

# **MINUTES**

## **STATEWIDE INDEPENDENT LIVING COUNCIL**

### **EXECUTIVE COMMITTEE MEETING**

**January 5, 2011 1:00 PM – 3:00 PM**

**20 Nobert Street, Warren, RI 02885**

**Members Present: Kristen Connors, 2nd Vice Chair (speaker phone); Rick Costa, Secretary; Liz Graves, Chairperson; Anna Liebenow, NAC Co-Chair; Mary Wambach, NAC Co-Chair.**

**Staff Present: Camille Pansa, Administrator; Lisel Rockwood, Assistant to the Administrator.**

**Interpreter: Dona Lombardi**

**1. Minutes of December 1, 2010: previously sent. At the December meeting, the following was added to Section 2 of the Financial Procedures as item #2: “The RISILC Chair and/or Treasurer are provided ongoing access to review of all fiscal items and issues. Their input is solicited for any unusual or problematic items and personal presence at fiscal reviews is welcomed and encouraged.” The word personal was incorrectly typed as person. Mary Wambach requested that a change be made to both the minutes and the procedures. A motion was made by Kristen Connors and seconded by Anna Liebenow to accept the minutes as corrected. Vote passed unanimously.**

**2. Review February 2011 calendar: The scheduled meetings are as follows: Executive Committee – Wednesday, February 2, 1p.m. – 3**

**p.m.;**

**Needs Assessment Committee – Monday, February 7th, Noon to 2 p.m.;** Finance Committee – no meeting scheduled. The office will be closed Monday, February 21st, President's Day.

**3. Audit/new contract update:** Camille Pansa stated that neither the contract reflecting the new audit language nor the operating funds for the first fiscal quarter have been received. The absence of operating funds required the Council to borrow funds from a line of credit. An invoice has been sent to ORS for the now due second quarter funds. A motion was made by Rick Costa and seconded by Anna Liebenow to borrow additional funds from the line of credit if needed to keep the Council operational. Vote passed unanimously.

**4. Review quarterly Council meeting:** Liz Graves stated that she hoped that the attendance would have been larger but she was still pleased with the involvement of the Council members.

**5. Serve Rhode Island / AmeriCorps Disability Inclusion Team:** Liz Graves stated that she will be attending a meeting on Friday, January 7th. She feels the RISILC should maintain a good relationship with this group because they are involved in many issues and programs.

**6. Meeting with Rep. Langevin:** Liz Graves, Rick Costa, Mary Wambach, and RISILC staff will be meeting with Congressman Langevin on Friday, January 14th. Kristen Connors will be in attendance on behalf of the Congressman. The Council discussed a possible agenda. It was suggested to adhere to Federal issues such as the Reauthorization of the Rehabilitation Act.

**7. Bylaws Revision:** The current Bylaws were reviewed and changes

made reflecting the restructuring of the RISILC. The updated Bylaws will be placed on the agenda for Council approval at the March quarterly Council meeting.

8. Financial Report: previously sent.

9. Needs Assessment Committee report: previously sent. Anna Liebenow reported that a sub-committee has been formed to work on the Needs Assessment survey. Surveys from different states were reviewed as a starting point, and structures and contents were taken into consideration.

10. Membership/Nominating Committee report: Anna Liebenow discussed the difficulty of recruiting volunteers. She asked the committee for assistance. Several suggestions were made.

11. State Plan/704 Report Committee report: Liz Graves reported that some of the wording in the Substantial Challenges Section needed to be changed to satisfy all parties. She stated that she worked with ORS to accomplish a satisfactory version of the section before submitting the report. The report was submitted on time. A discussion was held exploring ways of acquiring state funds as part of the budget. It was suggested that perhaps ORS could explain the I & E funds so the Council could better understand its funding source.

12. Old Business/new business: none.

**Rick Costa**

**Secretary**