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Independence Center of VA (Minutes) [May - August 1986]

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MINUTES OF EQV EXECUTIVE COMMITTEE MEETING

August 27, 1986

The meeting commenced at 7:00 pm.

Present were John Collins, Gretchen Menn, Robert Gorski, and Sharon Mistler.

1. The Executive Committee approved the agenda proposed by John Collins. It consisted of two items: Center Report and Other Business.

2. CENTER REPORT

Sharon Mistler reported that much staff had lately been devoted to recomputing various items in the budgets for the Center's two state grants. This was necessitated by recent decisions made by the state of Virginia:

- (1) The state reduced the inflation factor in the rehabilitation grant from a 10% to a 2% increase - meaning a \$15,000 reduction for the Center. (Previously, the state had cut the budget by \$35,000 - approximately one staff position.)
- (2) The state reduced the inflation factor in the transition grant and that cost the Center \$4,000.
- (3) The state decided to change the period of the fiscal year, and the Center's two state grants will run for 11 months instead of 12 months.

Another reason for recomputing salaries line items in the Center's grants resulted from Mistler's decision to redistribute the various state and federal monies so that no Center staff person has a salary totally paid by either a state or federal grant. Center staff are preparing a "unified budget" to show how each funding source contributes to the operating expenses of the Center. Some Alexandria and Arlington money is currently unbudgeted.

Denny Shaw announced to Mistler that he expects to leave employment at the Center within 60 days. In discussing the importance of filling Shaw's position when it becomes vacant, the Executive Committee agreed that an able-bodied person would be acceptable if no reasonably qualified persons with disabilities could be found after one search period. Robert Gorski suggested that if an able-bodied person were hired, it should be done on the following terms: The person would be hired for no longer than 18 to 24 months in order to create a solid foundation for long-term public affairs and local fund raising activities. Near the end of the 18- to 24-month period, the able-bodied person would train a disabled person for the position - if a good candidate could be found. No action was taken by the Executive Committee.

During the discussion about Shaw's position, the Committee agreed that the person hired to fill the position should be responsible for raising funds to meet anticipated budgetary shortfalls of \$50,000 in each of the next two budget years. Meeting these shortfalls will allow the Center to maintain current levels of service.

CENTER REPORT (CONTINUED)

Mistler reported that as yet she has had no communication from the committee planning the Japanese Bazaar, scheduled for November. The Executive Committee raised three questions about the bazaar:

- (1) Is there sufficient time remaining to plan the bazaar?
- (2) Is the new Center facility an appropriate setting for the event?
- (3) If the bazaar clears less than \$5,000, it is still worth devoting staff time to its planning and operation?

The Executive Committee referred these questions to John Collins and directed him to discuss the matter with the bazaar committee.

According to Mistler, one fund raising activity found effective by the ILP in Chicago, has been asking restaurants new in the community to donate a portion of their grand opening profits to support independent living services.

3. OTHER BUSINESS

Prior to the August 27 meeting, members of the Executive Committee has received letters from former staff member Brenda Plum regarding two issues. One was Plum's failure to receive a letter of recommendation promised to her just before she agreed to leave the Center's employment in June 1986. The second issue was a deduction of \$10.15 from her last paycheck, which Plum contended was not an appropriate deduction. Mistler reported that she had recently drafted a letter of recommendation and sent it to Plum. Regarding the deduction from Plum's final paycheck, Mistler said that Anthony Okoro, the Center's bookkeeper, affirmed that the deduction was properly taken.

Upcoming event at the Center include:

- a briefing on personal care attendants, scheduled for the last Thursday and Friday in September
- the grand opening of the Center's new office, Friday, October 17
- a 1½-hour meeting on voting registration for persons with disabilities, at a time to be scheduled. (ECNV will host, but not conduct the meeting.)

The meeting adjourned at 9:30 pm.

2308 November Lane
Reston, Virginia 22091
August 23, 1986

Mr. John D. Collins, III
President, ECVN Board
817 Timber Branch Parkway
Alexandria, VA 22302

Dear John:

I am writing to request that the Executive Committee assist me in obtaining my letter of recommendation from Sharon Mistler, Executive Director of ECVN, Inc. As I explained to you in our phone conversation, Sharon and I met on May 22, 1986 concerning my employment status at the Center. One of the final agreements that we came to was that she was to provide me with a letter of recommendation. You told me you have spoken to her twice concerning this letter, but as of today, I have not received it. I am in the process of a job search and need it immediately.

Also, I was to be covered by insurance until June 30, 1986. I spoke with Anthony Okoro, the Bookkeeper, concerning the \$9.71 that was deducted from my annual leave pay on July 15, 1986. I asked him for a reimbursement. As of today, I have not received this. Your assistance would also be appreciated in obtaining my reimbursement.

Thank you for your assistance and if you have any questions, I would be happy to attend the August Executive Board Meeting or you may contact me at 860-3757.

Sincerely,

Brenda Plum

Brenda Plum

cc: Gretchen Menn
Ruth Phillips
Robert Gorski ✓
Sharon Mistler

MINUTES OF ECV BOARD OF DIRECTORS MEETING
September 17, 1986

The meeting commenced at 6:20 pm.

Board members present: John Collins, Joyce Frieden, Wayne Shook, Robert Gorski, Gary Viall, Tom Deniston, Delbert Phillips, Larry Allison, Ruth Phillips, Gretchen Menn, Keiko Komatsubara, and Doris Ray.

Staff members present: Sharon Mistler.

Jean Linquist interpreted.

1. The Board approved the agenda presented by John Collins.

2. CENTER REPORT

Sharon Mistler referred Board members to the written monthly report, and answered questions before leaving to attend a planning meeting. Among other developments she described, Mistler announced that a final annual budget will be available in a week and that Jill Robinson will fill in for Marsha Mazz (and at her salary level) during the time that Mazz is on maternity leave.

3. GRAND OPENING

The Board agreed to hold the opening on October 24, from 4-8 pm, and at the same time and in conjunction with the opening for Development Team, Inc. After discussing whether or not to honor anyone at the opening, and who were the best candidates for recognition, the Board decided to allow time for brief remarks by Justin Dart and by Altamont Dickerson. Other community leaders will simply be recognized as they attend. Joyce Frieden reported that the Membership Committee has been working on certificates and awards for staff persons, but would prefer that staff be recognized at some time after the grand opening. The Board recommended to staff that if feasible, 2,000 invitations should be prepared and each should include a brochure and a membership form.

4. NEW BOARD MEMBERS

John Collins welcomed Keiko Kamatsubara, Gary Viall, and Wayne Shook to the Board. All members introduced themselves.

5. FUND RAISING

John Collins encouraged the Board to assume more responsibility for giving direction to the Center's fund raising activities. Recent actions by the state of Virginia once again underscore the precarious nature of depending on governments for operating funds. In order to develop more support from the local community, Collins asked the Board to consider joining community-wide funding programs. Collins reported on his investigation of three possibilities - United Way, Combined Health Appeal, and Combined Federal Campaign. The Board voted to apply at this time to both CHA and CFC and to direct Collins and Sharon Mistler to carefully investigate the requirements of United Way and report to the Board.

5. FUND RAISING (CONTINUED)

During the discussion about community funding programs, Board members asked various questions about the Center's finances and funding sources which could not be answered, since at that time no staff were present. The Board agreed that it would be helpful to allow time at a future meetings for a full presentation of the Center's financial profile.

Collins confirmed that the staff person with responsibilities for public affairs and fund raising will be leaving the Center within 60 days.

Doris Ray suggested that staff investigate the possibility of the Center obtaining funding from the state Medicaid service in order to do training programs and other projects. The ILP in Norfolk has succeeded in this type of arrangement. One additional point in favor of the Medicaid service as a funding source is that it would probably be more reliable than any fee-for-service with DRS, which continues to appear not at hand.

6. DEVELOPMENT COMMITTEE REPORT

Robert Gorski reported that the Committee had asked Advisory Council member Robert Ruffner to review the responses to the Board Assessment and make written comments. The collated comments and Ruffner's comments were distributed to Board members. (See attachment #1) Gorski also reported that the Committee encourages the Board to go forward with a one-day planning session. The Committee had talked with Sharon Mistler about the idea and agreed that it would be best to have the session on a Saturday and make attendance nonmandatory. Because of numerous Center activities scheduled for the fall, followed by seasonal holidays, the Board decided to schedule a one-day planning session on a Saturday in January.

Gorski also reported that the Committee feels that the Center has so critical a need for someone with strong public affairs and fund raising skills, the Board (1) should not shrink from the prospect of hiring an able-bodied person, and (2) should consider raising the salary for such a person above the \$23,000 level currently allotted to the position. Collins recommended that if Board members know of good candidates, they should be referred to Mistler. Gretchen Menn urged that Mistler be consulted first, that is, before encouraging a person to seek an interview with Mistler.

7. OTHER COMMITTEE REPORTS

Membership Committee had no report. On behalf of the Finance Committee, Ruth Phillips announced that the Committee has scheduled a meeting with Mistler on October 3. Personnel Committee had no report, but Gretchen Menn distributed evaluation forms for the executive director to each Board member present. Members Gary Viall and Wayne Shook declined to participate in the evaluation because of being so new to ENCV.

ECNV Board Meeting
September 17
page 3

8. OTHER BUSINESS

The Board accepted the minutes of the July meeting as drafted.

John Collins announced that several local politicians have asked the Center to write papers on disability issues.

Initial terms of office were selected for the three new board positions. By lot, Wayne Shook drew a one-year term; Keiko Kamatsubara drew a two-year term; and Gary Viall drew a three-year term.

The meeting adjourned at 8:15 pm.

comments from Robert Ruffner (member of ECVN Advisory Council)
on responses of Board members to Assessment questionnaire

1. "There is little evidence that the Board knows what the staff does and what ECVN is. In fact, it seems that the Board is in some ways at cross purposes with the staff. For example, some Board members have goals for the Center which are unrealistic for the staff resources and talents."
2. "The suggestion for a half-day Board briefing by staff members is a good idea."
3. "By the very nature of the work that goes on at a center, and because Board members are not there during the workday, it is difficult to define goals. You can't help but be somewhat vague. But the Board needs to work on the mission statement so that the statement will lead the Board to make itself more aware of the Center activities and accomplishments."
4. "there is a need for measureable objectives - actually a group of measureable objectives - for each goal. For instance, the objective "Each year ECVN will increase its fund raising by at least 20%" is a good objective to help to better define the overall goal (#2 of the statement): "Operate a community resource center."
5. "While the Executive Director apparently praises staff to the Board, if the Board has little knowledge of the staff activities, then the Board cannot really appreciate what staff are being praised for."
6. "There seems to be a lack of community recognition for ECVN Board members. This is important because such recognition is the major benefit for volunteering to be on a board. Also, it is important because it helps to encourage Board members to work hard."
7. "There is a need for a staff person with strong, effective public affairs skills and marketing skills. Among the many aims such a staff person can work on, an important one is helping the Board to shape and refine its mission and goals."
8. "The absence of Board comments about fund raising is telling. Fund raising should be a major preoccupation of the Board."

Compilation of Comments from Board Assessments

STATEMENT OF MISSION AND GOALS

The mission of the Endependence Center of Northern Virginia is to enable disabled persons to improve the quality of their lives, determine their own lifestyles, participate in all aspects of society, and secure their human and civil rights; and to provide a mechanism for consumer control and policy direction of the service delivery system that impacts their lives.

The goals of the Center are

1. Provide independent living support services.
2. Operate a community resource center.
3. Develop the professional/personal capabilities of disabled persons.
4. Promote equal opportunity and access to community services through individual and systems advocacy.
5. Identify unmet needs and develop programs to fill service gaps.
6. Provide a focal point for the disability community in Northern Virginia
7. Develop and encourage positive role models for disabled persons.

1. What activities occur at the Center that help to meet this mission and these goals? In your opinion, which parts of the Mission statement and which goals are ECNV most effective in meeting?

RESPONSES:

As I studied this sheet, I have realized how distant I am from the day-to-day operations of the Center. I know very little about what each staff member does and how they perceive their roles. ECNV may want to consider a ½-day orientation for the Board at which staff would explain their jobs and activities.

The oriental deaf support group applies to Goal #5.

The many disabled people on staff applies to Goal #7.

The PCA/Housing Coordinator and ILS Specialist position applies to Goal #1.

Does ECNV serve professional disabled people - which would part of Goal #3?

I am really not sure. I have little contact with staff, except for Sharon; and no contact at all with the people we want to serve. Are we making any difference for people with disabilities. Sharon reports on individual successes every so often. And she is good about complimenting the staff's dedication and long hours when she reports to the Board. But Board meetings are mostly devoted to administration issues. We don't talk about what is happening to people with disabilities. Without evidence to the contrary, I guess we are meeting our mission. But I get the impression that few disabled people actually come to ECNV. And do any groups use our office for their meetings and get together? This relates to Goal #6.

Housing service, personal care attendant services, and the advocacy program apply to the mission.

There are specific programs now in operation which address each of the goals.

Maybe the goals which present programs most effectively enhance are Goals #1, #2, and #6.

Look at our Board and staff in light of Goal #7.

As staff and financial resources permit, other programs can be developed around other goals.

Peer counseling, housing, assistance, information services, the newsletter, attendant referrals, classes in a range of topics over the years, etc. all function in support of these goals.

However, I feel that the center needs to set specific objective and develop specific time frames in which to develop objectives and target time and money resources to reach these objectives. Without set objectives that are measurable, it is extremely difficult to "measure" anything, or evaluate a program's overall performance, or performance in meeting specific goals.

I feel, though I can't "measure," that the Center is most effective in the following areas:

Independent Living services that apply to Goal #1.

Goal #3.

Goal #4

Goal #7.

The workshops and classes provide the services that are necessary to support the individuals to develop independent living skills.

The referral and information services help to develop the resources and external strengths a disabled person needs to cope in a normal world.

The transportation advocacy program of the center has helped to provide better service by Metro and other transportation services for disabled people.

Since the Center opened the goal of providing a focal point for persons with disabilities has partially met. There has to be more work in this area, especially for the deaf and blind communities.

II. Are there other important or significant activities occurring at the Center which the Statement of Mission and Goals does not cover?

RESPONSES:

The integration into the work place of individuals that have not been employed. I think the Center can do a lot more to give disabled individuals an opportunity to function in a service capacity for other disabled people in a volunteer or paid service. I realize that the staff of the Center strive to be professional. However, there is a tendency to exclude those without significant skills. I envision the Center as a place to teach these skills and start people off in the work place.

The Center gives jobs to a number of people who are active in the disability community and in disability advocacy.

Fortunately, the folks who wrote the mission statement and goals wrote them broad enough to encompass any good program to promote independent living for people with severe disabilities. I think we can and should be spending our time on things other than revising the Statement of Mission and Goals.

Yes. I think ECNV does much to help the disability movement since we are located so close to Washington, DC.

Not offhand.

An important activity which should be, but is not, occurring at the Center is the encouraging of coalition building among consumers with disabilities.

III. Is the Statement of Mission and Goals appropriate and complete? If not, how should the Statement be changed?

RESPONSES:

It is complete.

You may want to consider adding a comment about equal opportunity among disabled people in the Center's services.

Regarding Goal #3, the Center should develop professional/personal capabilities of ALL disabled people in Northern Virginia, including those traditionally underserved, such as minorities and women.

It is appropriate and complete.

Now we may need new objectives to meet certain goals. This is why objectives are not in the charters of organizations; they change yearly or monthly.

It could be massaged a bit, but I think it is pretty adequate. Once we start to set objectives, we may decide to adjust our goals.

Yes.

I think it is a good statement for what the board knows about the center and what it does. But I think the board should find out more about the center and then go back and look again at the goals and the direction we want to take.

Attachment I
ECNV, Inc.
Monthly Expenditures
August, 1986

Line Item:	Amount
Personnel:	
Executive Director	\$ 2,792.22
Director of Internal Services	\$ 00.00
Administrative Assistant	\$ 1,347.97
Bookkeeper	\$ 1,347.97
Director of Public Affairs	\$ 1,925.67
Director of Advocacy	\$ 1,444.25
ILS Training Specialist	\$ 00.00
I&R Coordinator	\$ 1,925.67
PCA/Housing Coordinator	\$ 1,347.97
Custodian	\$ 00.00
	\$12,131.72
Fringe:	
Matching FICA	\$ 867.42
Fed Employ. Tax	\$ 97.05
Insurance	\$ 645.00
	\$ 1,609.47
Travel/Training:	\$ 1,184.28
(for staff and participants)	
Equipment:	\$ 165.32
Supplies:	\$ 270.18
Other:	
Rent (to include utilities, maintenance and insurance)	\$ 3,843.09
Telephone	\$ 764.83
Printing	\$ 113.58
Dues/Subscriptions	\$ 70.80
Legal/Audit	\$ 00.00
Interpreter	\$ 00.00
Accounting	\$ 103.52
	\$ 4,895.82
GRAND TOTAL:	\$20,256.79

Attachment II
ECNV, Inc.
Recap Sheet
August, 1986

	Budgeted Amount	Current Amount	Cumulative Amount	Remaining Amount
Line Item:				
Personnel:	\$158,050.00	\$ 12,131.72	\$ 25,149.27	\$132,900.00
Exec. Dir	\$ 33,506.64	\$ 2,792.22	\$ 5,584.44	\$ 30,714.42
Dir Internal Ser.	\$ 485.83	\$ 00.00	\$ 485.83	\$ 00.00
Admin. Asst.	\$ 16,175.64	\$ 1,347.97	\$ 2,695.94	\$ 13,479.70
Bookkeeper	\$ 16,175.64	\$ 1,347.97	\$ 2,695.94	\$ 13,479.70
Dir PR/Fund	\$ 23,108.04	\$ 1,925.67	\$ 3,851.34	\$ 19,256.67
Dir Advocacy	\$ 17,331.00	\$ 1,444.25	\$ 2,888.50	\$ 14,442.50
ILS Specialist	\$ 11,583.53	\$ 00.00	\$ 00.00	\$ 11,583.53
I&R Coordinator	\$ 23,108.04	\$ 1,925.67	\$ 3,851.34	\$ 19,256.67
PCA/Housing Coord	\$ 16,175.64	\$ 1,347.97	\$ 2,695.94	\$ 13,479.70
Custodian	\$ 400.00	\$ 00.00	\$ 400.00	\$ 00.00
Fringe:	\$ 30,029.50	\$ 1,609.47	\$ 3,448.87	\$ 26,580.63
Travel/Training:	\$ 9,600.50	\$ 1,184.28	\$ 1,224.83	\$ 8,375.67
(for staff and for participants)				
Equipment	\$ 4,300.00	\$ 165.32	\$ 593.48	\$ 3,706.68
Supplies:	\$ 6,500.00	\$ 270.18	\$ 618.06	\$ 5,881.82
Other:	\$ 63,850.00	\$ 4,895.82	\$ 11,733.85	\$ 52,116.15
Rent (to include Utilities, Insur. & maint.)	\$ 47,750.00	\$ 3,843.09	\$ 10,053.57	\$ 37,696.41
Telephones	\$ 6,500.00	\$ 764.83	\$ 1,143.00	\$ 5,357.17
Printing	\$ 4,000.00	\$ 113.58	\$ 113.58	\$ 3,886.42
Dues/Subs	\$ 2,000.00	\$ 70.80	\$ 110.00	\$ 1,890.20
Legal/Audit	\$ 2,000.00	\$ 00.00	\$ 00.00	\$ 2,000.00
Interpreter	\$ 600.00	\$ 00.00	\$ 135.00	\$ 465.00
Accounting	\$ 1,000.00	\$ 103.52	\$ 178.70	\$ 821.30
GRAND TOTAL:	\$272,330.00	\$ 20,256.79	\$ 42,768.36	\$229,561.65

VIRGINIA DEPARTMENT OF REHABILITATIVE SERVICES

Receiving Report Verification

_____ Final
 _____ Semi-Annual
 _____ Quarterly
 _____ XXX Monthly

TO: Bob Howe, Department of Rehabilitative Services
 FROM: Monica G. Hall, ECVN, Inc. *Monica G. Hall*
 PROJECT TITLE: Endependence Center of Northern Virginia, Inc.
 PROJECT NUMBER: _____
 REPORTING PERIOD: From Aug 1 to Aug 31 19 86

Contract Reference	Description	Agency takes exception	verifies item
1.	To complete 100 program intakes Completed this month 14 Has completed to date 27		
2.	To provide peer counseling to 100 persons Completed this month 15 Has completed to date 31		
3.	To provide 1500 units individual peer counseling Completed this month 62 Has completed to date 122		
4.	To provide ILS training to 50 individuals Completed this month 20 Has completed to date 42		
5.	To provide 500 units ILS training Completed this month 94 Has completed to date 137		
6.	To provide 1000 units of information Completed this month 160 Has completed to date 357		
7.	To provide 50 units of referral Completed this month 20 Has completed to date 50		
8.	To write 100 IILP's Completed this month 1 Has completed to date 6		
9.	To write 300 objectives as part of IILP's Completed this month 1 Has completed to date 8		
10.	To complete 150 objectives for a 50% completion rate Completed this month 3 50% Has completed to date 4 38%		
11.	To provide 4000 units of community service and outreach Completed this month 14 Has completed to date 54		
12.	To provide 240 hours of training for all service staff Completed this month 0 Has completed to date 0		

This is to verify that the listed actions were accomplished by ECVN, Inc., with exceptions noted. Exceptions are documented on attached sheets.

Project Administrator

INDEPENDENCE CENTER OF NORTHERN VIRGINIA
BOARD OF DIRECTORS

John D. Collins, III , President
817 Timber Branch Parkway
Alexandria, Virginia 22302

Gretchen Menn, Vice President
4141 N. Henderson, #419
Arlington, Virginia 22203

Ruth Phillips, Treasurer
1220 East West Highway, # 620
Silver Spring, Maryland 20910

Robert Gorski, Secretary
301 G Street, S.W. #825
Washington, D.C. 20024

Doris Ray
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McLean, Virginia 22101

Joyce Frieden
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Wayne Shook
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DRAFT Minutes of ECNV Board Meeting, July 19, 1986

The meeting commenced at 6:30 pm.

Board members present: Robert Gorski, Joyce Frieden, Gretchen Menn, Larry Allison, Ruth Hall-Phillips, Delbert Phillips, and John Collins. Doris Ray arrived during agenda item #C.1.

Staff members present: Sharon Mistler and Monica Hall.

Others present: Cindy Wynne (interpreter).

A. The Board adopted the agenda as presented in the President's memo of July 9. (see attachment #1)

B. The Board accepted the minutes of the May Board meeting as drafted.

C.1. MEMBERSHIP Joyce Frieden reported that the Membership Committee had considered a total of seven candidates for Board positions and was recommending four of them. The Board accepted the nominations of Keiko Komatsubaru, Wayne Shook, and Gary Viall; and returned the nomination of Nell Carney to the Committee. The Board approved the nominations of Ann Potter and Robby Worth to be members of the Membership Committee. The Board adopted two membership forms developed by the Committee (see attachment #3). Delbert Phillips asked if the forms should include a question regarding disability status. The Board decided the issue was not relevant to the membership form. Frieden announced that the next task of the Committee is to develop a membership packet. Robert Gorski asked about the process for informing Center participants of the automatic membership status to which they are privileged by the ECNV Bylaws. It was reported that currently no announcement of membership status is made to participants, although they are automatically added to the newsletter mailing list. Frieden moved to require the Center to publish its newsletter quarterly, but withdrew the motion when informed that the DRS grant already requires a newsletter to be published bimonthly. The Board directed that the Center brochure include a membership section; that staff seek to produce the brochure, if possible, in time for the Arlington County Fair; and that John Collins appoint members to an ad hoc brochure committee to oversee the further development of the brochure.

C.2. FINANCE Ruth Phillips reported that she was examining the Center's book-keeping system and was considering the advisability of the Center having an ongoing professional relationship with a Certified Public Accountant. The Center should have the capability of auditing small projects as well as its own overall financial situation. The Committee will soon meet with Sharon Mistler to discuss these matters. As yet, the Committee has not pursued having George Caddy as a Committee member.

C.3. DEVELOPMENT Robert Gorski distributed copies of Committee recommendations, an assessment questionnaire, and a summary of the Committee's thoughts regarding a retreat of Board and staff (attachment #4). Comments from Board members about a retreat varied considerably. Delbert Phillips emphasized the need for clear, limited objectives. Gretchen Menn emphasized the a retreat took considerable efforts, and she wondered if staff has the time and if the Center has the funding for a retreat. Doris Ray

DRAFT

Minutes of EQNV Board Meeting, July 19, 1986

(C.3. continued)

underscored the value of a retreat as its ability to help people understand a diversity of roles, and the need to have a "get-away" atmosphere. Joyce Frieden felt that the quality and sensitivity of a retreat facilitator is most important. Sharon Mistler reported that because of the move to a new facility, staff has had no time or energy to react to the possibility of a retreat. John Collins felt that the benefits of a retreat are well evident, and the best time to have one would be in the spring. The Board directed the Development Committee to develop costs for different retreat options and to plan for a one-day development meeting for Board and staff in October or November. The Committee's recommendations on other matters were referred to the August meeting of the Executive Committee. Board members agreed to return their assessment questionnaires to Robert Gorski by the time of the Executive Committee meeting in August.

- C.4. PERSONNEL Gretchen Menn reported Committee progress in developing an evaluation procedure for the Executive Director. First, the Committee recommends postponing the evaluation to September, with any pay raise resulting from the evaluation to be paid retroactively. Second, at the September Board meeting, the Committee will distribute evaluation forms to members of the Board, and the forms must be returned in 7 days. Third, the staff will be asked to participate in the evaluation, with the responses of participating staff members averaged and considered equal in weight to one Board member. Fourth, the Personnel Committee will review the comments and ratings of Board and staff and present a summary to the Executive Director. Fifth, the Committee will destroy all original evaluation forms after the evaluation is completed and the Board has acted on the results of the evaluation. The Board accepted these procedures. During discussion, several comments were made to the Personnel Committee. Joyce Frieden felt that the compilation of staff comments and a copy of the Director's job description should be available to Board members when they receive their evaluation forms. Doris Ray reiterated that there would be a direct relationship between the evaluation and a possible salary increase. (See Attachment #5 for minutes of Personnel Committee meeting.)

- D. CENTER REPORT Sharon Mistler reported that the Center had moved successfully to new quarters on Wilson Boulevard. Because of the lateness of the hour, Mistler limited her oral report to this one item. A monthly written compilation of statistics and significant documents (Attachment #6) had been distributed to Board members at the beginning of the meeting.
- E. AD HOC COMMITTEE ON THE JAPANESE BAZAAR Jocye Frieden moved that John Collins appoint members to this ad hoc committee, as well as one committee to orient the three new Board members and another committee to develop plans for a grand opening of the new facility. The Board approved the motion.
- F. OTHER BUSINESS John Collins announced the dates of the next two Board meetings: September 17 and November 19. Because of Sharon Mistler's intended absence, the Board recommended that the John Collins schedule the next meeting of the Executive Committee for its back-up date, August 27, 1986.

The meeting adjourned at 8:15 pm.

Endeppendence Center

of Northern Virginia

2111 Wilson Boulevard, Suite 400
Arlington, Virginia 22201

(703) 525-3268

TO: BOARD OF DIRECTORS, STAFF & INTERESTED OTHERS
FROM: John D. Collins *JD* III, President
DATE: JULY 21, 1986
SUBJECT: ECVN's JULY BOARD MEETING PROPOSED AGENDA

The July ECVN Board of Directors meeting will be held on Wednesday, July 23rd, at 6:00pm. The Center is adjacent to Arlington Courthouse Metrostop (corner of Wilson & Veitch St.) in the new 12 story, red brick Colonial Place, Suite 400 of 2111 Wilson Boulevard. Phone remains 525-ECNV. Cindy Winn will be Interpreting.

A. Approve Agenda

B. Approve Minutes of May 21, 1986 Board Meeting

C. Committee Reports:

1. Membership Committee
2. Finance Committee
3. Development Committee
4. Personnel Committee

D. Center Report

E. Consider Ad hoc Committees on Grand Opening & Japanese Bazaar

F. Set August & September Calendars

G. Other Business

H. Adjourn

Mark your calendar please for ECVN, Inc. Board of Directors meetings on September 17th and November 19th and the Executive Committee Meetings which are scheduled for August 20th & October

JOINING WOULD BE A BRIGHT IDEA



INDEPENDENCE CENTER OF NORTHERN VIRGINIA
2111 WILSON BLVD., SUITE 400, ARLINGTON, VA 22201
(703) 525-3268 (V/TDD)

MEMBERSHIPS ARE GOOD FOR 12 MONTHS

_____ YOUTH MEMBERSHIP (must be under 20 years old)... \$6.00

_____ INDIVIDUAL MEMBERSHIP (no age restrictions)..... \$12.00

_____ ADDITIONAL DONATION.....

_____ TOTAL ENCLOSED.....

(If you are unable to pay at this time, put a check mark in the blank beside the membership category you wish to apply for.)

NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

PHONE: _____ please circle one
VOICE or TDD

Report of Development Committee Meeting, July 6, 1986

I. The Committee discussed the concept of a retreat for Board and staff members and arrived at several preliminary recommendations.

1. PURPOSE

- a. Develop stronger relationship among staff and board, so that we can know each other as individuals as well as our official roles
- b. Review Goals and Missions Statement and the Assessment Report and decide
 - (1) Is the Statement appropriate and adequate?
 - (2) Is EQNV achieving its goals?
 - (3) If there are unmet goals, how should they be achieved?
 - (4) Are there needs which the Statement does not address?
 - (5) Should the Statement be changed?

2. SPIRIT

It should be fun . . . serve as an antidote to burnout . . . reexcite commitment. It will provide opportunities for people to state where they want things to change and where they need support - and for others to offer support!!

It will be a time to share our visions about the Endependence Center - where it is going; what it can/should do for the community. Then we can form a better consensus and discuss how we are going to get where we want to be.

3. LOGISTICS

It should be away from work; away from the metropolitan area. At a retreat or conference facility, such as Coolfont in West Virginia.

A full weekend will be scheduled - with time planned for fun and socializing and dining together.

Will there be an outside facilitator? Board and staff need to discuss this in advance!

Once we commit ourselves to a date and place, the retreat will occur even if a few Board and staff members ultimately have schedule conflicts.

The best times to have the retreat are the fall and the spring.

4. CONTENT

The retreat will have an agenda that allots time for specific topics that will be discussed. The agenda will encourage discussion about topics which we feel are important to the Center, but about which we don't normally have time at Board meetings to talk intensively and at length.

II. At the June meeting of the executive committee, the Development Committee offered a list of recommendations, only three of which were discussed. The Committee decided to resubmit the remaining recommendations to the full board at the July meeting.

- 1) The Board should direct the Personnel Committee (1) to refine policies and procedures for stress relief and (2) to develop a plan for staff merit and achievement awards and have some awards made at the opening of the new facility.
- 2) The Board should adopt the goal of assigning at least 1½ staff to each service.
- 3) The Board should direct staff to plan an appropriate opening ceremony with a festive atmosphere for the new facility.
- 4) The Board should review plans for the next Japanese Bazaar.
- 5) The Board should direct the Membership Committee to develop milestones for membership growth and investigate discount opportunities as membership benefits.

III. The Executive Committee directed the Development Committee to develop a assessment process that will gather and analyze the opinions (from staff, board, and key people in the community) about how well ECNV is doing its job. As a first step, the Development Committee has draft an assessment survey, utilizing the Statement of Mission and Goals. The Committee wants to provide this survey (see attached) to Board members first, then staff, and finally selected people from the community.

Dear Board Member: Please return this assessment survey
to Robert Gorski at 301 G St., SW, #825,
Washington, DC 20024.

STATEMENT OF MISSION AND GOALS FOR THE ENDEPENDENCE CENTER OF NORTHERN VIRGINIA

The mission of the Endependence Center of Northern Virginia is to enable disabled persons to improve the quality of their lives, determine their own lifestyles, participate in all aspects of society, and secure their human and civil rights; and to provide a mechanism for consumer control and policy direction of the service delivery system that impacts their lives.

The goals of the Center are:

1. Provide independent living support services.
2. Operate a community resource center.
3. Develop the professional/personal capabilities of disabled persons.
4. Promote equal opportunity and access to community services through individual and systems advocacy.
5. Identify unmet needs and develop programs to fill service gaps.
6. Provide a focal point for the disability community in Northern Virginia
7. Develop and encourage positive role models for disabled persons.

I. What activities occur at the Center that help to meet this mission and these goals? In your opinion, which parts of the Mission statement and which goals is EQNV most effective in meeting?

II. Are there other important or significant activities occurring at the Center which the Statement of Mission and Goals does not cover?

III. Is the Statement of Mission and Goals appropriate and complete? If not, how should the Statement be changed?

MINUTES OF THE PERSONNEL COMMITTEE
INDEPENDENT LIVING CENTER OF NORTHERN VIRGINIA

June 30, 1986

The Personnel Committee of the Independence Center of Northern Virginia (ECNV) met by telephone on Monday, June 30, 1986. All three members, Ruth Phillips, Larry Allison, and Gretchen Menn were present. The purpose of the meeting was to determine the procedures for conducting the annual performance evaluation of the Executive Director of the Center as is specified in the ECVN personnel policies. The Personnel Committee established procedures for the evaluation and agreed that the evaluation forms should be disseminated to Board members at the July, 1986 meeting.

The Personnel Committee reviewed several performance evaluation forms and agreed that the form recommended to the committee by Joyce Friedman was most appropriate. Joyce had modified this form from one which had been used by another Independent Living Center. This form will be copied and distributed to members of the Board of Directors. Members will be asked to return the forms to the Chair of the Personnel Committee within a specified number of days.

It was suggested that the evaluation forms be copied on color paper and each form be numbered. These procedures should make it difficult to duplicate the forms.

Staff involvement in the evaluation process was discussed. The Personnel Committee will recommend to the Board that each ECV staff person will be asked to complete a form. All staff ratings will be averaged and this overall score will be considered equivalent to the rating of one Board member. If the Board approves the evaluation procedures, forms will be disseminated to the staff the day after the Board meeting.

The Personnel Committee members will summarize any narrative comments and will present them to the Executive Director in a meeting with her. After the Personnel Committee and/or its chair has summarized the quantitative data and summarized the narrative comments the evaluation forms will be destroyed.

The Chair of the Committee will contact Board members concerning any reasonable accommodation needs during this process.

ADDENDUM

After consultation with the Executive Director and John Collins, the president of ECV, it was decided that the evaluation would be postponed until September. Reasons for this included the impending move of the ECV offices. All members of the Personnel Committee agreed to this change.

BOARD EVALUATION OF THE EXECUTIVE DIRECTOR OF THE INDEPENDENCE CENTER OF N.VA.

f-por

QUALITY OF WORK

1=POOR

5=EXCEPTIONAL

A. ADMINISTER PROGRAMS OF THE CENTER

1 2 3 4 5

COMMENTS:

B. SERVE AS LIAISON BETWEEN BOARD & STAFF

1 2 3 4 5

COMMENTS:

C. OVERSEE FISCAL MANAGEMENT OF CENTER

1 2 3 4 5

COMMENTS:

D. FUND-RAISING ACTIVITIES

1 2 3 4 5

COMMENTS:

E. PUBLIC RELATIONS

1 2 3 4 5

COMMENTS:

F. MAINTAIN KNOWLEDGE OF PERTINENT ISSUES

1 2 3 4 5

COMMENTS:

G. MAINTAIN APPROPRIATE WORK ENVIRONMENT

1 2 3 4 5

COMMENTS:

H. HIRE, SUPERVISE, & EVALUATE STAFF

1 2 3 4 5

COMMENTS:

I. COORDINATE PROGRAM COMPONENTS

1 2 3 4 5

COMMENTS:

J. MONITOR QUALITY OF SERVICES

1 2 3 4 5

COMMENTS:

K. ASSURES COMPLIANCE WITH REQUIREMENTS

1 2 3 4 5

COMMENTS:

L. TIME MANAGEMENT & PRIORITY SETTING

1 2 3 4 5

COMMENTS:

JOB KNOWLEDGE

CONSIDER BASIC KNOWLEDGE OF ALL ELEMENTS OF JOB

1 2 3 4 5

COMMENTS:

DEPENDABILITY

APPLICATION TO WORK AND
RELIABILITY IN EXECUTION OF ASSIGNED DUTIES 1 2 3 4 5

COMMENTS:

COOPERATIVENESS

A. ABILITY TO WORK FOR AND WITH OTHERS 1 2 3 4 5

COMMENTS:

B. GIVES NEW IDEAS & METHODS A FAIR TRIAL 1 2 3 4 5

COMMENTS:

INITIATIVE 1 2 3 4 5

COMMENTS:

JUDGEMENT

CONSIDER ABILITY TO ARRIVE AT PROPER DECISIONS 1 2 3 4 5

COMMENTS:

ADAPTABILITY

A. ABILITY TO LEARN
CONSIDER ABILITY TO LEARN NEW WORK 1 2 3 4 5

COMMENTS:

B. ABILITY TO ADJUST TO CHANGE
CONSIDER ABILITY TO MEET CHANGING
CONDITIONS; TO RESPOND TO NEW POLICIES 1 2 3 4 5

COMMENTS:

ATTITUDE

A. ATTITUDE TOWARD CONSTRUCTIVE CRITICISM 1 2 3 4 5

COMMENTS:

B. ATTITUDE TOWARD JOB & ECVN POLICIES 1 2 3 4 5

COMMENTS:

PUBLIC RELATIONS

CONSIDER PERSONAL EFFECT CREATED IN DEALING WITH
THE PUBLIC IN PERSON OR BY TELEPHONE 1 2 3 4 5

COMMENTS:

ADDITIONAL COMMENTS

1. LIST ANY GOOD TRAITS OR WEAKNESS OF EXECUTIVE DIRECTOR NOT COVERED ELSEWHERE IN THIS REPORT :

2. WHAT COULD BE DONE TO HELP THE EXECUTIVE DIRECTOR BECOME MORE EFFECTIVE ?

A. BY EXECUTIVE DIRECTOR :

B. BY BOARD OF DIRECTORS :

3. GENERAL REMARKS & RECOMMENDATIONS CONCERNING EXECUTIVE DIRECTOR'S PERFORMANCE AND POTENTIAL FOR FUTURE DEVELOPMENT

STAFF EVALUATION OF THE EXECUTIVE DIRECTOR OF THE INDEPENDENCE CENTER OF N.VA.

QUALITY OF WORK	1=POOR	2	3	4	5=EXCEPTIONAL
A. ADMINISTER PROGRAMS OF THE CENTER	1	2	3	4	5
COMMENTS:					
B. SERVE AS LIAISON BETWEEN BOARD & STAFF	1	2	3	4	5
COMMENTS:					
C. OVERSEE FISCAL MANAGEMENT OF CENTER	1	2	3	4	5
COMMENTS:					
D. FUND-RAISING ACTIVITIES	1	2	3	4	5
COMMENTS:					
E. PUBLIC RELATIONS	1	2	3	4	5
COMMENTS:					
F. MAINTAIN KNOWLEDGE OF PERTINENT ISSUES	1	2	3	4	5
COMMENTS:					
G. MAINTAIN APPROPRIATE WORK ENVIRONMENT	1	2	3	4	5
COMMENTS:					
H. HIRE, SUPERVISE, & EVALUATE STAFF	1	2	3	4	5
COMMENTS:					
I. COORDINATE PROGRAM COMPONENTS	1	2	3	4	5
COMMENTS:					
J. MONITOR QUALITY OF SERVICES	1	2	3	4	5
COMMENTS:					
K. ASSURES COMPLIANCE WITH REQUIREMENTS	1	2	3	4	5
COMMENTS:					
L. TIME MANAGEMENT & PRIORITY SETTING	1	2	3	4	5
COMMENTS:					
JOB KNOWLEDGE					
CONSIDER BASIC KNOWLEDGE OF ALL ELEMENTS OF JOB	1	2	3	4	5
COMMENTS:					

DEPENDABILITY

APPLICATION TO WORK AND
RELIABILITY IN EXECUTION OF ASSIGNED DUTIES 1 2 3 4 5

COMMENTS:

COOPERATIVENESS

A. ABILITY TO WORK FOR AND WITH OTHERS 1 2 3 4 5

COMMENTS:

B. GIVES NEW IDEAS & METHODS A FAIR TRIAL 1 2 3 4 5

COMMENTS:

INITIATIVE 1 2 3 4 5

COMMENTS:

JUDGEMENT

CONSIDER ABILITY TO ARRIVE AT PROPER DECISIONS 1 2 3 4 5

COMMENTS:

ADAPTABILITY

A. ABILITY TO LEARN
CONSIDER ABILITY TO LEARN NEW WORK 1 2 3 4 5

COMMENTS:

B. ABILITY TO ADJUST TO CHANGE
CONSIDER ABILITY TO MEET CHANGING
CONDITIONS; TO RESPOND TO NEW POLICIES 1 2 3 4 5

COMMENTS:

ATTITUDE

A. ATTITUDE TOWARD CONSTRUCTIVE CRITICISM 1 2 3 4 5

COMMENTS:

B. ATTITUDE TOWARD JOB & ECVN POLICIES 1 2 3 4 5

COMMENTS:

PUBLIC RELATIONS

CONSIDER PERSONAL EFFECT CREATED IN DEALING WITH
THE PUBLIC IN PERSON OR BY TELEPHONE 1 2 3 4 5

COMMENTS:

ADDITIONAL COMMENTS

1. LIST ANY GOOD TRAITS OR WEAKNESS OF EXECUTIVE DIRECTOR NOT COVERED ELSEWHERE IN THIS REPORT :

2. WHAT COULD BE DONE TO HELP THE EXECUTIVE DIRECTOR BECOME MORE EFFECTIVE ?
A. BY EXECUTIVE DIRECTOR :

B. BY BOARD OF DIRECTORS :

3. GENERAL REMARKS & RECOMMENDATIONS CONCERNING EXECUTIVE DIRECTOR'S PERFORMANCE AND POTENTIAL FOR FUTURE DEVELOPMENT

QUARTERLY

CIL

ECNV, Inc.
CenterParticipant Statistical ReportTime Covered by Report April 1, 1986 to June 30, 1986Date Submitted: July 3, 1986Submitted by: Monica Hall

1. Number of Intakes
2. Number of Objectives Written
3. Number of Objective Completed
4. Percentage Completed
5. Number of Participants Achieving Objectives
 - A. Education
 - B. Housing
 - C. Employment
 - D. Training
 - E. Financial Income
 - F. Attendant Management
 - G. Recreation/Leisure Education
 - H. Communication
 - I. Adjustment to Disability
 - J. Transportation
 - K. Other (Specify)
 - L. Other (Specify)
6. Number Referred to Rehabilitation
7. Number Referred from Rehabilitation
8. Number of Rehabilitation Clients Served

Current Month	YTD	PY
14	77	
378	727	
379	575	
100%	79%	
18	107	
2	2	
9	22	
0	17	
2	14	
1	1	
3	5	
0	2	
0	5	
3	12	
0	15	
1	12	
0	1	
1	8	
2	20	
7	99	

Year-To-Date - This figure will always include current month figure.

This figure will remain constant which will be the total by item for

CIL
ECNV, Inc.
Center

Service Activity Report

Time Covered by Report April 1, 1986 to June 30, 1986

Date Submitted: July 3, 1986

Submitted by: Monica Hall

	Units Provided Includes IILP and Non-IILP			Participants Served IILP Only		
	MO.	YTD	PY	MO.	YTD	PY
0. Intakes/Assessments	21	* optional)		1	37	
1. Information	553	1336				
2. Referral	118	297		3	17	
3. Peer Counseling	233	1084		28	207	
4. Group Counseling	108	187			20	
5. I. L. Skills Training	385	872		2	166	
6. Community Education	179	409				
7. Leisure Education	146	167			21	
8. Transportation	42	89				
9. Interpreter/Reader	0	0		0	0	
10. Emergency Attendant Care	2	33			7	
11. Volunteer	70	302			11	
12. Advocacy	31	200		9	36	
A. Individual	59	391		2	16	
B. System						
13. Technical Assistance (Including Assessability Survey)	4	71			* (optional) 1	
14. Registry						
A. Housing	20	282		4	18	
B. PCA	18	128		2	27	
C. Equipment	0	0				
D. Interpreter/Reader	0	0				
TOTAL	1922	5848		53	602	

*Optional for CIL only for that single item identified.
Year-To-Date - This figure will always include current month figure.
Total - This figure will be the total by service for

COMMUNITY OPTIONS/CENTER ACTIVITY

Center ECNV, Inc.

Date 4 / 1 / 86 to 6 / 30 / 86

A. Community Options

1. Housing

- 01 Development of new units
- 02 Utilization of existing accessible units
- 03 Modification in existing accessible units
- 04 Policy changes
- 05 Other (specify)

Monthly Units	YTD
1	11
	2
7	8
	1
1	9

2. Attendant

- 01 Development of new PCA's
- 02 Number of new attendant training programs
- 03 Number of new sources designating funds for PCA
- 04 Number of existing sources increasing funds for PCA
- 05 Policy changes
- 06 Other (specify)

Monthly Units	YTD
8	18
	1
1	1
	1

3. Transportation

- 01 Development of new driver training program
- 02 Number of new volunteer transportation vehicles
- 03 Number of new accessible private transportation vehicles
- 04 Number of new or additional accessible public transportation vehicles
- 05 Number of new or additional accessible paratransit public transportation vehicles
- 06 Number of new sources designating transportation funds
- 07 Number of existing sources increasing transportation funds
- 08 Number of new or additional transit depots, centers, stops
- 09 Policy changes
- 10 Other (specify)

Monthly Units	YTD
	6

4. Community Accessibility

- 01 Number of new parking spaces
- 02 Number of new curb cuts
- 03 Number of modifications to private buildings
- 04 Number of modifications to public buildings
- 05 Number of modifications to recreational/social sites
- 06 Policy changes
- 07 Other (specify)

Monthly Units	YTD
1	10
2	3
14	17
	7

5. Other Options

- 01 Specify
- 02 Specify
- 03 Specify
- 04 Specify

Monthly Units	YTD
16	91
31	55
2	62
1	1

6. Cooperative Arrangements

- 01 Medical
- 02 Housing
- 03 Transportation
- 04 Education
- 05 Vocation
- 06 Employment
- 07 Recreation
- 08 Finance
- 09 Other (specify)

Activities (On Board, Committees)		Networking					
		Formal Agreements		Informal Agreements		Others	
		Monthly	YTD	Monthly	YTD	Monthly	YTD
13	19			1			
4	7			2	2		
3	3		1		1		
1	1						
22	30		1	2	4	20	20

of people at presentation

48. Other (specify)

Speaking		Audiovisual		Articles		Newsletters		Total	
Mo.	YTD	Mo.	YTD	Mo.	YTD	Mo.	YTD	Mo.	YTD
1/ 10	1/ 10								
2/ 21	10/ 161			1/ 100	1/ 100				
1/ 1	4/ 9								
13/ 24	28/ 186		2/ 1500						
1/ 5	4/ 270		"	1/ 2500	7/ 3300				
9/ 319	41/ 1846		2/ 300	6/ 1800	9/ 6980		7/ 7940		
5/ 46	11/ 376								
1/ 20	4/ 57						2/ 856		

Donation

[illegible]

3. Consumer Involvement in CIL Activity

- 01 Total paid staff
- 02 Total volunteer staff
- 03 Number of disabled on paid staff
- 04 Number of disabled volunteer staff
- 05 Number of disabled on CIL Governing Board
- 06 Number of disabled on CIL Advisory Board
- 07 Number of disabled in CIL Administration
- 08 Number of disabled in CIL Supervision
- 09 Number of disabled in CIL Direct Services
- 10 Number of disabled in CIL Support Services
- 11 Number of household family member involved
- 12 Other (specify)

Persons This Month	YTD	Total No. in Group
12		12
4	x	
9		x
2		x
10	x	11
8	x	26
2	x	4
1	x	1
7	x	7
1	x	1
		x

CONTRACT

This Agreement made this 26th day of June 1986, by and between the Virginia Department of Rehabilitative Services
4901 Fitzhugh Avenue, P. O. Box 11045, Richmond, Virginia 23230
(herein referred to as the "Agency")

and

Endeppendence Center of Northern Virginia, Inc.
4214 Ninth Street, North, Arlington, Virginia 22203
(herein referred to as "Contractor").

The parties to this agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

- (1) SCOPE OF SERVICE: The Contractor shall provide the services to the Agency set forth in Attachment A.
- (2) TIME OF PERFORMANCE: The services of the Contractor shall commence on July 1, 1986 and shall terminate on May 31, 1987, the period of performance being 11 months/~~XXXX~~.

All time limits stated are of the essence of this agreement.

- (3) COMPENSATION: The Contractor shall be paid by the Agency as set forth in Attachment B.
- (4) ASSISTANCE: The Agency agrees upon request of the Contractor to furnish, or otherwise make available to the Contractor, copies of existing non-proprietary materials in the possession of the Agency that are reasonably related to the subject matter of this agreement and are necessary to the Contractor for completion of his performance under this agreement.
- (5) LIABILITY: The Contractor shall take out and maintain during the life of this agreement such bodily injury liability and property damage liability insurance as shall protect him/it from claims for damages for personal injury, including death, as well as from claims for property damage, which may arise from his/its activities under this agreement.

The Contractor shall indemnify and hold harmless the Agency and the Commonwealth of Virginia, and when applicable, its employees and designated representatives, from any and all claims, suits, actions, liabilities and costs of any kind, caused by the performance by the Contractor of his/its work pursuant to this agreement. Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of the Commonwealth.

Neither the Contractor, its/his employees, assignees or subcontractors shall be deemed employees of the Commonwealth of Virginia or of the Agency while performing under this agreement.

The Contractor shall take out, or show evidence of, a blanket fidelity bond in an amount no less than 1/11th of the total amount of this agreement naming the Department of Rehabilitative Services as the obligee. Such bond shall indemnify the Department of Rehabilitative Services against losses from fraud or lack of integrity, honesty or fidelity of one or more employees, offices or other persons holding positions of trust with the Contractor.

(6) GENERAL PROVISIONS: Nothing in this agreement shall be construed as authority for either party to make commitments which will bind the other party beyond the Scope of Service contained herein. Furthermore, the Contractor shall not assign, sublet, or subcontract any work related to this agreement or any interest he/it may have herein without the prior written consent of the Agency. This contract is subject to appropriations by the Virginia General Assembly.

(7) INVENTIONS AND COPYRIGHTS: The Contractor is prohibited from copyrighting any papers, interim reports, forms, or other material and/or obtaining patents on any invention resulting from its/his performance under this agreement.

The Contractor agrees to apply for such copyright or patent at the written direction of the Agency or the Commonwealth of Virginia, which shall pay reasonable expenses thereof. The copyright or patent shall belong exclusively to the Commonwealth of Virginia.

(8) INTEGRATION AND MODIFICATION: This contract constitutes the entire agreement between the Contractor and the Agency. No alteration, amendment or modification in the provisions of this agreement shall be effective unless it is reduced to writing, signed by the parties and attached hereto.

(9) TERMINATION: The Agency may terminate this agreement for its convenience upon 30 (thirty) days written notice to the other party. The Contractor shall be paid for no service rendered or expense incurred after receipt of such notice except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of its/his work under this agreement.

In the event of breach by the Contractor of this agreement, the Agency shall have the right immediately to rescind, revoke or terminate the agreement. In the alternative the Agency may give written notice to the Contractor specifying the manner in which the Agreement has been breached. If a notice of breach is given and the Contractor has not substantially corrected the breach within 30 (thirty) days of receipt of the written notice, the Agency shall have the right to terminate this agreement.

In the event of rescission, revocation or termination, all documents and other materials related to the performance of this agreement shall become the property of the Commonwealth of Virginia.

(10) COLLATERAL CONTRACTS: Where there exists any inconsistency between this agreement and other provisions of collateral contractual agreements which are made a part of this agreement by reference or otherwise, the provisions of this agreement shall control.

(11) NON-DISCRIMINATION: In his/its performance of this agreement, the Contractor warrants that he/it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, handicap, age, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The Contractor shall, in all solicitations or advertisement for employees placed by or on behalf of the Contractor, state that such Contractor is an equal opportunity employer; provided, however, that notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this contract.

The Contractor shall include the provisions of the foregoing paragraphs in every subcontract or purchase order of over ten thousand dollars, so that such provisions will be binding upon each subcontractor or vendor.

(12) APPLICABLE LAWS: This agreement shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise, by the laws of the Commonwealth of Virginia.

(13) SEVERABILITY: Each paragraph and provision of this agreement is severable from the entire agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect.

(14) CONTINGENT FEE WARRANTY: The Contractor warrants that he/it has not employed or retained any person or persons for the purpose of soliciting or securing this agreement. The Contractor further warrants that he/it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon the award or making of this agreement. For breach of one or both of the foregoing warranties, the Agency shall have the right to terminate this agreement without liability, or, in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover, the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

(15) CONFLICT OF INTEREST: The Contractor warrants that he has fully complied with the Virginia Conflict of Interest Act.

(16) FINANCIAL RECORDS AVAILABILITY: The Contractor agrees to retain all books, records, and other documents relative to this agreement for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is later. The Agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

In the event the total amount of this contract is ten thousand dollars (\$10,000) or greater, the Contractor agrees to employ an independent and certified public accountant to audit and make a written report as to the expenditure of funds paid by the Agency to the Contractor as a result of this agreement. A copy of such report to be sent to the Agency no less than thirty (30) days before the completion of the contract term.

(17) OWNERSHIP OF DOCUMENTS: Any reports, studies, photographs, negatives, or other documents prepared by Contractor in the performance of its obligations under this contract shall be remitted to the Agency by Contractor upon completion, termination or cancellation of this contract. Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of Contractor's obligations under this contract without the prior written consent of the Agency.

IN WITNESS THEREOF the parties have caused the agreement to be executed by the following duly authorized officials:

CONTRACTOR

This contract has been reviewed by the appropriate governing Board of the Contractor and it agrees to the terms of the contract.

By John D. Blunt
Title President ECU, Inc.
Date June 26, 1986

AGENCY

This contract has been reviewed by staff of this Agency. Its substantive terms are appropriate and sufficient funds have been obligated for its performance.

By _____
Title _____
Date _____

Assistant Attorney General

Date

CONTRACT CHECK LIST

- _____ 1. Contract is signed by authorized agent of Contractor and is dated.
- _____ 2. Contains a budget containing category and line items.
- _____ 3. Subtotals and totals on budget are correct.
- _____ 4. Written budget justification for budgeted categories and line items.
- _____ 5. Center positions job descriptions.
- _____ 6. List showing Center position having lead responsibility for completion of Contractors objectives.
- _____ 7. Organizational Chart with current names for positions.
- _____ 8. Resolution or plan of action for resolution to previous contracts noncompleted objectives.
- _____ 9. If appropriate, a letter from the Contractor to the Commissioner requesting and identifying the amount of a cash advance.
- _____ 10. If appropriate, completed copy of the Agency's Cash Advance Form.
- _____ 11. Sole source letter.

SCOPE OF SERVICES

A. CONTRACTOR: The contractor agrees to the following:

1. To complete program intake for 100 persons with disabilities.
2. To provide peer counseling to 100 individuals (unduplicated count).
3. To provide 1500 units of individual peer counseling.
4. To provide independent living skills training to 50 individuals (unduplicated count).
5. To provide 500 units of independent living skills training.
6. To provide 1000 units of information.
7. To provide 50 units of referral.
8. To write 100 IILPs.
9. To write 300 objectives as part of IILPs.
10. To complete 150 objectives for a 50% completion rate.
11. To provide 4000 units of community services and outreach.
12. To provide 240 hours of training for all service staff.

B. AGENCY: The agency agrees to:

1. Assign a local liaison to the Center;
2. Meet with the CIL Executive Director as needed but not less than bi-monthly;
3. Attend at least one board meeting a quarter;
4. Identify necessary data and information for reporting purposes;
5. Coordinate the referral of appropriate clients of the Agency to the Center;
6. Provide technical assistance in maintaining and monitoring program evaluation system;
7. Assist, on a negotiated basis, in staff development and training;
8. Provide technical assistance and consultation to the Governing Boards and/or its Executive Committee, when requested.
9. Serve on standing or ad hoc committees of the Center, when requested.

10. Have available Agency services based on the needs of DRS eligible persons with a disability;
11. Help develop, use and maintain on a individual basis a system for purchase of service from the Center.

Deliverables:

The Contractor agrees to provide the following:

C. Program

To be received by the IL Director by the seventh of each month starting with August 7, 1986.

1. Monthly:

Receiving Report Verification containing numbers completed during the month on each contract objective.

2. Quarterly: Starting with July-September, 1986

- a. Community Option Report or equivalent data.
- b. Participant Service Impact Report or equivalent data.
- c. Participant Statistical Report or equivalent data.
- d. Service Activity Report or equivalent data.
- e. Assisted/Served by Disabling Condition or equivalent data.
- f. Any report CIL program director identifies as needed by the Agency MAPS reporting.

These reports will indicate current month, previous years months comparative data, year-to-date, and previous year-to-date activity.

A brief narrative of no more than three pages addressing:

- g. How services contributed to the maintenance of or increased independence of individuals;
- h. Extent of networking with other agencies;
- i. Extent of Center in promoting community awareness, involvement, assistance;
- j. Extent of outreach efforts and impact of efforts;
- k. Extent of efforts in expanding financial funding of Center.

Approval of monthly reimbursement request will be contingent on timely receipt of the monthly deliverables.

D. Fiscal

To be received by the IL Director by the seventh of each month beginning August 7, 1986.

1. Monthly:

- a. Invoices requesting reimbursement for actual expenditures for the contract budget categories and line items with accompanying expenditure verification information.
 - b. Listing program income identifying amount and its source.
2. A transfer of fund may be altered among line items in a category without prior approval provided the total of the category does not change. When this occurs notification must accompany the monthly reimbursement request. Note Exception below.
 3. A budget revision whereby up to a 5% of the budgeted funds may be moved from one category to another category requires written prior approval by the program director before the revision is allowable. No request for a budget revision will be honored 60 days prior to termination of the contract.
 4. A budget modification whereby more than a 5% of the budgeted funds may be moved from one category to another category requires written prior approval by the Commissioner before the modification is allowable. No budget modification will be honored 60 days prior to termination of contract.
 5. A budget amendment whereby there is a change in the:
 - a. adjustment in time of performance;
 - b. change in scope of services;
 - c. change in method of compensation; or
 - d. adjustment in the total contracted budgeted amount.

Requires the written prior approval from the program director. No budget amendment will be honored, except under unusual circumstances, 60 days prior to the termination of contract.

Exception:

6. Funds designated under the category of Personnel can only be used for staff salaries and personnel procurement and cannot be reallocated to another category for other uses. Any unused funds under the Personnel category will revert to the Agency upon termination of the contract.

E. Contractual

1. The Contractor will furnish the Agency a copy of the fidelity bond insurance and will assure the Agency is named as obligee on the policy.

2. The Contractor will provide a copy of the lease for office space to the Agency.
3. The Contractor must submit a written request to the Commissioner if it intends to terminate the contract. The receipt of the written request must be at least 30 days prior to actual termination of the contract.
4. The Contractor will furnish to the Agency a copy of its liability insurance policy which names the Agency as coinsurer.
5. The Contractor will submit to the IL Director and obtain prior approval of any subcontract/leasing agreement that requires the expenditure of Agency contract funds.

COMPENSATION

Method of Payment:

1. The Agency will reimburse the Contractor based on budgeted actual expenses.
2. The Agency may advance _____ of the contracted budget if requested in writing from the Contractor for the first month's operating cost of the Center.
3. The Agency will not reimburse the Contractor for any expenses incurred for the purpose of lobbying.
4. During the last month of the contract period, the amount of the funds initially advanced will be credited against the Contractor's June bills.
5. If designated Federal and/or State funds are not appropriated to the Agency for the independent living program, the contract shall be terminated.
6. All equipment and furniture purchased with contract funds will remain property of the Agency until the Contractor is notified otherwise by the Agency. No equipment or furniture purchased with contract funds can be sold, traded or otherwise disposed of without written prior approval of the Agency.
7. The Contractor shall maintain participant records and financial records, for five years.
8. Participant records and financial records will be made available to appropriate agency staff for program and financial audits.
9. All equipment \$1,000 or more that was purchased with contract funds will be registered with the Clerk of the City/County and the State Corporation Commission. The Agency will provide the necessary forms and instructions for this registration.
10. This contract will be administered in accordance with the US Office of Education Grants Administration Regulations, and Title 34 of the Code of Federal Regulations, Part 74 (34CFR74) which is incorporated herein by reference.
11. The contractor's selection of monthly reimbursement is:
 - ___ (a) submission of monthly invoice no later than the 10th of the month following the reimbursement period; or
 - (b) submission of the monthly invoice no later than the 20th of the month for the actual incurred expenditures to that date.

CASH ADVANCE REQUEST FORM

CONTRACTOR Independence Center of Northern Virginia

CONTRACT PERIOD - FROM July 1, 1986 TO May 31, 1987

The usual method for determining the amount of the Cash Advance is Procedure A. However, your requirements may be stated using the method outlined in Procedure B which is negotiable. Use one Procedure only.

A. Divide the total amount of the Contract by the number of of months in the contract period and enter here.....\$ 24,757.00

OR

B. Enter your estimated expenditures for one month opposite each Budget Category which is applicable to your contract.

Personnel.....\$ _____

Fringe Benefits.....\$ _____

Travel.....\$ _____

Supplies.....\$ _____

Equipment.....\$ _____

Contractual.....\$ _____

Serv.Participants.....\$ _____

*Other:

.....\$ _____

.....\$ _____

.....\$ _____

Total Other.....\$ _____

Total Budget for one month.....\$ _____

*List line items under "Other" category.

IMPORTANT! DETAILED JUSTIFICATION OF MONETARY NEEDS MUST ACCOMPANY THIS REQUEST IF OPTION B IS SELECTED.

OBJECTIVES

LEAD RESPONSIBILITY

1. Intakes	Counselors
2 & 3. Provide Peer Counseling	Counselors
4 & 5. Provide ILS Training	Trainer
6. Provide Information	I & R Coordinator
7. Provide Referral	I & R Coordinator
8 & 9. Write IILP's & objectives	Executive Director
10. Complete IILP's	Executive Director
11. Provide Community Services and Outreach	Executive Director
12. Provide Staff Training	Executive Director

INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski
President
Board of Directors

Sharon Mistler
Executive Director

July 8, 1986

Bob Howe
Dept. of Rehabilitative Services
4901 Fitzhugh Avenue
Richmond, Virginia 23230-1045

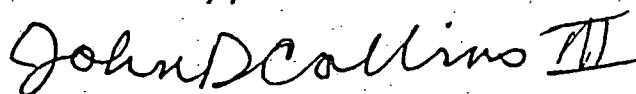
Dear Mr. Howe,

Please find enclosed the 2nd monthly fiscal reimbursement package for the month of June 1986, in the amount of \$ 2,787.16. This is to be paid to the Endependence Center of Northern Virginia.

Attachment I is a breakdown of monthly expenditures by line item. Attachment II includes the budgeted amount, current monthly expenditures, expenditures to date, and remaining balance figures by line item.

Thank you in advance for your prompt attention to this matter.

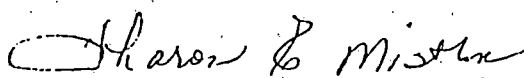
Sincerely,



John Collins III
President

I certify that expenditures incurred are charges that are allowable in accordance within the scope of the approved grant activity.

7/8/86
Date


Sharon Mistler, Exec. Director

SM/mgh
Enclosures:

Attachment I
ECNV, Inc.
Additional Monthly Expenditures
June, 1986

Line Item:

Amount

Personnel:

Executive Director	\$ 00.00
Director of Internal Services	\$ 00.00
Administrative Assistant	\$ 00.00
Bookkeeper	\$ 00.00
Director of Public Affairs	\$ 00.00
Director of Advocacy	\$ 00.00
ILS Training Specialist	\$ 00.00
I&R Coordinator	\$ 00.00
PCA/Housing Coordinator	\$ 00.00
Custodian	\$ 00.00
	\$ 00.00

Fringe:

Matching FICA	\$ 00.00
Fed Employ. Tax	\$ 00.00
Insurance	\$ 00.00
	\$ 00.00

Travel/Training:

(for staff and participants)

\$ 704.75
\$ 704.75

Equipment:

\$ 796.87
\$ 796.87

Supplies:

\$ 226.62
\$ 226.62

Other:

Rent (to include utilities,
maintenance and insurance)

\$ 688.77

Telephone

\$ 00.00

Printing

\$ 00.00

Dues/Subscriptions

\$ 25.00

Legal/Audit

\$ 00.00

Interpreter

\$ 00.00

Accounting

\$ 38.15

Moving

\$ 307.00

\$ 1,058.92

GRAND TOTAL:

\$ 2,787.16

Attachment II
ECNV, Inc.
Additional Recap Sheet
June, 1986

	Old Budgeted Amount	Modified Budget	Current Amount	Cumulative Amount	Remaining Amount
Line Item:					
Personnel:	\$175,260.72	\$ 168,709.82	\$ 00.00	\$167,594.81	\$ 1,115.01
Exec. Dir	\$ 30,740.04	\$ 30,740.04	\$ 00.00	\$ 30,740.04	\$ 00.00
Dir Internal Ser.	\$ 24,380.04	\$ 24,380.04	\$ 00.00	\$ 24,380.04	\$ 00.00
Admin. Asst.	\$ 14,840.04	\$ 14,840.04	\$ 00.00	\$ 14,840.04	\$ 00.00
Bookkeeper	\$ 14,840.04	\$ 14,840.04	\$ 00.00	\$ 14,840.04	\$ 00.00
Dir PR/Fund	\$ 21,200.04	\$ 21,200.04	\$ 00.00	\$ 21,200.04	\$ 00.00
Dir Advocacy	\$ 15,900.00	\$ 15,900.00	\$ 00.00	\$ 15,900.00	\$ 00.00
LS Specialist	\$ 14,840.04	\$ 8,537.51	\$ 00.00	\$ 8,537.51	\$ 00.00
&R Coordinator	\$ 21,200.04	\$ 21,200.04	\$ 00.00	\$ 21,200.04	\$ 00.00
CA/Housing Coord	\$ 14,840.04	\$ 14,840.04	\$ 00.00	\$ 14,020.03	\$ 820.01
Custodian	\$ 2,480.04	\$ 2,231.04	\$ 00.00	\$ 1,937.03	\$ 294.64
Grants:	\$ 31,447.65	\$ 24,154.61	\$ 00.00	\$ 23,326.74	\$ 827.87
Travel/Training:	\$ 11,962.83	\$ 9,962.83	\$ 704.75	\$ 8,950.57	\$ 1,012.26
for staff and for participants)					
Equipment	\$ 4,500.00	\$ 8,247.98	\$ 796.87	\$ 7,752.39	\$ 495.59
Supplies:	\$ 6,301.67	\$ 6,801.67	\$ 226.62	\$ 7,075.75	\$ - 274.08

ther:	\$ 52,791.13	\$ 64,387.09	\$ 1,058.92	\$ 54,407.81	\$ 9,979.28
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ent(to include	\$ 38,665.00	\$ 41,815.00	\$ 688.77	\$ 37,362.54	\$ 4,452.46
ilities,Insur.					
maintenance)					
elephones	\$ 6,093.64	\$ 8,093.64	\$ 00.00	\$ 7,674.00	\$ 419.63
rinting	\$ 3,899.77	\$ 4,899.77	\$ 00.00	\$ 2,857.96	\$ 2,041.81
ues/Subs	\$ 1,132.72	\$ 1,782.72	\$ 25.00	\$ 2,072.36	\$ -289.64
egal/Audit	\$ 2,500.00	\$ 2,500.00	\$ 00.00	\$ 2,495.00	\$ 5.00
nterpreter	\$ 500.00	\$ 800.00	\$ 00.00	\$ 518.00	\$ 273.25
ccounting	\$ 1,000.00	\$ 1,100.00	\$ 38.15	\$ 1,120.85	\$ - 20.85
oving	\$ 00.00	\$ 4,395.96	\$ 307.00	\$ 307.00	\$ 4,088.96

RAND TOTAL:	\$282,264.00	\$282,264.00	\$ 2,787.16	\$269,159.89	\$ 13,104.11
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INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski
President
Board of Directors

Sharon Mistler
Executive Director

June 19, 1986

Mary Holloway
Dept. of Rehabilitative Services
4901 Fitzhugh Avenue
Richmond, Virginia 23230-1045

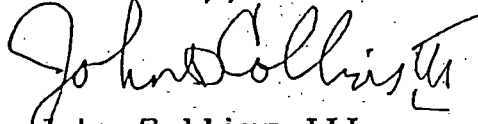
Dear Ms. Holloway,

Please find enclosed the monthly fiscal reimbursement package for the month of June 1986, in the amount of \$21,480.65. This is to be paid to the Independence Center of Northern Virginia.

Attachment I is a breakdown of monthly expenditures by line item. Attachment II includes the budgeted amount, current monthly expenditures, expenditures to date, and remaining balance figures by line item.

Thank you in advance for your prompt attention to this matter.

Sincerely,



John Collins III
President

I certify that expenditures incurred are charges that are allowable in accordance within the scope of the approved grant activity.

June 25, 1986
Date

Sharon Mistler
Sharon Mistler, Exec. Director

SM/mgh
Enclosures:

Attachment I
ECNV, Inc.
Monthly Expenditures
June, 1986

Line Item:

Amount

Personnel:

Executive Director	\$ 2,561.67
Director of Internal Services	\$ 2,031.67
Administrative Assistant	\$ 1,236.67
Bookkeeper	\$ 1,236.67
Director of Public Affairs	\$ 1,766.67
Director of Advocacy	\$ 1,325.00
ILS Training Specialist	\$ 00.00
I&R Coordinator	\$ 1,766.67
PCA/Housing Coordinator	\$ 1,236.67
Custodian	\$ 206.67
	\$13,368.36

Fringe:

Matching FICA	\$ 955.84
Fed Employ. Tax	\$ 106.94
Insurance	\$ 645.00
	\$ 1,707.78

Travel/Training:

(for staff and participants)

\$ 957.36
\$ 957.36

Equipment:

\$ 238.83
\$ 238.83

Supplies:

\$ 271.72
\$ 271.72

Other:

Rent (to include utilities,
maintenance and insurance)

\$ 2,180.70

Telephone

\$ 2,604.80

Printing

\$ 11.00

Dues/Subscriptions

\$ 44.60

Legal/Audit

\$ 00.00

Interpreter

\$ 00.00

Accounting

\$ 95.50

Moving

\$ 00.00

\$ 4,936.60

GRAND TOTAL:

\$21,480.65

Attachment II
ECNV, Inc.
Recap Sheet
June, 1986

	Old Budgeted Amount	Modified Budget	Current Amount	Cumulative Amount	Remaining Amount
Line Item:					
Personnel:	\$175,260.72	\$ 168,709.82	\$ 13,368.36	\$167,594.81	\$ 1,115.01
Exec. Dir	\$ 30,740.04	\$ 30,740.04	\$ 2,561.67	\$ 30,740.04	\$ 00.00
Dir Internal Ser.	\$ 24,380.04	\$ 24,380.04	\$ 2,031.67	\$ 24,380.04	\$ 00.00
Admin. Asst.	\$ 14,840.04	\$ 14,840.04	\$ 1,236.67	\$ 14,840.04	\$ 00.00
Bookkeeper	\$ 14,840.04	\$ 14,840.04	\$ 1,236.67	\$ 14,840.04	\$ 00.00
Dir PR/Fund	\$ 21,200.04	\$ 21,200.04	\$ 1,766.67	\$ 21,200.04	\$ 00.00
Dir Advocacy	\$ 15,900.00	\$ 15,900.00	\$ 1,325.00	\$ 15,900.00	\$ 00.00
ILS Specialist	\$ 14,840.04	\$ 8,537.51	\$ 00.00	\$ 8,537.51	\$ 00.00
I&R Coordinator	\$ 21,200.04	\$ 21,200.04	\$ 1,766.67	\$ 21,200.04	\$ 00.00
FCA/Housing Coord	\$ 14,840.04	\$ 14,840.04	\$ 1,236.67	\$ 14,020.03	\$ 820.01
Custodian	\$ 2,480.04	\$ 2,231.04	\$ 206.67	\$ 1,937.03	\$ 294.64
Fringe:	\$ 31,447.65	\$ 24,154.61	\$ 1,707.78	\$ 23,326.74	\$ 827.87
Travel/Training:	\$ 11,962.83	\$ 9,962.83	\$ 957.36	\$ 8,297.64	\$ 1,665.19
(for staff and for participants)					
Equipment	\$ 4,500.00	\$ 8,247.98	\$ 238.83	\$ 6,955.52	\$ 1,292.46
Supplies:	\$ 6,301.67	\$ 6,801.67	\$ 271.72	\$ 6,849.13	\$ -47.46

Other:	\$ 52,791.13	\$ 64,387.09	\$ 4,936.60	\$ 53,425.89	\$ 10,961.20

Rent (to include Utilities, Insur. & maintenance)	\$ 38,665.00	\$ 41,815.00	\$ 2,180.70	\$ 36,673.77	\$ 5,141.23
Telephones	\$ 6,093.64	\$ 8,093.64	\$ 2,604.80	\$ 7,751.00	\$ 342.64
Printing	\$ 3,899.77	\$ 4,899.77	\$ 11.00	\$ 2,857.96	\$ 2,041.81
Dues/Subs	\$ 1,132.72	\$ 1,782.72	\$ 44.60	\$ 2,047.36	\$ -264.64
Legal/Audit	\$ 2,500.00	\$ 2,500.00	\$ 00.00	\$ 2,495.00	\$ 5.00
Interpreter	\$ 500.00	\$ 800.00	\$ 00.00	\$ 518.00	\$ 273.25
Accounting	\$ 1,000.00	\$ 1,100.00	\$ 95.50	\$ 1,082.70	\$ 17.30
Moving	\$ 00.00	\$ 4,395.96	\$ 00.00	\$ 00.00	\$ 4,395.96
GRAND TOTAL:	\$282,264.00	\$282,264.00	\$ 21,480.65	\$266,449.73	\$ 15,814.27
=====					

BY THE

ECNV, Inc.
NAME OF CENTER

FOR THE PERIOD June 1, ,1986 TO June 30 ,1986

SALARIES CLAIMED FOR REIMBURSEMENT FOR THIS PROGRAM DURING THIS PERIOD

	POSITION	GROSS SALARY	FRINGE BENEFITS			Fed Empl. Tax	SUB. FR. BEN.	TOTAL
			FICA	HEALTH	INSURANCE			
ron Mistler	Executive Director	2,561.67	183.16	0.00	114.50	20.50		2,879.83
nda Plum	Dir. of Int. Ser.	2,031.67	145.26	0.00	114.50	16.26		2,307.69
ica Hall	Admin. Asst.	1,236.67	88.42	0.00	100.50	9.89		1,435.48
hony Okoro	Bkkpr.	1,236.67	88.42	0.00	100.50	9.89		1,435.48
anis Shaw	PR/ Fundrsng	1,766.67	126.32	0.00	114.50	14.13		2,021.62
ichael Frisenger	I&R Coordin	1,766.67	126.32	0.00	114.50	14.13		2,021.62
tsha Mazz	Dir Advocacy	1,325.00	94.74	0.00	0.00	10.60		1,430.34
tie Lynch	PCA/ Housing	1,236.67	88.42	0.00	100.50	9.89		1,435.48
yardo Ramirez	Custodian	206.67	14.78	0.00	0.00	1.65		223.10
TOTALS		13,368.36	955.84	0.00	645.00	106.94		15,076.14

TOTAL AMOUNT FOR REIMBURSEMENT 15,076.14

Verify the above expenditures have been made for the
contracted independent living program.

Department of Rehabilitative Services
Amount Approved: _____

Sharon E. Mistler
Director

6/25/86
Date

Project Administrator

Date

DRAFT Minutes of ECNV Executive Committee Meeting, June 25, 1986

The meeting commenced at 6:18 pm.

Board members present were Gretchen Menn, John Collins, Robert Gorski, and Ruth Phillips. Staff member present was Sharon Mistler.

- A. AGENDA The Committee approved the agenda proposed in the June 21 memo to Executive Committee members. (Attachment #1)
 - B. MINUTES The Committee approved the minutes of its April 16 meeting.
 - C. DEVELOPMENT Robert Gorski presented the report from the Development Committee (attachment #2), which included several recommendations for Board action. He emphasized that the Development Committee formulated its ideas with the intention of stimulating discussion and does not expect its recommendations to be adopted without change. The Executive Committee took action on three of the recommendations proposed by the Development Committee. (1) The Development Committee is to develop an assessment process that will gather and analyze the opinions (from staff, board, and key people in the community) about how well ECNV is doing its job. (2) The Development Committee is to investigate a framework and arrangements for a Board-staff retreat. (3) John Collins will investigate opportunities for ECNV to participate in three community fund raising programs - United Way, Combined Health Appeal, and Combined Federal Campaign. In addition, the creation of a Fund Raising Committee was recommended to the full Board. This Committee will develop plans for fund raising projects and follow through on them. The committee will have a floating membership consisting of one member each from the Finance and Development Committees, plus other individuals as appropriate.
2. FINANCE Ruth Phillips reported that she has been reviewing the proposed budget for the coming year's VRS grant. She has also encouraged staff to create an integrated budget of all funding sources.
 3. PERSONNAL Gretchen Menn reported on discussions on a procedure to evaluate the executive director. A procedural outline will be presented at the July Board meeting. At that time John Collins will recommend when the most appropriate time for the evaluation to occur. Gretchen Menn expressed great disappointment that Sharon Mistler has no input into drafting proposed meeting agendas and was not provided with an agenda prior to the June Executive Committee meeting. In addition, she urged consideration of having staff prepare final copies of materials sent to Board members so as to insure that communications be made in appropriate formats. Gretchen Menn will talk to Board members about their communications needs, and John Collins will discuss with Sharon Mistler the possibilities of staff involvement with the production of meeting minutes. The Executive Committee approved arranging for a sign language interpreter to be present at monthly business meetings, provided a request for such communication aid is made to ECNV at least 48 hours in advance of the meeting.

DRAFT

Minutes of ECVN Executive Meeting, June 25, 1986

page 2

4. MEMBERSHIP John Collins reported that the Membership Committee requests approval for it to plan an awards program that will recognize the many individuals who have assisted during the last four years in the development of the Endependence Center. The Committee thought this would also be an effective means to encourage a renewed relationship between ECVN and individuals who have not been in contact with the Center for some time. The Board approved the idea and agreed to the concept of using funds to obtain good quality certificates, plaques, and other awards items.
- D. NEW FACILITY Sharon reported that only one of the three locations under consideration a month ago is a feasible site. This location is on the fourth floor of the Colonial Place, which is situated opposite the Court House Metro stop. Final lease language will be delivered on June 26. The expectation of occassionally creating an expanded conference room at this location by removing the partition between the ECVN conference room and the conference room of its neighbor (Development Team, Inc.) is in doubt. Fire regulations require a fire wall between offices rental independently from the building landlord. A waiver could be obtained if Development Team were subleasing from ECVN. Sharon feels that such a relationship would be viable only if ECVN were relieved of liability for Development Team's space as well as certain standard landlord responsibilities. It does not appear that Development Team will agree to such a relationship. Ruth Phillips advised Sharon to investigate whether a fire wall with two wide metals doors would be feasible for the building and allowable under County fire regulations.
- E. HOUSING BROCHURE John Collins reported that Alexandria has assigned a summer intern to work on the housing services brochure that ECVN had developed for Alexandria.
- F. FISCAL YEAR REPORT No report was made.
- G. CENTER REPORT Sharon Mistler reported on her meeting with Peter Clark (Director, Fairfax County Handicapped Commission). Clark wanats to work with ECVN on upcoming County projects. He and Sharon agreed to have periodic meetings and that an ECVN staff member will attend Commission meetings.

At a recent meeting of Virginia ILP directors and VRS representatives, the directors succeeded in persuading VRS to withdraw its intention of having a VRS employee on each ILP board. In addition, it has been learned that VRS has been demanding more reportage from ILP's than other grantees and subcontractors. Extensive monthly reporting has been replaced with a one-page monthly report.

DRAFT

minutes of Executive Committee Meeting, June 25, 1986

3
page X

The Executive Committee gave Sharon permission to sell unnecessary inventory items as long as they are not property of VRS. In addition, staff and other people closely associated with ECNV should have an opportunity to purchase inventory items before they are openly marketed. The Committee approved a resolution saluting staff, the Japanese women, and Alan Reich for their efforts on behalf of the Friday night reception at the NCIL conference. The Committee also saluted Sharon Mistler and staff because the ECNV room at the NCIL conference generated much positive visibility for ECNV.

H. OTHER BUSINESS

1. The Committee agreed not to consider a fund raising event in cooperation with International Events because it would involve a telemarketing operation.
2. Robert Gorski reported that an individual on Vice President's Bush's staff indicated interest in disability-related locations that Bush could visit. Upon hearing that ECNV would likely have a grand opening for its new location, this staff person recommended that ECNV send a letter of invitation to the Vice President's office. The Committee agreed that this matter should be discussed by the full Board.

The meeting adjourned at 8:25 pm.

June 21, 1986

To: Members of the Executive Committee
From: Robert Gorski

Below is the proposed agenda for the executive committee meeting on Wednesday, June 25, at 6 pm.

Attached to this memo is a report from the Development Committee.

- A. Approve agenda
- B. Approve minutes of April executive committee meeting
- c. Committee Reports
 - 1. Development Committee
 - 2. Finance Committee
 - 3. Personnel Committee
 - 4. Membership Committee
- D. Up-date on new facility
- E. Status of housing brochure for Alexandria
- F. End-of-fiscal-year report
- G. Center Report
- H. Other Business
 - 1. Fund raising event with International Events
 - 2. Invitation to Vice President Bush
 - 3. additional items

Report on Development Committee Meeting
Friday, May 23, 1986

- I. The meeting occurred at the offices of the President's Committee. Attending the meeting were Robert Gorski and Dale Brown.

Comments that Board members made on the report of the Development Committee meeting on May 12, 1986 were reviewed.

1. "Polling the opinions of participants in order to help develop plans to expand and reduce services."
The Committee agreed that polling is appropriate for identifying needs, but not appropriate for determining how to meet those needs.
2. "Study development plans and procedures of other ILPs."
The upcoming meeting of the National Council on Independent Living will be a convenient opportunity to make initial contacts regarding this sort of information. Committee members who attend will seek to identify centers for more careful follow-up, and the Committee will ask Marie Lynch to do likewise.
3. "EQNV should consider retaining a consultant to help with development planning. The Committee will ask Doris Ray to provide more information about DCSIL's experience with a consultant.
4. "The Development Committee should focus more on development areas that are not already part of the focus of other Board committees."
The Committee agreed with this advice.
5. "What are the roles of the Development and Finance Committees regarding fund raising?"
The Development Committee feels that it should be responsible for long-range planning and policy development, and the Finance Committee should be responsible for monitoring the implementation of fund-raising plans after they are adopted by the Board.
6. "The Development Committee should concentrate on fund raising because that is an important need and is not explicitly the responsibility of any Board committee."
The Committee felt it was too soon to prioritize its work, but it does recognize the eminence of fund raising.

II. The Development Committee reviewed and modified its outline of development areas.

A. FUND RAISING

The overall goal is not expanding the budget, but reducing reliance on federal and state government money and developing sources of funds in the local community and from corporations.

1. COMMUNITY FUNDING PROGRAMS: Investigate membership in the United Way, Combined Health Appeal, and Combined Federal Campaign.
2. CORPORATE GRANTS AND DONATIONS: Wait until Center has the new facility and an aggressive community recognition program. Then ECNV should approach corporations for funding above a \$5,000 minimum.
3. COMMUNITY EVENTS: Events which raise less than \$5,000 should be undertaken primarily as community recognition events that also contribute financially to the Center's operation.
4. FUND RAISING CONSULTANT: (a) Investigate soon the retaining of a consultant to plan fund raising events that will each contribute more than \$5,000 to the Center and will help make ECNV attractive to corporate giving. (b) At a later date, consider contacting a fund raising consultancy operated by the D.C. law firm of Arnold and Porter. The consultancy specializes in large-scale fund raising and is involved currently with at least one client in the disability field.
5. MISCELLANEOUS: Investigate the feasibility of the Center obtaining McDonald's food discount coupons at no or little cost and then reselling the coupons at a higher price.

B. PERSONNEL

1. RECRUITMENT: Identify and develop recruitment sources to permit the Center to maintain a full complement of competent staff, with most being persons with disabilities and residing in northern Virginia.
2. WORK ENVIRONMENT: (a) Develop stress relief procedures, including possible use of job rotation schedules and in-house counseling. (b) Develop a plan for merit and achievement awards and make first presentations at an opening ceremony for the new facility.
3. STAFFING PATTERN: At least 1½ staff should be assigned to each service.

C. COMMUNITY RECOGNITION

1. PUBLIC RELATIONS PLAN: Develop a yearly public relations plan for the Center that would include, among other items, a speakers program, ideas for ECNV-sponsored community events, and ideas for community projects that are outside the disability field.
2. OPENING NEW FACILITY: A festive occasion would be ideal. Any entertainment program should be an admission-free event.
3. JAPANESE BAZAAR: Plans for next Bazaar should soon be reviewed and approved.

D. MEMBERSHIP

1. BENEFITS: EQNV membership should include free or discount participation in some community event, or discounts at retail businesses.
2. GROWTH: Establish milestones so that growth can be directed in an orderly way.

E. CENTER SERVICES

Draft plans for expansion of services (in size and number) and for reductions in service should funding increase or decrease.

F. CORPORATE DEVELOPMENT

1. EVALUATION: Review the operation of EQNV by an in-house process that uses the Statement of Mission and Goals. One by-product could be recommendations for changing the Statement.
2. OPERATIONAL PLAN: Develop a document that tells what happens at the Center, what is not possible, and what re-directions are taken.
3. A RETREAT FOR BOARD AND STAFF: Draft a plan for a retreat after specific purposes have been identified.
4. ADVOCACY: Identify issues and priority areas for which services need to be developed.

III. In reviewing the outline of development areas, the Committee made the following decisions for action.

- 1) item A.1. COMMUNITY FUNDING PROGRAMS Recommend that Board direct the Finance Committee to investigate ECNV participation in United Way, Combined Health Appeal, and Combined Federal Campaign.
- 2) item A.3. The Committee agreed not to investigate a fund raising event involving a telemarketing promotion. It would ascertain the cost of contracting for the magic show.
- 3) item B.2. WORK ENVIRONMENT (1) Recommend that Board direct the Personnel Committee to refine policies and procedures for stress relief. (2) Recommend that Board direct the Personnel Committee develop a plan for staff merit and achievement awards and have some awards made at opening of new facility.
- 4) item B.3. STAFFING PATTERN Recommend that Board adopt the goal of assigning at least 1½ staff to each service.
- 5) item C.2. OPENING NEW FACILITY Recommend that Board direct staff to plan an appropriate opening ceremony with a festive atmosphere for the new facility.
- 6) item C.3. The Development Committee should review plans for the next Japanese Bazaar and report to the Board.
- 7) item D. MEMBERSHIP Recommend that Board direct Membership Committee develop milestones for membership growth and investigate discount opportunities as membership benefits.
- 8) item F.1. EVALUATION Development Committee will informally review the Center in light of the Statement of Mission and Goal; then discuss its thoughts with the executive director - and possibly other staff and members of the Advisory Council; and then share conclusions with Board.
- 9) item F.2. OPERATION PLAN Committee will ask Doris Ray for copies of the DCSIL operational plan and also for details on the role and cost of the consultant retained by DCSIL.
- 10) item F.3. RETREAT FOR BOARD AND STAFF Recommend that Board direct the Personal Committee to develop specific purposes for a retreat.

Also, the Development Committee agreed to arrange a meeting with Sharon Mistler and elicit her thoughts on the outline of development areas and the recommendations and actions which the Committee is considering undertaking.

Attachment I
ECNV, Inc.
Monthly Expenditures
May, 1986

Line Item:

Amount

Personnel:

Executive Director	\$ 2,561.67
Director of Internal Services	\$ 2,031.67
Administrative Assistant	\$ 1,236.67
Bookkeeper	\$ 1,236.67
Director of Public Affairs	\$ 1,766.67
Director of Advocacy	\$ 1,325.00
ILS Training Specialist	\$ 687.50
I&R Coordinator	\$ 1,766.67
PCA/Housing Coordinator	\$ 1,236.67
Custodian	\$ 206.67
	\$14,055.86

Fringe:

Matching FICA	\$ 1,004.99
Fed Employ. Tax	\$ 112.44
Insurance	\$ 874.00
	\$ 1,991.43

Travel/Training:

(for staff and participants)

\$ 1,815.95
\$ 1,815.95

Equipment:

\$ 304.63
\$ 304.63

Supplies:

\$ 938.94
\$ 938.94

Other:

Rent (to include utilities,
maintenance and insurance)

\$ 2,762.55

Telephone

\$ 961.80

Printing

\$ 201.25

Dues/Subscriptions

\$ 613.60

Legal/Audit

\$ 00.00

Interpreter

\$ 90.00

Accounting

\$ 105.52

\$ 4,734.72

GRAND TOTAL:

\$23,841.53

Attachment II
ECNV, Inc.
Recap Sheet
May, 1986

	Old Budgeted Amount	Modified Budget	Current Amount	Cumulative Amount	Remaining Amount
Line Item:					
Personnel:	\$175,260.72	\$ 168,709.82	\$ 14,055.86	\$140,441.43	\$ 28,268.39
Exec. Dir	\$ 30,740.04	\$ 30,740.04	\$ 2,561.67	\$ 25,616.70	\$ 5,123.34
Dir Internal Ser.	\$ 24,380.04	\$ 24,380.04	\$ 2,031.67	\$ 20,316.70	\$ 4,063.34
Admin. Asst.	\$ 14,840.04	\$ 14,840.04	\$ 1,236.67	\$ 12,366.70	\$ 2,473.34
Bookkeeper	\$ 14,840.04	\$ 14,840.04	\$ 1,236.67	\$ 12,366.70	\$ 2,473.34
Dir PR/Fund	\$ 21,200.04	\$ 21,200.04	\$ 1,766.67	\$ 17,666.70	\$ 3,533.34
Dir Advocacy	\$ 15,900.00	\$ 15,900.00	\$ 1,325.00	\$ 13,250.00	\$ 2,650.00
ILS Specialist	\$ 14,840.04	\$ 14,840.04	\$ 687.50	\$ 7,300.84	\$ 7,539.20
I&R Coordinator	\$ 21,200.04	\$ 21,200.04	\$ 1,766.67	\$ 17,666.70	\$ 3,533.34
FCA/Housing Coord	\$ 14,840.04	\$ 14,840.04	\$ 1,236.67	\$ 12,366.70	\$ 2,473.34
Custodian	\$ 2,480.04	\$ 2,480.04	\$ 206.67	\$ 1,523.67	\$ 956.35
Fringe:	\$ 31,447.65	\$ 24,154.61	\$ 1,991.43	\$ 19,624.04	\$ 4,530.57
Travel/Training:	\$ 11,962.83	\$ 9,962.83	\$ 1,815.95	\$ 5,606.38	\$ 4,356.45
(for staff and for participants)					
Equipment	\$ 4,500.00	\$ 8,247.98	\$ 304.63	\$ 6,072.61	\$ 2,175.37
Supplies:	\$ 6,301.67	\$ 6,801.67	\$ 938.94	\$ 6,231.97	\$ 569.70

Other:	\$ 52,791.13	\$ 64,387.09	\$ 4,734.72	\$ 44,280.54	\$ 20,106.55
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Rent(to include Utilities, Insur. & maintenance)	\$ 38,665.00	\$ 41,815.00	\$ 2,762.55	\$ 31,039.57	\$ 10,775.43
Telephones	\$ 6,093.64	\$ 8,093.64	\$ 961.80	\$ 4,575.97	\$ 3,517.67
Printing	\$ 3,899.77	\$ 4,899.77	\$ 201.25	\$ 2,986.26	\$ 1,913.51
Dues/Subs	\$ 1,132.72	\$ 1,782.72	\$ 613.60	\$ 1,758.36	\$ 24.36
Legal/Audit	\$ 2,500.00	\$ 2,500.00	\$ 00.00	\$ 2,495.00	\$ 5.00
Interpreter	\$ 500.00	\$ 800.00	\$ 90.00	\$ 518.00	\$ 282.00
Accounting	\$ 1,000.00	\$ 1,100.00	\$ 105.52	\$ 826.75	\$ 273.25
Moving	\$ 00.00	\$ 4,395.96	\$ 00.00	\$ 00.00	\$ 4,395.96

GRAND TOTAL:	\$282,264.00	\$282,264.00	\$ 23,841.53	\$222,256.97	\$ 60,007.03
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DRAFT Minutes of ECNV Board Meeting, May 21, 1986

The meeting commenced at 6:05 pm.

Board members present were John Collins, Delbert Phillips, Gretchen Menn, Gwyneth Rochlin, Joyce Frieden, Robert Gorski, and Tom Deniston. Larry Allison arrived during discussion of agenda item #C.1 and Doris Ray during agenda item #C.3. Tom Deniston departed during discussion of item #C.3.

Staff members present were Sharon Mistler and Monica Hall.

- A. AGENDA The Board approved the agenda proposed in the May 12 memo to Board Members (attachment #1) after changing agenda item #B by substituting "minutes of the March Board meeting" in place of "minutes of the April Executive Committee meeting."
- B. MINUTES The Board approved the minutes of the March Board meeting (attachment #2) as presented.
- C.1. MEMBERSHIP Joyce Frieden presented a report from the Membership Committee, in which she emphasized that the Committee does not view membership recruitment as a fundraising activity, and noted that the Committee recommends raising the fee for individual membership from \$5 to \$12 a year. The Board accepted the report. Delbert Phillips moved to increase individual membership to \$12, and the motion carried with one vote no. Frieden moved the Board approve the Committee membership and its guidelines as drafted. The motion carried.
2. FINANCE No report from the Finance Committee.
3. PERSONNEL The Board accepted the Personnel Committee report (attachment #3) presented by Gretchen Menn. Robert Gorski suggested that the Committee consider recommending procedures for Board member involvement in interviewing candidates for staff positions. It was discussed that no evaluation of the Executive Director had occurred for over a year. Robert Gorski moved that the Personnel Committee recommend - at the June meeting of the Executive Committee - procedures for evaluating the Executive Director. The motion passed.
4. DEVELOPMENT Robert Gorski presented the report from the Development Committee (attachment #4). He emphasized that the Committee looks for input from Board, staff, and others in refining recommendations for development plans. Larry Allison suggested there would be value in examining how other centers formulate their development plans. Doris Ray mentioned that the D.C. center had retained a consultant to assist in developing an operational plan. Joyce Frieden suggested that the community and ECNV membership be polled regarding plans to expand and reduce services. John Collins recommended that the Committee concentrate most on development areas that do not involve the work of other Board committees. Sharon Mistler emphasized that the top development priority should be fund raising. The Board accepted the Committee report after deleting the second item in the paragraph under the heading "Procedures." The Board approved Dale Brown as a member of the Committee.

Minutes of ECVN Board Meeting, May 21, 1986

- D. CENTER REPORT Sharon Mistler gave the Center Report. Materials relating to services, the federal grant proposal, monthly expenses, and other matters were included in the folders available to Board members since the beginning of the meeting. (attachment #5)

An onsite program audit completed by the VRS took only 1½ hours and included many highly favorable comments on the center's professionalism and documentation. ECVN was even asked to help train VRS counselors in managing case records. Auditors also remarked favorably that it was readily apparent that ECVN encourages participants to take responsibility for their independent living efforts.

The Center has submitted its proposal for federal rehabilitation, Part B funding. Continuation of the Transition grant (\$50,000) will be automatic, if the proposal is submitted by next week.

Federal Rehabilitation Act, Part A funds have been released for the state of Virginia, but the amount for ECVN will be \$24,000 instead of the \$30,000 expected earlier. This is the start of much more Part A money to become available at the start of the next federal fiscal year. Nevertheless, federal regional officials have cautioned ECVN about seeking more funds that it can handle because the paperwork demands are considerable with Part A money. Also, Part A money is provided on a reimbursement basis and can be used only for individual participant needs. Mistler seeks Board assistance in evaluating the cost-benefits of a proposal for Part A money.

Three properties have been identified as candidates for the Center's new location: Colonial Place, near Court House Metro, \$20 sq/ft; Roslyn Center, at the Roslyn Metro, \$19 sq/ft; and a building across from the King Street metro, \$16-\$20 sq/ft. The latter property also offers free rent for the first six months. Board members were urged to examine the properties and communicate opinions to John Collins prior to the June meeting of the Executive Committee - at which a decision on relocating could be made. Doris Ray expressed strong concerns about the likelihood of increased transportation difficulties for participants and friends of the Center who reside in the western and southern parts of the Center's target area. She moved (1) that a study be made, prior to relocation, of a new location's impact on transportation, and (2) that a plan be developed for minimizing an adverse impact. The motion was defeated.

Mistler reported that the Center had received 86 tickets for the Hands Across America event and that the ticket locations were in front of the White House. Staff was in the final stages of communicating with ECVN personnel, local disability groups, and national advocates in order to distribute tickets.

- E. PROCEDURES Discussion on this item was tabled.

F. OTHER BUSINESS

1. Delbert Phillips moved that the Development Committee study the feasibility of locating a satellite center in the Tysons Corner area. The motion passed.
2. Joyce Frieden moved to increase the Board size to 15 and for the President to designate a nominations committee. Board members expressed interest in this as an opportunity to add unrepresented populations on the ECVN Board. The motion passed and John Collins designated the members of the Membership Committee as the Nominations Committee.

The meeting adjourned at 8:52 pm.

INDEPENDENCE CENTER OF NORTHERN VIRGINIA

C 541

May 12, 1986

Sharon Mistler
Executive Director

To: Members of the Board
From: John Collins
Subject: Materials for next meeting of the Board

On Wednesday, May 21, a meeting of the Board of ECVN will be held at the Center and starting at 6:00 pm. Enclosed with this memo are minutes of the April meeting of the Executive Committee and a report that the Development Committee will make at the Board meeting next week.

The major topic of the Center Report given at the April meeting of the Executive Committee was the high degree of stress that working at the Center was causing staff to experience. Sharon Mistler has reported to me recently that feelings of stress have lessened appreciably in the last few weeks. Among the developments at the Center which have contributed to this improved situation are: Mistler is making staff take reasonable time off; she is counseling them to embark on new tasks and duties cautiously; the grant proposal to the state is finished a week early; Brenda Plum has decided to take a month of administrative leave and then explore opportunities to work part-time at ECVN.

I have no breakthroughs to report about a new facility. One positive development involves the Arlington County relocation office, which has started to provide the Center with leads to office spaces on the market.

Virginia's new governor - Bailies - plans to spend several days in Northern Virginia in July. The Journal newspaper has asked the community to submit suggestions of places where the governor should spend time while in this part of the state, and I have submitted ECVN's name and a description of what we do in hopes of getting the governor to visit the Center.

My proposed agenda for the May Board meeting is as follows:

- A. approve the agenda
- B. approve minutes of April Executive Committee meeting
- C. Committee reports
 - 1. Membership
 - 2. Finance
 - 3. Personnel
 - 4. Development
 - 5. Legislative
- D. Center report
- E. Executive Committee procedures and operations
- F. Other business

Membership Committee Minutes

May 8th, 1986

members present

Etsuko Mashino

Joyce Frieden

Missy Cassel

Gwyneth Rochlin

Sharon Wilken

staff present

Denny Shaw

Doris Ray had called the Chairperson to report the possibility that she would not be able to attend due to grant writing responsibilities associated with her job. Having read the materials mailed prior to the meeting, she asked the Chairperson to present her opinions to the members.

I. The meeting was called to order at 6:37 p.m., at the Endependence Center, by the Chairperson, Joyce Frieden. All persons present introduced themselves.

II. The Membership Committee Guidelines had been mailed to all members prior to the meeting.

Gwyneth Rochlin moved "acceptance of the Membership Committee Guidelines."

Sharon Wilken seconded the motion.

The motion carried.

III. There was discussion over the need for job descriptions for all positions on the committee. It was agreed that each person will create a job description for their own position. These will be discussed in a few months when all have had a chance to better understand the whole committee and their own particular responsibilities.

IV. Joyce presented one of Doris's opinions that the membership fee be based on one dollar per month, raising the individual membership fee from \$5.00 to \$12.00 per year. There was discussion on

membership catagorys and fundraising. Missy Cassel suggested that a youth catagory be formed to encourage membership in that area with the fee being half that of the individual membership fee. The discussion began to run long and a decision was posponed until a later date.

Sharon moved "the individual membership fee be increased to \$12.00 per year and that a limited number of membership grants be available so that no person should be denied membership from inability to pay." Gwyneth seconded. The motion carried.

V. The discussion on the membership form was productive and a draft of the ideas discussed will be mailed prior to the next meeting so that a final copy may be approved then. It was discussed that the forms need to be produced in a very professional manner once the Center has moved. Denny Shaw reported that the staff had produced copy that could be used to produce a brochure after the move.

VI. Each member was handed a copy of the Bylaws of the Endependence Center by Etsuko Mashino. It was discussed that committees should make recommendations of bylaws changes to the Board of Directors if the committee agrees that the need has arisen.

VII. The date for the next meeting was agreed on - June 11th. The agenda for the next meeting was briefly discussed. The meeting was adjourned at 7:38 p.m.

Respectfully submitted

Apoc: 3 Bldgs possible.

① Colonial Bldg - W Wilson Place (Court House)
2,200-2400 sq ft
\$20/14 ft

② Rosen Center - (at Metro)

③ \$19/14 ft (across from King Street metro)
\$16-20/14 ft

Ray: what plan and costs for transporting participants from non-metro served area

Ray mation to study trans impact prior to move to and have a plan - opposed

~~Hand~~

Hande Acron America - Coca Cola Pickels (86)
to radio station to ECUV (in front of
White House) - tickets for staff, board,
advisory council and other local groups
(LCHN NW, Potomac Silena) - leftovers go to
outside N. VA and national advocates
Board accepts Report

Phillip mation look into satellite center
in Tysons Corner. assigned to Develop Comm.
all ready in past two sites (Virginia and _____)
were identified but not ~~staff~~ staff much.
Approved. Coeline expects in future to
look at transportation patterns of participants
and for a membership activity

(F)

Frieden wants to increase Board size
soon to get United Way matching fund

(2)

Frieden motion of committee membership and guidelines. pass

accept Devlon Com report: motion to accept Dale Brown as member.

(5) no report

(1) VR program audit completed. Took only 1 1/2 hr. VR personnel made very favorable comments. ECNV asked for staff to train VR counselors in can recorder. Approved that ECNV encourages participants to take responsibility. Very professional. Submitted federal Part B grant proposal. Continuation on ~~renewal~~ Transition grant is automatic if submitted next week. (\$50,000)

Part A \$ released in E/A - originally \$30 K, now 20% of \$ must be bid thru RFP. ECNV will get \$24-25,000. This is the start of much more Part A to come next year. Participant-oriented money - and paper demands are ~~immense~~ immense. ECNV has been cautioned re: seeking more \$ than it can handle. Must see Board assistance in evaluating cost-benefit. Reimbursable grant.

Report from ECVN Development Committee

The Development Committee met by telephone from 3:30-4:30 pm on May 12, 1986. Present were Doris Ray, Robert Gorski, and Dale Brown.

A. Committee membership

Doris Ray, Robert Gorski, and Gwyneth Rochlin were approved by the Executive Committee at its April meeting. Subsequently, Rochlin decided to limit her committee assignments to the Membership Committee and Dale Brown expressed interest in serving on the Development Committee. The Development Committee recommends that the Board approve Dale Brown as a member of the Committee.

B. Procedures

The Committee recommends that the Board designate that the mission of the Committee include the responsibility (1) to initiate and refine recommendations for developing ECVN ~~and (2) to coordinate the implementation of development policies approved by the Board.~~ Furthermore, the Committee should be charged with obtaining input from all appropriate sources, including Board members, the executive director, other staff, and advisory council members, as well as appropriate individuals outside of ECVN.

C. Future Action

The Committee wants to get feedback on its initial thoughts on development (see below) from Board members and others attending the May Board meeting. The next meeting of the Development Committee is scheduled for 4:00-5:00 pm on May 22. The Committee expects to further elaborate its thoughts on development and to begin a plan of implementation. Gorski and Brown will be at the office of the President's Committee and Ray will join them either in person or on the telephone. The Committee invites Sharon Mistler and (the Committee's staff support) Marie Lynch to join this meeting, also either in person or on the telephone.

D. Initial Thoughts

The Committee defined development areas and some projects or goals in each area.

1. FUND RAISING - ECVN should rely less on federal and state money and more on local governments, the United Way, and our own fund raising events.
2. PERSONNEL - a) identify and develop new recruitment sources;
b) develop stress relief procedures (including possible job rotation schedule and in-house counseling);
c) a staff structure that assigns at least 1½ staff to each service
d) a system for merit and achievement awards for staff
- 3) COMMUNITY RECOGNITION -a) yearly public relations plan
b) more promotion of speakers' bureau
c) ECVN-sponsored community events
d) ECVN do a community project outside the disability field
e) a block party at the new facility
- 4) MEMBERSHIP - ECVN membership should include free or discount participation in some community event
- 5) PARTICIPANT SERVICES (includes outreach) - a) a plan for expansion of services (size and number) if resources increase;
b) a plan for reduction of services if resource decrease
- 6) MISSION AND GOALS - review, recommend possible amendments, and have them used to evaluate ECVN
- 7) OPERATIONAL PLAN - that tells what happens at the Center, what is not possible, and what re-directions have been taken
- 8) A RETREAT FOR BOARD AND STAFF
- 9) ADVOCACY - identify issues and priority areas for which services need to be developed

(4)

need to hearing impaired Board member . .
Frieden motion to increase Board
to 15 members. and Chairman appoint
nominating comm. passed JC-appoint
Membership Comm.

adjourned 8:52 pm.

MINUTES OF THE PERSONNEL COMMITTEE
INDEPENDENCE CENTER OF NORTHERN VIRGINIA

THE PERSONNEL COMMITTEE OF THE INDEPENDENCE CENTER OF NORTHERN VIRGINIA MET ON THURSDAY, APRIL 17, 1986. PRESENT WERE COMMITTEE MEMBERS LARRY ALLISON, RUTH PHILLIPS, AND GRETCHEN MENN. THE COMMITTEE DISCUSSED ITS GENERAL PURPOSE, SPECIFIC SHORT-TERM GOALS, AND POSSIBLE OPERATING PROCEDURES.

PHILLIPS REVIEWED THE PERSONNEL HISTORY OF THE CENTER NOTING THAT THE ECNV HAS VOTED SOME PERSONNEL CHANGES WHICH HAVE NOT BEEN INCORPORATED INTO THE PERSONNEL POLICIES. IT WAS AGREED THAT PHILLIPS WOULD SEND MENN INFORMATION ON THESE CHANGES.

GENERAL PURPOSES OF THE ECNV PERSONNEL COMMITTEE: 1) PERIODICALLY REVIEW ALL PERSONNEL POLICIES AND PROCEDURES (WITH STAFF INPUT AT EVERY STAGE); 2) ADVISE THE EXECUTIVE DIRECTOR ON PERSONNEL MATTERS; AND 3) ADDRESS OTHER PERSONNEL ISSUES AS APPROPRIATE.

SHORT TERM GOALS: 1) INCORPORATE PERSONNEL CHANGES INTO THE PERSONNEL MANUAL; 2) PROPOSE TO THE ECNV THAT THE MONDAY AFTER EASTER HOLIDAY BE SUBSTITUTED BY A FLOATING RELIGIOUS HOLIDAY TO BE USED AT THE INDIVIDUAL EMPLOYEE'S DISCRETION; AND 3) EXPLORE A SYSTEM OF RELIGIOUS COMPENSATORY TIME.

OPERATING PROCEDURES: THE COMMITTEE MEETS REGULARLY WHEN IT IS REVIEWING PERSONNEL PROCEDURES AND ON AN AS NEEDED BASIS AT OTHER TIMES. A SCHEDULE OF MEETINGS WAS NOT ESTABLISHED, BUT THE COMMITTEE EXPECTS TO MEET QUARTERLY.

THE MEETING WAS ADJOURNED AT APPROXIMATELY 8:00.

GRETCHEN MENN

... commence

①

J. Collins, Phillips, Menz, Rocklin, Frieden, Gorski
Devotion - Miller: Doris Ray [C-3] Devotion left [C-3]
Frieden left [D] Delbart [D]

① agenda - approve minutes on March Board meeting instead of April Ex. Com. minutes

② March Board minutes - approved

③ ① Frieden - productive meeting: written report
main focus of Membership & fund raising.
Discussion on recommendation for \$12
M. fee - approve report ① Phillips
motion support \$12 membership fee
Vote: one vote no

② no report

③ Menz - ~~approved~~ report
Frieden asks about evaluation
of staff and Ex. D. : Gorski motion Personnel
Com to recon proceed w/ evaluating Ex. D.
and report at next Ex. Comm

④ Gorski - looking for comments + remarks
approved report for item #2 in Procedures
value of examining development planning
at other centers: DCSIL retained a
consultant for operational plan

[Frieden] #5 - call the community + members re:
participation service

[Collins] focus on items that do not overlap other
committees

Miller - top priority: fund raising, committee

MINUTES OF THE PERSONNEL COMMITTEE
ENDEPENDENCE CENTER OF NORTHERN VIRGINIA

THE PERSONNEL COMMITTEE OF THE ENDEPENDENCE CENTER OF NORTHERN VIRGINIA MET ON THURSDAY, APRIL 17, 1986. PRESENT WERE COMMITTEE MEMBERS LARRY ALLISON, RUTH PHILLIPS, AND GRETCHEN MENN. THE COMMITTEE DISCUSSED ITS GENERAL PURPOSE, SPECIFIC SHORT-TERM GOALS, AND POSSIBLE OPERATING PROCEDURES,

PHILLIPS REVIEWED THE PERSONNEL HISTORY OF THE CENTER NOTING THAT THE ECMV HAS VOTED SOME PERSONNEL CHANGES WHICH HAVE NOT BEEN INCORPORATED INTO THE PERSONNEL POLICIES. IT WAS AGREED THAT PHILLIPS WOULD SEND MENN INFORMATION ON THESE CHANGES.

GENERAL PURPOSES OF THE ECMV PERSONNEL COMMITTEE: 1) PERIODICALLY REVIEW ALL PERSONNEL POLICIES AND PROCEDURES (WITH STAFF INPUT AT EVERY STAGE); 2) ADVISE THE EXECUTIVE DIRECTOR ON PERSONNEL MATTERS; AND 3) ADDRESS OTHER PERSONNEL ISSUES AS APPROPRIATE.

SHORT TERM GOALS: 1) INCORPORATE PERSONNEL CHANGES INTO THE PERSONNEL MANUAL; 2) PROPOSE TO THE ECMV THAT THE MONDAY AFTER EASTER HOLIDAY BE SUBSTITUTED BY A FLOATING RELIGIOUS HOLIDAY TO BE USED AT THE INDIVIDUAL EMPLOYEE'S DISCRETION; AND 3) EXPLORE A SYSTEM OF RELIGIOUS COMPENSATORY TIME.

OPERATING PROCEDURES: THE COMMITTEE MEETS REGULARLY WHEN IT IS REVIEWING PERSONNEL PROCEDURES AND ON AN AS NEEDED BASIS AT OTHER TIMES. A SCHEDULE OF MEETINGS WAS NOT ESTABLISHED, BUT THE COMMITTEE EXPECTS TO MEET QUARTERLY.

THE MEETING WAS ADJOURNED AT APPROXIMATELY 8:00.

GRETCHEN MENN

Staff Eval?

Ex Dir
Evaluations

CIL

ECNV, Inc.

Center

Participant Statistical Report

Time Covered by Report April 1-30, 1986

Date Submitted: May 7, 1986

Submitted by: _____

1. Number of Intakes
2. Number of Objectives Written
3. Number of Objective Completed
4. Percentage Completed
5. Number of Participants Achieving Objectives
 - A. Education
 - B. Housing
 - C. Employment
 - D. Training
 - E. Financial Income
 - F. Attendant Management
 - G. Recreation/Leisure Education
 - H. Communication
 - I. Adjustment to Disability
 - J. Transportation
 - K. Other (Specify)
 - L. Other (Specify)
6. Number Referred to Rehabilitation
7. Number Referred from Rehabilitation
8. Number of Rehabilitation Clients Served

Current Month	YTD	PY
9	72	
56	405	
55	251	
98%	62%	
9	98	
1	1	
4	17	
	17	
	12	
	1	
1	3	
	2	
	5	
	9	
	15	
	11	
	1	
0	7	
1	19	
2	94	

Year-To-Date - This figure will always include current month figure.

Previous Year - This figure will remain constant which will be the total by item for the previous year (July - June) activity.

CIL
ECNV, Inc.
Center

Service Activity Report

Time Covered by Report April 1 - 30, 1986

Date Submitted: May 6, 1986

Submitted by: _____

	Units Provided Includes IILP and Non-IILP			Participants Served IILP Only		
	MO.	YTD	PY	MO.	YTD	PY
0. Intakes/Assessments	13	* optional)			36	
1. Information	171	954				
2. Referral	39	218		3	17	
3. Peer Counseling	91	942		16	195	
4. Group Counseling	80	159			20	
5. I. L. Skills Training	161	648		1	165	
6. Community Education	156	386				
7. Leisure Education	102	123			21	
8. Transportation	34	81			23	
9. Interpreter/Reader						
10. Emergency Attendant Care		31			7	
11. Volunteer	24	256			11	
12. Advocacy	13	182		6	33	
A. Individual	19	351		2	16	
B. System				* (optional)		
13. Technical Assistance (Including Assessability Survey)	2	69			1	
14. Registry						
A. Housing	17	279		4	18	
B. PCA	4	114		2	27	
C. Equipment						
D. Interpreter/Reader						
TOTAL	859	4662		34	590	

*Optional for CIL only for that single item identified.

Year-To-Date - This figure will always include current month figure.

Previous Year - This will remain constant which will be the total by service for the

COMMUNITY OPTIONS/CENTER ACTIVITY

Center ECNV, Inc.

Date 4 / 1 / 86 to 4 / 30 / 86

A. Community Options

1. Housing

- 01 Development of new units
- 02 Utilization of existing accessible units
- 03 Modification in existing accessible units
- 04 Policy changes
- 05 Other (specify)

Monthly Units	YTD
1	11
	2
7	8
	1
	8

2. Attendant

- 01 Development of new PCA's
- 02 Number of new attendant training programs
- 03 Number of new sources designating funds for PCA
- 04 Number of existing sources increasing funds for PCA
- 05 Policy changes
- 06 Other (specify)

Monthly Units	YTD
5	15
	1
1	
	1

3. Transportation

- 01 Development of new driver training program
- 02 Number of new volunteer transportation vehicles
- 03 Number of new accessible private transportation vehicles
- 04 Number of new or additional accessible public transportation vehicles
- 05 Number of new or additional accessible paratransit public transportation vehicles
- 06 Number of new sources designating transportation funds
- 07 Number of existing sources increasing transportation funds
- 08 Number of new or additional transit depots, centers, stops
- 09 Policy changes
- 10 Other (specify)

Monthly Units	YTD
	6

4. Community Accessibility

- 01 Number of new parking spaces
- 02 Number of new curb cuts
- 03 Number of modifications to private buildings
- 04 Number of modifications to public buildings
- 05 Number of modifications to recreational/social sites
- 06 Policy changes
- 07 Other (specify)

Monthly Units	YTD
1	10
2	3
13	16
	7
	2

5. Other Options

- 01 Specify
- 02 Specify
- 03 Specify
- 04 Specify

Monthly Units	YTD
12	87
30	54
	60

6. Cooperative Arrangements

- 01 Medical
- 02 Housing
- 03 Transportation
- 04 Education
- 05 Vocation
- 06 Employment
- 07 Recreation
- 08 Finance
- 09 Other (specify)

Activities (On Board, Committees)		Networking					
		Formal Agreements		Informal Agreements		Others	
Monthly	YTD	Monthly	YTD	Monthly	YTD	Monthly	YTD
5	11						
1	4						
1	1		1		1		
1	1						
4	16		1		2		

3. Consumer Involvement in CIL Activity

- 01 Total paid staff
- 02 Total volunteer staff
- 03 Number of disabled on paid staff
- 04 Number of disabled volunteer staff
- 05 Number of disabled on CIL Governing Board
- 06 Number of disabled on CIL Advisory Board
- 07 Number of disabled in CIL Administration
- 08 Number of disabled in CIL Supervision
- 09 Number of disabled in CIL Direct Services
- 10 Number of disabled in CIL Support Services
- 11 Number of household family member involved
- 12 Other (specify)

Persons This Month	YTD	Total No. in Group
12		12
4	x	4
9		x
2		x
11	x	10
8	x	26
4	x	3
1	x	1
7	x	7
1	x	1
		x

C.I.L.

ASSISTED/SERVED BY DISABLING CONDITION

Types of Disabling Conditions

- A. Visual Impairments
RSA Code 100 - 149
- B. Hearing Impairments
RSA Code 230 - 289
- C. Orthopedic Deformities (Except Amputation)
RSA Code 300 - 399
- D. Orthopedic Deformities (Missing Member)
RSA Code 400 - 449
- E. Emotional Disorders
RSA Code 500 - 526
- F. Mental Retardation
RSA Code 530 - 534
- G. Other Disabling Conditions
RSA Code 600 - 699
- H. Condition Not Reported
RSA Code 800

TOTAL

ECI		WWCIL		ECNV		RCIL		IRC		WINCH		TOTAL	
A	S	A	S	A	S	A	S	A	S	A	S	A	S
				5									
				3									
				108	10								
				7									
				7	2								
				12	9								
				24	11								
				39									
				205	32								

Time Covered by Report April 1 - 30, 1986

Submitted by _____

Date Submitted May 6, 1986Definitions:

- A - Assisted Anyone who received information only, referral only or individual advocacy and did not have an IILP written at the time the assistance was provided.
- S - Served Anyone who has one or more services provided under an IILP.

TOTAL PROGRAM INCOME

MONTH	COMMUNITY SERVICES CONTRACTS	LOCALITIES	CASH CONTRIBUTIONS	FEE FOR SERVICES	HONORINGS	BANK INTEREST	OTHER INCOME	TOTAL PROGRAM INCOME	BANK ACCOUNT NUMBER	BANK'S LOCATION
APRIL 1986										
1	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00		
3	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00		
3	0.00	2,610.00	0.00	0.00	0.00	0.00	0.00	2,610.00		
4	0.00	3,588.00	0.00	0.00	0.00	0.00	0.00	3,588.00		
4	0.00	0.00	0.00	0.00	0.00	0.00	12.50	12.50		
4	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00		
5	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00		
7	0.00	0.00	0.00	0.00	0.00	139.22	0.00	139.22		
14	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00		
18	0.00	0.00	0.00	0.00	0.00	0.00	180.48	180.48		
24	0.00	0.00	0.00	0.00	0.00	0.00	27.00	27.00		
TOTAL	0.00	6,198.00	600.00	0.00	0.00	139.22	279.98	7,217.20		

INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski
President
Board of Directors

Sharon Mistler
Executive Director

To: Board and Staff
From: Sharon M. *SM*
Subject: Brenda's Leave of Absence
Date: April 21, 1986

Brenda Plum has requested and I have approved a 30 day leave of absence. This begins April 22, 1986. At the end of the 30 day leave there will be discussion about creating a new part-time position that would better serve the needs of both Brenda and ECV.

Bob Johnson - board

**FACT SHEET ON NEW DEPARTMENT OF TRANSPORTATION REGULATION
ON MASS TRANSIT SERVICES FOR PERSONS WITH DISABILITIES**

*** Background.**

- This rule carries out section 317(d) of the Surface Transportation Assistance Act of 1982, which required the Department to publish a rule establishing minimum criteria for the provision of service to disabled persons. The statute also requires public participation in planning the service and UMTA monitoring of compliance with regulatory requirements.
- The rule also carries out section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the ground of handicap in Federally-assisted programs. Court decisions have said that the Federal government, in carrying out this statute, may not impose undue financial burdens on recipients of Federal assistance.
- The Department received 650 comments on the notice of proposed rulemaking (NPRM) that led to this final rule. The preamble and appendix to the rule respond to these comments.
- This rule replaces an interim final rule published in July 1981. The interim final rule, in turn, replaced the mass transit portion of the Department's 1979 section 504 rule, which a court said imposed undue financial burdens on transit authorities.

*** Under the rule, each locality may choose the type of service it wants to provide to meet regulatory requirements.**

- Service by accessible bus, special service, or any combination of the two is permitted.
- Recipients may comply with the rule by meeting the service criteria through any one of these approaches. It is not necessary, for example, to provide both fixed-route accessible bus and paratransit service.
- The rule does not require existing, inaccessible rail systems to be made accessible.

*** There are six service criteria which this service must meet.**

- All persons who, by reason of handicap, are physically unable to use the recipient's bus service for the general public must be eligible to use the service for handicapped persons.
- Service for disabled persons must operate during the same days and hours as the bus service for the general public.
- Service for disabled persons must be available throughout the same service area as the bus service for the general public.
- Restrictions or priorities based on trip purpose are prohibited.
- Special service fares must be comparable to those charged for a similar trip on the bus service for the general public. Accessible bus fares for disabled persons can be no higher than those charged other riders.
- In demand-responsive modes, service must be provided within 24 hours of an eligible disabled person's request for it.

*** The obligation to provide service meeting these criteria is subject to a limit on required expenditures.**

- The purpose of the limit on required expenditures is to prevent the requirements of this regulation from imposing an undue burden on transit authorities.
- To calculate this limit, a transit authority would take three percent of the average of its operating costs over the current year and the two previous years.
- A transit authority need not spend more than the amount of its limit on required expenditures, even if, as a result, it falls short of meeting the service criteria. In this event, there would need to be a local decision concerning the points at which service would fall short of the criteria.
- If the transit authority meets all service criteria for less than the amount of its limit on required expenditures, it does not have to spend additional funds on service for disabled persons. A transit authority may voluntarily spend more than the amount of its limit on required expenditures.

* Most transit authorities can meet all service criteria by spending less than the probable amounts of their limits on required expenditures.

- The Department's regulatory impact analysis includes case studies of transportation systems for disabled persons in seven cities and a national-scope computer model study based on data from 53 systems.
- The national study estimated that, without exceeding their limits on required expenditures
 - o All cities could meet all service criteria with a fixed route accessible bus system;
 - o Cities above 250,000 population could also meet all service criteria with a user-side subsidy special service system (e.g., a taxi-voucher system augmented accessible vans for persons who can't use taxis);
 - o Cities above one million population could also meet all service criteria with a transit authority-operated paratransit system. Cities above 500,000 population could come very close to meeting all criteria with such a system.
- Six of the seven case study systems could meet all the criteria for less than their cost limit amounts.
- Four of the seven case study systems currently spend more than their cost limit amounts. This suggests that expenditures at the cost limit level are not unduly burdensome.
- The national study estimated that the 30-year, discounted present value of compliance costs with the rule would be \$.69 billion, if all systems chose fixed-route accessible bus service, or \$.98 billion, if all systems chose transit-authority operated paratransit. These costs are markedly lower than estimates of the 30-year costs of the Department's 1979 rule, which ranged from \$3.99 to \$9.04 billion.

* Planning and operating the service.

- From the effective date of the regulation, transit authorities will have a year to make decisions and submit a program to UMTA for providing service to handicapped persons. UMTA will review the program and, if it meets regulatory requirements, approve it.

→ - Once UMTA approves the program, the transit authority will have a phase-in period, the length of which UMTA will set (lasting a maximum of six years), to bring service up to the "full performance level" (i.e., meeting all the service criteria, subject to the limit on required expenditures).

- Public participation, specifically including the participation of disabled persons, is required at all stages. Early public involvement in planning, an opportunity for comment and a public hearing on the program, and continuing public participation in the operation of the service (e.g., through an advisory committee) are required.

→ - To comply, transit authorities must actually provide the planned service on the street. This means, for example, that personnel must be adequately trained and equipment maintained in proper operating condition.

- UMTA's responsibility to monitor transit authorities' compliance with the rule will be exercised in a number of ways, including the initial program review, acting on complaints from consumers or reports transit authorities have to submit if they fall behind schedule, and reviews every three years in conjunction with program audits under section 9 of the Urban Mass Transportation Act.

- Failure by a transit authority to meet regulatory requirements would subject it to the existing compliance and enforcement process under the Department's section 504 rule. The ultimate administrative sanction for noncompliance is the cutoff of Federal funds.

* Notice of proposed rulemaking on commuter rail systems.

- The Department decided that it did not have enough information to publish a final rule concerning commuter rail accessibility. The original NPRM did not contain specific proposals on commuter rail, and we received few comments on this subject. Therefore, we are publishing a new NPRM seeking public comment on several options.

- The options include requiring one car per train and either all stations or "key" stations to be made accessible; requiring accessible substitute service by motor vehicle; allowing recipients to choose between accessible train service and substitute service; and taking no action.

- The NPRM also asks for information concerning the likely use and cost of various types of service.

- The NPRM proposes to incorporate existing vehicle and facility standards and the "half-fare" requirement for elderly and handicapped persons into the regulation on mass transit services for disabled persons.