



PA STATEWIDE INDEPENDENT LIVING COUNCIL
Quarterly Meeting Minutes
May 8 & 9, 2008

Call to Order The meeting was called to order by Chair, Milton Henderson at 9:00 am.

Mission statement was read by Milton Henderson.

Chris Lloyd was welcomed to the council as a new member.

Secretary Vivian LaCamera, 2nd Vice Chair called the roll.

Roll Call The following councilors were in attendance:

Amy Beck	Stanley Holbrook	Angela Lundy
Linda Costal	Barbara Houghtaling	Jamie Ray
Steve Dorsey	Kathleen Kleinmann	Susan Tomasic
Tim Finegan	Vivian LaCamera	Robert Treptow
Hillary Hasson	Daniel Loftus	Jerry Wright
Milton Henderson	Chris Lloyd	Donald Zeigler

Excused The following councilors were excused:
Juanita Benson Thomas Earle

Ex-Officio The following ex-officio councilors were present:
Ivonne Bucher David Golin

The following ex-officio councilors were not present:
William Gannon Roberta Schwalm

Minutes: The minutes from the January 9 & 10, 2008 meeting were approved.

MOTION was made by Vivian Lacamera to approve the minutes with changes for the January 9 – 10, 2008 meeting and seconded by Don Zeigler. Motion passed.

Governor's Budget Office

Michael Masch

Highlights:

- Overview of the 2008-09 Governor's budget.
- Available on www.pa.gov
- Discussions with council members about attendant care, adult protective services, CIL funding and COLAs for CILs, establishing 2 new CILs and level funding
- A complete transcript of Secretary Masch's presentation can be found on www.pasilc.org

Audit Presentation (FY 06/07)

Jim Krimmel, Hamilton & Musser, P.C.

Highlights:

- First year as auditor, taking responsibility for second year of audit ending September 30, 2007
- Comparison statements on page 3 showed a deficit of 44000.00
- First year in a while that the SILC did not receive 500000 and because of this did not qualify for a single audit – reduced by not receiving the conference grant for the whole year
- Finance committee chair asked for clarification of a government audit versus a single audit
 - There are 3 levels of auditing standards
 - Generally accepted auditing standards
 - Government auditing standards
 - \$500,000 or more of federal dollars OMB 133 kicks in

Motion was made by Stan Holbrook to accept the audit report and was seconded by Amy Beck. Motion passed.

Membership Committee Report

Susan Tomasic, Chair

Highlights:

- Recommendation was sent to the Governor's office for Sarah Scott to fill the seat vacated by John Tague
- committee will solicit nominations for replacement of the youth seat
- Committee will recruit an ex-officio for the vacancy of David Golin
- David Golin's last meeting is today. Milton Henderson presented a certificate to David recognizing this leadership and service on the council
- Meetings will be held the 1st Thursday of the month starting in June
- The following council members are eligible for Reappointment to the council:
 - Tom Earle, 2nd term
 - Kathleen Kleinmann, 1st term
 - Vivian LaCamera, 2nd term
 - Angela Lundy, 2nd term
 - Jamie Ray, 2nd term
 - Ivonne Bucher, 2nd term
 - Susan Tomasic, 1st term

Report from the Chair

Milton Henderson

Highlights:

- Received several resumes for ED and are doing interviews today and Friday
- Discussion about providing training for board members
- IL Conference is in the planning stages
- Commended the staff for all the work they have been doing

Finance Committee Report

Dan Loftus, Treasurer, Co-Chair

Highlights:

- The financial statement shows the legal fees line is out of line due to unexpected expenses and the reasonable accommodations item is out of line due to construction within the office.

Motion was made by Dan Loftus to accept the Finance Committee report and was seconded by Linda Costal. Motion passed.

Personnel Committee Report

Kathleen Kleinmann, Chair

Highlights:

- Worked with the SILC attorney on personnel matters
- Received the resignation of Corey Rowley effective 3/26
- Put together a search committee to fill the vacancy of executive director
- reviewing the resumes received and are starting interviews. Will solicit resumes until we find a good candidate
- Search committee consists of Kathleen Kleinmann, Stan Holbrook, Hillary Hasson, Susan Tomasic, and Milton Henderson
- Discussion about the process of how to hire the new executive director

Motion was made by Stan Holbrook that the search committee present to the board the top 2 candidates at the July meeting and that the board can interview and make a decision at that point for the executive director and seconded by Jerry Wright. Motion passed.

SILC Policy Changes

Kathleen Kleinmann

The draft SILC policy – Conduct Standards & Discipline was presented to the council and was read in its entirety as follows:

DRAFT SILC POLICY

I. Conduct Standards & Discipline

PA Statewide Independent Living Council (PA SILC) expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with PA SILC personnel and outside business contacts.

The PA SILC reserves the right to discipline or discharge any employee for violating any PA SILC policy, practice, or rule of conduct. The following list is intended to give you notice of our general expectations and standards. However, this policy cannot and does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that PA SILC retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. In addition, nothing in this policy is intended to alter the “at will” nature of your employment with the

PA SILC; as always, the PA SILC reserves the right to terminate employment at any time, for any reason, with or without prior notice.

Examples of behaviors that may be subject to disciplinary action include:

- Unsatisfactory quality or quantity of work
- Unsatisfactory attendance and/or tardiness
- Failure to follow instructions or PA SILC policies or procedures
- Failure to follow safety regulations
- False statements, including falsifying an employment application or any other PA SILC records or documents
- Insubordination or other refusal to perform
- Inappropriate behavior, including the use of vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting, aggressive behavior or other acts or threats of violence
- Misusing, destroying or stealing PA SILC property or another person's property
- Possessing, entering with or using weapons on PA SILC property or while on company business
- Possessing, selling, or using illegal drugs or reporting to work with or under the influence of alcohol or other controlled substances, on PA SILC property or while on PA SILC business
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the PA SILC's computer or software use policies,
- Engaging in conduct, whether or not while on PA SILC business or on PA SILC, that may interfere with your ability to perform your job and/or which may reflect poorly on the PA SILC, including being convicted of a crime.
- In addition, any employee, including the executive director, who violates PA SILC's fiscal or other policies, may be subject to immediate termination. Moreover, any employee, including the executive director, who misuses grant funds by, for example, using money outside the parameters of the grant, shall be subject to termination.

II. Additions to Fiscal Policies (to be approved)

- The executive director along with the manager of finance and administration must meet at least once per month with the Treasurer (chair or co-chair of the Finance committee) to review SILC finances, including reviewing budgets, budget amendments and income statement and balance sheets. In addition, an independent

(outside) accounting firm shall continue to perform all accounting functions and bookkeeping of the SILC.

- Staff members who notice anything out of the ordinary with respect to SILC business and finances must contact the executive director and chair of the Finance Committee, chair of the Executive Committee or chair of the Board.
- The executive director shall work with the manager of finance in handling SILC finances.

Discussion was held about the following:

Section 1 – bullet 11 - illegal drugs

Section II – first bullet point

Section II - third bullet point was not clear.

Motion was made by Susan Tomasic to accept the document with change (as follows) except for the last bullet of the document and seconded by Kathleen Kleinmann. Motion passed.

- Possessing, selling, or using illicit drugs or reporting to work with or under the influence of alcohol or other un-prescribed controlled substances, on PA SILC property or while on PA SILC business
- The executive director along with the manager of finance and administration must confer at least once per month with the Treasurer (chair or co-chair of the Finance committee) to review SILC finances, including reviewing budgets, budget amendments and income statement and balance sheets. In addition, an independent (outside) accounting firm shall continue to perform all accounting functions and bookkeeping of the SILC.

Third bullet was tabled until after discussion in executive session. This will be voted on when the meeting resumes at 2:00 pm.

Milton Henderson announced that the council was going into executive session to meet with the SILC attorney to review and discuss SILC business which is confidential and privileged. This cannot be conducted in public because it will violate attorney client privileges. No official action will be taken during this meeting. We will resume at public meeting at 2:00 pm

Executive session

Milton Henderson announced that the council went into executive session just before lunch to discuss SILC business with SILC's attorney. We are back into regular session for the Pennsylvania statewide independent living quarterly board meeting.

Discussion that was tabled about the third bullet in the fiscal policy prior to going into executive session was continued.

Motion was made by Susan Tomasic to adopt the third bullet as the last change in fiscal policy (as follows) and seconded by Stan Holbrook. Motion passed.

The executive director shall work with the manager of finance of administration in handling SILC finances to assure adherence to internal policies and regulatory compliance. If any suspected infraction or irregularities are discovered it must be immediately reported to the finance committee for investigation and escalation to the whole board if warranted.

Department of State

Secretary Pedro Cortés

Highlights:

Question #1 - How does the state plan to address the issues of inaccessible polling places prior to the November 2008 election? Also with that question, there's an inquiry about what SILC can do to facilitate working with the counties to increase the number of places that are accessible.

- A required annual survey with a deadline of June 30th is used for the counties to report polling places that are accessible as well as ones that are inaccessible
- 24 criteria is used to determine accessibility. If one is not met, the place is deemed inaccessible
- PA has 1800 inaccessible polling places and that is not acceptable
- SILC can help by collaborating with the counties to get their cooperation
- Dept of State can help to facilitate the relationships with the counties

Question # 2 - What are you doing to bring counties into compliance with the Help America Vote Act

- Disperse the survey and works with the financial group for funding
- Counties are working with good faith to make polling places accessible
- Penalties for non-compliance or resistance by the counties

Question # 3 – about funding for polling place accessibility and how much funding has been received by the department, is more money needed, is there any contact that our office is making with the federal government and senators Casey and Senator Specter to get more funding.

- Past survey showed it would cost \$50 million to make all polling places accessible in all the counties
- Total allocation of \$4,481,000 has been received by the DOS to make polling places accessible through HAVA
- \$721,000 has been spent to date
- Contemplating commissioning a third party to review accessibility status of their polling places prior to the November election
- Washington county has reduced the number of inaccessible from 206 to 3
- DOS gave each CIL a video about training poll workers on how to effectively work with people with disabilities
- Website - www.Votespa.com
- Complete transcript of Secretary Cortés's presentation on www.pasilc.org website

Board Officer Elections

Tim Finegan, Ad-hoc Committee Chair
Stanley Holbrook

Tim provided the slate of Nominations:

Chair - Milton Henderson, Susan Tomasic
1st Vice Chair - Susan Tomasic
2nd Vice Chair - Vivian LaCamera, Jamie Ray
Treasurer – Linda Costal, Tim Finegan, Kathleen Kleinmann
Secretary - Juanita Benson

Linda Costal withdrew from the nomination for Treasurer and announced her support to Tim Finegan.

Motion was made by Dan Loftus to close the nominations and was seconded by Amy Beck. Motion passed.

Results:

Chair - Milton Henderson
1st Vice Chair - Susan Tomasic
2nd Vice Chair - Vivian LaCamera
Treasurer - Tim Finegan
Secretary - Juanita Benson

Employment Committee Report

Jamie Ray, Chair
Report given by Melissa Simmons

Highlights:

- Meetings are 1st Tuesday of every month at 10:30 am
- Committee goals are to build membership
- As directed by the council, committee has partnered with PIAT and DRN to seek a grant. They have been awarded that grant.
- Committee will be scheduling a Train the trainer session
- Committee wrote a letter to Senator Casey and started outreach to his office to solicit his cosponsorship of the ADA restoration act.

HCBS Committee Report

Tom Earle, Chair
Report given by Jeff Iseman

Highlights:

- Committee has several new members from CILs and other organizations
- Conference calls are on the 4th Thursday of every month at 10:00 am
- Participated in the CLAC committee meeting
- Monitoring quality home care commission
- Committee has been following issues related to attendant care waiver and adult protective services
- Monitoring the new CMS rules on targeting case management

- Community choice act MH has been active with members of congress
- A position paper will be done on work force issues related to direct care and supports

Housing Committee Report

Milton Henderson, Chair

Highlights:

- trying to get something together to take up to the mayor and city council to implement visit-ability throughout Harrisburg
- housing trust fund
- committee meetings are the third Tuesday of every month at 1:00 pm

Executive Director/Staff Report

Kevin Hensil

Bonnie Mountz

Highlights:

- Bank change is completed
- IL conference update will be given by Rhonda Hebbard, conference coordinator
- Amy Selders is working on the Youth training camp scheduled for November 7 – 9, 2008 at the Pittsburgh Hilton
- Finalizing the CIL data collection process
- CIL Funding cut from the governor of 20%
- Asking for a 3% COLA for CILs and \$500,000 for 2 new CILs
- Melissa Simmons is organizing a SILC and PCIL news conference and rally at the capital rotunda scheduled for June 10th. Legislative visits will take place also with a call-in campaign on June 17th.
- Faces of Independent living emails have been sent out as part of the CIL Funding campaign.
- Discussions have been started with Ed Butler about the SWAT program following the January board meeting. There has not been much change with funding.
- Board training will be researched in the next couple of months.

Tim Finegan commented that he would like to recognize the SILC staff in the minutes what a tremendous job all have done during the last 6 months given what was put on their plate and then working through everything, keeping us on track and so forth.

There was no public comment.

Recess until May 9, 2008 at 9:00 AM

May 9, 2008

Call to Order The meeting was called to order by Chair, Milton Henderson at 9:00 am.

Mission statement was read by Milton Henderson.

Secretary Vivian LaCamera, 2nd Vice Chair called the roll.

Roll Call The following councilors were in attendance:

Linda Costal	Barbara Houghtaling	Susan Tomasic
Steve Dorsey	Kathleen Kleinmann	Robert Treptow
Thomas Earle	Vivian LaCamera	Jerry Wright
Hillary Hasson	Chris Lloyd	Donald Zeigler
Milton Henderson	Angela Lundy	

Excused The following councilors were excused:

Amy Beck	Juanita Benson	Timothy Finegan
Stanley Holbrook	Daniel Loftus	Jamie Ray

Ex-Officio The following ex-officio councilors were not present:

Ivonne Bucher	William Gannon	David Golin
Roberta Schwalm		

Department of Public Welfare

Secretary Estelle Richman

Highlights:

- General comments about the budget
- Cost containment initiative
- Selective fee increases
- Medical assistance program
- Administration supportive of allowing spouses to be paid as attendants
- Rebalancing in nursing homes versus HCBS - 5050 balance is a strong initiative and the administration is trying to move as much money as possible
- HCBS waiver process changes, RFP will be issued for enrollment and assessment by late May or early June - SILC will see the RFP prior to going out for comment and implementation will hopefully begin in January
- HCBS and rebalancing – suggested frequency of visits as opposed to intense large group efforts to legislature.
- Does not expect the budget to pass on time
- A transcript of Secretary Richman's presentation is available on www.pasilc.org

PCIL Report

Barbara Orstein, Executive Director

Highlights:

- Continued collaboration with P4A around advocacy issues
- Building relationship with military and veterans
- Legislative visits about CIL funding and budget issues

- Updates to PCIL website www.pcil.net
- Independent living stamp as a way of raising money for independent living
- June 10th rally – CIL event and legislative visits
- Selling frames for license plates – cost will be \$10.00

IL Conference Update

Susan Tomasic

Rhonda Hebbard, Luxor Events and Marketing

Highlights:

- RFP for Conference coordinator and the interview process
- Conference will be held at the Harrisburg Hilton on April 2 – 4, 2009
- Rhonda Hebbard from Luxor Events and Marketing was introduced
- Theresa Williams is the chair of the advisory committee
- Ideas for the conference for fund raising – hope to raise \$50,000 - \$70,000 in sponsorship and the expo will be larger
- Call for presentation - tracks will be a new feature for the conference
- Committee structure
- Regular communication about the event to keep the excitement going
- The theme is “Power through Knowledge”
- Incentives to register early
- The youth asked for their own event so the Youth Leadership Training Camp will be a separate event held November 7 – 9, 2008 at the Pittsburgh Hilton

There was no public comment.

Meeting adjourned at 11:47 AM until July 9 – 10, 2008.