

Executive Committee Teleconference
September 28, 2015

Members present: Kay Miley, Keith Greenarch, Kimlyn Lambert, Rene Cummins, Joshua Kaufman and Ping Miller Staff: Debbie Hippler

Members absent: Sandra Ogburn

The meeting was called to order by chair, Kay Miley at 10:05

Debbie was asked to give an update on the status of Reimbursements and the 2015 Contract

- Jon Pittman from Vocational Rehabilitation left a message that the SILC invoice was hand delivered on Friday the 25th and should be keyed in the same day
- LaToya White told Kathleen that she had delivered the invoice to Kim Papa in the Controller office on 9/11.
- This morning, Monday the 28th the SILC office received an email from Kim Schmidt, the Vocational Rehabilitation contact, requesting a new No Outstanding Tax Liability form to be signed and notarized. This was delivered to Kim Schmidt at 9am
- An email was received asking for a statement in an email that the NCSILC wishes to decline an indirect rate cost in this year's budget. This was done and sent to Sue Parkin in the Contract division.
- A request for Proof of Certificate of insurance with DVR listed as the certificate holder was received. This requested certificate was obtained and sent to Kim Schmidt and Sue Perkin.

Discussion was held in regards to holding the quarterly meeting as scheduled or moving it to a later date. Because of contractual obligations and scheduling it suggested it be held as scheduled.

Keith Greenarch/Rene Cummins – carried unanimously

Obtaining a Credit Card for the SILC was discussed and will be looked into further

Agenda for the October SILC meeting was discussed.

A Refresher/New Member Training will be held Thursday from 1pm to 4pm. This will be a mandatory training. Rene and Debbie are working together on this training.

The agenda for Friday will have a swearing in ceremony of all new members after the initial introduction period. Rene suggested an emphasis on the outcomes of the SPIL from each Goal committee as we finish our second year and start our final year of the SPIL.

Ping Miller asked about SILC representation at the Duke Employee Information Fair to be held on Monday, October 5 from 10am to 1pm.

Debbie will represent the SILC at this fair.

The meeting was adjourned at 10:37pm

Respectfully submitted, Debbie Hippler