Vice Chair; Jeanne Panarace; Lorna Ricci, CIL Representative; Barbara Ringland; Jack Ringland, Chair.

Members Absent: Kathy Kindelan.

Guests: Christina Batista; Bob Cooper (DSE); Laurie DiOrio (DSU); Vanja Frazier (Governor's Office); Catherine Gering (Governor's Office); Alyssa Gleason (GCD); Helen Iasimone (OSCIL); Alina Joharjian (Governor's Office); Jeff Ovaginon.

Staff: Rick Costa, Executive Coordinator; Lisel Rockwood, Assistant to the Executive Coordinator.

Interpreter: Dorothy Hodge.

CART: Tammi Burnham

Meeting called to order at 1:05. Quorum was present.

1. Welcome and Introductions. Etiquette reminder. Jack Ringland welcomed everyone, self-introductions were made.

2. Approvals

Minutes of June 22, 2016: previously sent; accepted as written.

3. Membership issues:

- **Membership appointments:** Jack Ringland stated that the following people have been accepted by the Governor for membership: Anabela Azevedo and Jeanne Panarace
- **Membership recommendations:** Jack Ringland presented former SILC member, Christina Battista for nomination; her application was read aloud. Discussion ensued on whether a former member can be re-appointed if the Council is not fully constituted. A motion was made by Barbara Ringland seconded by Jeanne Panarace that Christina Battista's membership to be

discussed with the ACL so after this meeting she would be voted in if she met all the requirements. For: Anabela Azevedo; Ray Bandusky; Margaret Molloy; Jeanne Panarace; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.

{Note: Lorna Ricci joined the meeting.}

- **Guests:** Two potential volunteers had been invited to attend but were not present. Jack Ringland read aloud their applications.

{Note: Alysa Gleason joined the meeting.}

4. Upcoming Council Events:

- **Sept. 15, Independent Living Conference sponsored by OSCIL, 8 am to 2 pm at the Crowne Plaza.** Anabela Azevedo, Barbara Ringland, Jack Ringland stated they were interested in attending as individual consumers. A motion was made by Jack Ringland seconded by Barbara Ringland to send Council members to the IL Conference. For: Anabela Azevedo; Ray Bandusky; Jeanne Panarace; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously with two abstentions: Margie Molloy; Lorna Ricci. Barbara made a motion to have a vendor table at the conference. No second; motion fell. Carmen Boucher stated that the Department of Health was attending as a vendor and SILC information could be placed on their table. The DOH will also be distributing Accessible RI brochures. A suggestion was made to update the SILC recruitment flyer using the contact info@risilc.org.
- **Aug. 30 SILC-NET Uniform Guidance for SILC's Webinar & Teleconference \$75 per site, NOT each participant. 3 pm Eastern.**

Alysa Gleason suggested that the SILC not spend the \$75 to participate but could later read the presentation on-line. She also stated that the GCD were attending several training for state administrators of grants on the new UGG. No motion was made.

- **Sept. 19-21, Leaders Without Limits: A Community Leadership Academy. Houston, TX. No reg. fee. Rooms \$149/night.** No motion was made.

5. Vote on retaining incorporated status: Jack Ringland explained advantages of being a 501(c) 3. A motion was made by Jeanne Panarace seconded by Margie Molloy to retain on profit status. **For:**

Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.

6. Vote on SILC – DSE Memorandum of Agreement: Bob Cooper presented the memorandum and discussion ensued. A motion was made by Ray Bandusky seconded by Jeanne Panarace to approve the language of option A2 as “the purpose of this memorandum is to describe the terms of this agreement and to delineate the roles and responsibilities of the council and the DSE”. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky seconded by Margie Molloy to approve the language of option A2 Background with the following corrections: substituting the federal law for the first line and adding GCD accepted at the end. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Lorna Ricci to not accept any of the three (B) options and only reference the federal law. An amended motion was made by Jack Ringland and seconded by Lorna Ricci to add a simple sentence saying that the Council will comply with the law and eliminating all statements including goals and objective up to the middle of page three. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

Due to the time, Ray Bandusky requested that anything that was time sensitive be taken care of today. Jack Ringland stated he needed approval of an additional \$200 for the next two months for the bookkeeper to file extra reports as required by the state. It was noted by Laurie Diorio and Margie Molloy that this item was not on the agenda. A motion was made by Lorna Ricci and seconded by Jeanne Panarace to add \$400 to the budget to pay for the extra reporting fees. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Jeanne Panarace and seconded by Anabela Azevedo to recess this meeting until August 24 from 12-2 p.m. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

Meeting reconvened on August 24, 2016 12:00 noon.

Members Present: Anabela Azevedo; Ray Bandusky; Margaret Molloy, Vice Chair; Jeanne Panarace; Lorna Ricci, CIL Representative; Barbara Ringland; Jack Ringland, Chair.

Members Absent: Carmen Boucher; Christine Hammond; Kathy Kindelan.

Guests: Bob Cooper (DSE); Alyssa Gleason (GCD); Helen Iasimone (OSCIL).

Staff: Rick Costa, Executive Coordinator; Lisel Rockwood, Assistant to the Executive Coordinator.

Interpreter: Dorothy Hodge.

CART: Tammi Burnham

Meeting called to order at 12:25 by Jack Ringland. Quorum was present. Self-introductions were made.

7. Reconsideration of the Motion of August 17, 2016 regarding authorization of payment of \$400 to the Accountant: A motion was made by Jeanne Panarace and seconded by Lorna Ricci to approve the amount of \$400 for final services needed this year. It was noted that the payment was for only the two extra monthly reports; final services will be determined later. Jeanne Panarace amended the motion seconded by Lorna Ricci to authorize a payment of \$400 to the accountant. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

8. Vote on Closing SILC Office and Terminating SILC Staff: Jack Ringland stated that the office at Corliss would be closing on September 9th and the following week the office equipment and files would be moving to the GCD. He explained that they were terminating staff because there was not enough money in the

budget for staff and that OSCIL would receive the additional funds not used by the SILC. Staff's last day would be September 9th and would receive three weeks of severance pay plus vacation pay by end of September. A motion was made by Lorna Ricci and seconded by Anabela Azevedo authorize the closing of the SILC office at Corliss Institute and terminating the SILC staff as of September 9th, 2016, with a severance pay equal to three weeks salary, plus any accrued vacation. **For: Anabela Azevedo; Ray Bandusky; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: Margie Molloy. Motion pass 6/1.**

9. Appoint a SILC nominating committee: Lorna Ricci nominated Jeanne Panarace who declined the nomination due to her inexperience with the SILC. A discussion ensued whether a nominating committee was needed with such a small group. It was suggested that the letters be read and then just vote. Several members requested the results of the interest letters; Jack Ringland declined to share the results aloud. Barbara Ringland volunteered to chair the committee. Motion has been made by Ray Bandusky seconded by Lorna Ricci to form an ad hoc nominating committee made up of Barbara Ringland as committee chair, Margie Molloy and Anabela Azevedo as members. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

10. Vote on status of SILC Website: Jack Ringland asked if there was any immediate action that needed to take place concerning the website stating that Allyson Dupont has recently done extensive updating to enhance the website and also make it more mobile-friendly. A discussion ensued about maintaining the nonprofit (.org) website verses using a government site (.gov). Ray Bandusky made a motion to postpone a vote until the annual meeting in order to gather more pro and cons of each. It was noted that the website is paid through April 2017. Ray Bandusky amended the motion and seconded by Lorna to maintain the current status through April and revisit again in Feb 2017. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

11. Vote on SILC – DSE Memorandum of Agreement: Bob Cooper presented a revised draft with changes discussed at the August 17, 2016 meeting. A motion was made by Ray Bandusky and seconded by Anabela Azevedo to approve option C2. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Anabela Azevedo to adopt D1 with changing chair and vice chair to Council authorized signatories. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Jeanne Panarace to adopt E2. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

12. Vote on Proposed SILC Executive Order: The current Executive Order stated no more than 30 members. A suggestion was made to lower the number to 15. Due to the need to maintain a minimum of 51% consumer membership, a motion was made by Ray Bandusky and seconded by Lorna Ricci to adopt A2 using a maximum of 20 but adding 'no more than' in place of 'a maximum of'. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Lorna Ricci to insert the words administration for independent living in Section 2D. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Anabela Azevedo to strike the reference to 'at least one of the directors of independent living centers chosen by the majority of the center directors' to 'of a center for independent living'. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace;**

Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.

A motion was made by Ray Bandusky and seconded by Lorna to delete the reference to the staggered terms, state that members can serve no more than two full terms, and omit any new language concerning recommendations. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Lorna Ricci and seconded by Ray Bandusky to keep the language in section 6 and omitting all references to 'property'. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Barbara Ringland to accept the inclusion of the underlined section sentences under Option 2 that deals with the transition between the DSU and DSE and allows for the GCD to complete any proceedings or business matters started by the ORS prior to October 1, 2016. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

A motion was made by Ray Bandusky and seconded by Jeanne Panarace to approve the memorandum of agreement and the SILC Executive Order as revised on August 17 and August 24th. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**

- 13. Vote on Instructions to the DSE on Allocation of Independent Living Service Funding, as prescribed in the 100, 000 extra funds, State Plan for Independent Living:** DSE requires guidance as to how to allocate the surplus Part B grant funds over the next year which is in addition to the expected \$305,000. A motion was made by Anabela and Azevedo and seconded by Jeanne Panarace to move the discussion on the voting on the instructions to the DSE and allocating independent living service funding to the September 21st meeting when figures can be provided. **For: Anabela Azevedo; Ray Bandusky; Margie**

Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.

14. Update on Council re-appointment of Christina Battista:

Jack Ringland reported that he had contacted Elizabeth Akinola (ACL) and Paula McElwee and conferred that the appointment must be deferred until the Council is fully constituted and in compliance.

15. SILC tasks that need to be completed before September

30, 2016: Jack Ringland stated the chart outlines what the Council needs to do in the coming weeks prior to the first of October and that the list was being worked on.

Description	Person responsible	Need by Date	Status	Completed
Notification to terminate Corliss Lease	Jack R.	Aug. 19 th		
Inventory of furniture and equipment	Alyssa G. / Laurie D.	Sept. 1 st		
Passwords to computer files	Lisel R. / Alyssa G.	Sept. 9 th		
Moving of furniture and equipment	Laurie D.	Sept. 15 th		
Creation of SILC general revenue grant account	Bob C.	Aug. 12 th	8/5 1 st approval	
Creation of SILC state telecommunication account/portage of phone number	Bob C.	Aug. 15 th		
Creation of SILC state mailing account	Bob C.	Aug. 15 th		
Creation of SILC state information technology account		Aug. 15 th		
MPA Purchase of insurance policies: directors & officer's liability, general liability	Bob C.	Sept. 15 th	8/5 initiated	
Notification to terminate insurance polices	Jack R.	Aug. 18 th		
Appointing a SILC nominating committee	Full Council	Aug. 17th		
Election of Officers	Full Council	Sept. 21 st		
Setting SILC Annual Meeting date	Full Council	Aug. 17th		
Arranging for CART & Interpreter for Annual Meeting	Jack R.	Aug. 18 th		
Vote on retaining incorporated status	Full Council	Aug. 17th		
Vote on retaining corporate bank account & debit card	Full Council	Aug. 17th		
Change of Bank Account authorized signatories	Current signatories	After elections		
Debit Card authorized signatories	Current signatories	After elections		
Close bank line of credit	Current signatories	After Elections		
Vote on status of SILC Website	Full Council	Aug. 17th		

Description	Person responsible	Need by Date	Status	Completed
Notification to website host of any changes	Jack R.	Sept. 1 st		
Creation on RI.gov of website?	Alyssa G.	Sept. 15 th		
Vote to lay off staff	Full Council	Aug. 17th		
Layoff Notification to staff	Jack R.	Aug. 18 th		
Letters of Reference for staff	Jack R.	Aug. 24 th		
Notification to terminate Advantage Payroll services, in January after 2016 employee income tax filings	Jack R.	Sept. 1 st		
Notification to terminate Beacon Mutual (workers' compensation) Insurance	Jack R.	Aug. 18 th		
Notification of layoffs to DL&T Unemployment Compensation	Jack R.	Aug. 18 th		
Notification of layoffs to DL&T Temporary Disability Insurance	Jack R.	Aug. 18 th		
Notification to T. Rowe Price - change of Annuity Policy Status	Jack R.	Aug. 18 th		
Notification to terminate Cox Cable Service and new billing address	Jack R.	Aug. 18 th		
Notification to terminate Ronald Rodrigues, bookkeeper, in January after 2016 tax and corporate filings and new office address	Jack R.	Aug. 18 th	8/10 meeting	
Change of access codes to Carbonite Cloud Computing (storage) or termination	Lisel R. / Alyssa G.	Sept. 15 th		
Notification to Post Office of Change of SILC Address	Jack R.	Sept. 1 st		
Notification to Secretary of State change of Open Meeting filers	Jack R.	Sept. 15 th		
Notification to Secretary of State change of Corporate Agent - address	Jack R.	Sept. 15 th		
Transfer access to USHHS's Division of Payment Management to GCD	Bob C.	Sept. 15 th		
Transfer access to ACL's Reports filing website	Bob C.	Sept. 15 th		

15. Announcements: Next meeting will be on September 21, 2016.

16. Adjourn: A motion was made by Jeanne Panarace and seconded by Anabela Azevedo to adjourn. **For: Anabela Azevedo; Ray Bandusky; Margie Molloy; Jeanne Panarace; Lorna Ricci; Barbara Ringland; Jack Ringland. Against: none. Motion pass unanimously.**