SILC Finance Committee Meeting

August 25, 2015 (2:00pm – 3:00pm)

Attendees noted below:

Present: Ping Miller (Chair), Kay Miley, Kim Lambert, Rene Cummins, Oshana Watkins, Helen Pase, Keith Greenarch, Kathleen Boaté (SILC staff), Debbie Hippler (SILC staff)

Absent:

Agenda:

* + - * Budget Revision #2
      * Budget Year End Forecast
      * Part B Contract Balance
      * Additional Funding for CILs from 2nd year Part B Funds

Welcome – Helen Pace joined the Finance Committee

Budget Revision #2

* Kathleen reviewed the Budget Revision #2 (attached)
* Kim motioned to vote and approve Budget Revision #2
  + Oshana second
  + Budget Revision passed

Budget Year End Forecast

* Kathleen reviewed the Budget Year End Forecast. Excess funds are currently being used to purchase supplies and training materials.

CIL Contract Balances

* The contract balance reports from VR are not up to date and the figures for the SILC office and others are incorrect.
* Kathleen to email the CILs to obtain amount remaining to spend of Part B Funds

Second Year Part B Funds that were earmarked for the SILC Office

* Renee – There is $506,000 Part B Fund from last year’s grant award notification, there should be a new Grant in the amount of +/- $506,000. We want to get to the point of spending 50% into the new budget to avoid ever having to revert funds. We need to find out what our Part B Grant Award is. SILC is to monitor, evaluate and review the Grant Awards and Contracts.
* Kim – We need to find out what the needs are and how do we decide who gets what amount. Helen’s center only runs on Part B dollars where as other Center’s run on Part C & Part B funds.

Request of $34,500 additional Part B Funds by Eastern NC Center

* Ping motioned to vote and approve $34,500 of additional funding for Eastern NC Center as per Helen’s email of July 31, 2015 utilizing 2015 Part B Funds. Ping read the request to committee.
* Kay second
* Motion passed

A**ction Items:**

* Kathleen to email CILs to obtain Part B Fund Contract Balances
* Rene to speak with all the Centers regarding funding needs
* Kathleen Boate’ and Debbie Hippler to research Part B Second Year Grant Awards with VR

Next teleconference meeting is on September 15th at 2:00

Minutes submitted by Kathleen Boaté

**TO: Pam Lloyd-Ogoke**

**FROM: Kay Miley**

**DATE: August 25, 2015**

**Budget Revision #2**

**Purchase Order #2016000634 Contract # DVR# 00031109**

**NCSILC Budget Revision Justification:** NCSILC is requesting budget line item revisions to cover payroll adjustment, APRIL Conference registration for 1 staff member, additional costs incurred at the NCIL Conference, July 26-31, 2015 in Washington, DC and APRIL Conference registration, office supplies adjustment and media/communication adjustment.



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Kay Miley, Chair Date

**From:** Helen Pase <[helenpase@aol.com](mailto:helenpase@aol.com)>  
**To:** [ping.miller@duke-energy.com](mailto:ping.miller@duke-energy.com); [ping.miller@gmail.com](mailto:ping.miller@gmail.com); [kimlambert@cherokeevoc.org](mailto:kimlambert@cherokeevoc.org); [oshana\_watkins@yahoo.com](mailto:oshana_watkins@yahoo.com); [kayberry512@aol.com](mailto:kayberry512@aol.com)   
**Cc:** [helenpase@aol.com](mailto:helenpase@aol.com); [kgreenarch@yahoo.com](mailto:kgreenarch@yahoo.com)   
**Sent:** Friday, July 31, 2015 3:01 PM  
**Subject:** Request for additional Part B Funding

Dear SILC Finance Committee,

As the only Part B Center for Independent Living in N. C. , we are funded at a very low amount that prevents us from being able to perform services to the best of our abilities to the Counties of Pitt, Beaufort and Wilson.  We are presently receiving  $220,000.00 plus $7863.00 from the SPIL for Goal Expenses for a total of $227,863.00.  Presently we have 2 full-time staff (me as the Director is one of these) and 2 part-time staff.  One of the part-time staff is limited to 20 hours a week at $10.00 per hour in order to stay below the limit of $1080.00 per month as he draws SSDI.  I have only been able to pay the staff a lower rate of pay than normal for the experience they have which makes it hard to find good, qualified staff.

With this low number of staff, we cannot do what is needed in the community.  I need to hire at least two (2) full-time staff – would like to hire three (3), but depending on funding, we are limited to increasing the staff.

I am asking the SILC and the SILC Finance Committee to consider  helping our Center with additional funding in the amount of $34,500.00 which would bring our budget to $262,363.00 per year.  In the “State Plan for Independent Living (SPIL) for N. C. for 2014 – 2016”  it states in Part II:  Narrative Section 3 – Design for the Statewide Network of Centers GOAL 3.1 EXISTING NETWORK:  Paragraph 10, 11 and 12 that:  (PARAGRAPH 10) “Disability Advocates & Resource Center in )Greenville, the PART B CIL, serves Beaufort, Pitt and Wilson Counties, with a population of 301,819, or slightly more than 3% of the state population.  Pitt is identified as an urban county while Beaufort and Wilson Counties are identified as underserved.  This CIL receives only PART B funds, and is currently funded at a low level.

PARAGRAPH 11 excerpts state that a Funding Formula that details an itemized budget of the **minimum amount** of funding required to operate a CIL with three (3) or fewer counties was determined to be $325,000.00 based upon known operating costs of number of staff and their salaries and benefits, along with other costs of operation such as rent, supplies, mileage, insurance, etc.

PARAGRAPH 12 states “thus, the minimum funding formula for N. C.  will require a base level of $325,000.00 for three or fewer counties.

We are in need of additional funding in the amount of at least $34,500.00 or more to be used as described below:

Hire 2 or more full-time staff at a decent rate of pay = $25,000.00

Additional Travel expenses for added staff                     =     1,500.00

Additional Training for added staff                                      =     2,500.00

Increase Phone system from 2 lines to 3                           =     1,000.00

\*Additional Consumer Transition funds                             =     3,500.00

\*Purchase of a New Computer for E. D.                             =     1,000.00

                                                                TOTAL                                                                                                   $34,500.00

         NOTE: \* As Consumer Transitions are now a 5th Core Service for our services, we have fulfilled our Goal of 3 Transitions for 2014-2015 Contract year and are currently working on nine (9) transitions as we speak.  We are requesting additional consumer Transitions funds to take care of the additional transitions that we anticipate completing within the next 2 to 3 months.

         NOTE:\*  A Laptop Computer with a Docking Station was purchased in 2011 for the Executive Director with the ARRA funds that we had for 2010-2011.  Since that time, we have not been able to budget any money to replace any of our equipment when it gets worn out which is what has happened in this case and cannot be repaired.  The normal wear per our Technology Vendor is around three (3) years and this one is going on at almost five (5) years.  The estimate for replacing this computer is $940.51. (SEE Attached Estimate).

We only have two (2) incoming phone lines at present which is barely enough to handle our business now.  With the addition of more staff, we would need to add another phone line to take care of added business.

If you have any questions, please let me know.  I would greatly appreciate your consideration for our request of additional funding.

Best regards,

Helen Pase

Executive Director