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# FOIA MARKER

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**Record Group/Collection:** Donated Historical Materials  
**Collection/Office of Origin:** Frieden, Lex, Collection  
**Series:** Disability Rights Organizations  
**Subseries:**

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**OA/ID Number:** 52057  
**Folder ID Number:** 52057-005

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**Folder Title:**  
Independence Center of VA (Minutes) [January - April 1986]

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**Stack:**

**Row:**

**Section:**

**Shelf:**

**Position:**

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DRAFT Minutes of the ECVN Executive Committee Meeting  
April 16, 1986

The meeting commenced at 6:20 pm.

Board members present: John Collins, Joyce Frieden, Ruth Phillips, Larry Allison, Gretchen Menn, Robert Gorski; Tom Deniston arrived during discussion of item #4. Staff members present: Sharon Mistler, Barbara Gilley, Monica Hall.

1. The Committee approved the agenda proposed by John Collins after switching items #E and #F. (see attachment #1)
2. The Committee approved the minutes of the March 19 Board meeting.
3. The Committee agreed to take up "review of Board files" under agenda item "executive committee procedures and operation."
4. Committee Reports

\* MEMBERSHIP Joyce Frieden distributed copies of Membership Committee organizing documents (see attachment #2) and reported that Membership would meet in April. Frieden wants to include a deaf person on the committee and to avoid a preponderance of Board members sitting on the Membership Committee. One goal Frieden proposes for the committee is to encourage ECVN members to eventually to be on the Board and to assume other positions of responsibility. Frieden would also like to structure membership fee schedule so that a reduced rate is available for youth members

\* FINANCE Ruth Phillips reported that Tom Deniston agreed to be on the Committee and they both agreed that the Finance Committee should be a small committee that adds people when specific skills are needed. Besides those activities for Finance suggested by John Collins, Phillips felt that long-range fund raising should also be part of the Committee's responsibility. Sharon Mistler suggested Jerry Whiting (currently a member of the advisory council) for the Finance Committee. John Collins observed that Finance should be careful not to intrude on day-to-day fund raising.

\* PERSONNEL Gretchen Menn reported that Personnel would meet on April 20 and would focus initially on reviewing personnel policies and procedures. Staff input would be sought. After completing the review, Menn felt that the Committee need only become active as necessary to work with emergent matters. Robert Gorski suggested that Personnel could also identify appropriate resources that would strengthen morale, motivation, and cooperation of Board and staff members. John Collins suggested that Personnel consider including interagency issues in its area of responsibility. John Collins and Sharon Mistler are ex officio members of Personnel; Ruth Phillips is a temporary member of the committee because of her previous work on the personnel policy. Larry Allison is also a member of the committee.

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Executive Committee Minutes  
April 19, 1986

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item #4 continued:

\* DEVELOPMENT Robert Gorski reported that two Board members - Doris Ray and Gwyneth Rochlin - were interested in being members of the committee. Gorski had contacted Robert Ruffner (an advisory council member) about membership, Ruffner expressed willingness to assist the committee, but declined to be a formal member of the committee. Sharon Mistler emphasized that Committees make use of the staff members assigned to each Committee. Mistler also raised the issue of having a separate committee for fund raising because she and the staff need help in this area. Ruth Phillips suggested that Finance and Development arrange some type of joint meeting to explore fund raising and how best to determine each committee's area of responsibility. Gretchen Menn suggested that at the next meeting of the Advisory Council, the agenda should include a chance for the Council to discuss what it could do to support or create a fund raising committee.

\* LEGISLATION John Collins reported that no organizing activity had occurred and that he has no expectation for any in the immediate future. When the Committee does become active, he will encourage it to take a narrow focus on legislative matters, limiting its area of activity to those legislative matters that directly impact the operation of independent living programs.

The Executive Committee approved all Committee reports.

#### 5. Center Report

Sharon Mistler reported that presently the number one issue with the Center is burnout. The staff are being overworked because they are dedicated people and facing exponentially growing demands from participants, the community, other agencies, and fellow staff members. Moreover, staff continues to struggle with many participants who are extremely difficult and deprived situations, for example, homelessness. The press of demands is causing staff to work after hours at the Center and even to work after hours at home Barbara Gilley is resigning to take a position at the Architectural and Transportation Barriers Board and burnout was a major motivation for her job change. All other staff are experiencing burnout, including Mistler herself.

Barbara Gilley reported on the demands of her position at ECV. She emphasized mushrooming participant demands - for example, five new housing demands in one week. Because people can often only be contacted at night and on weekends, she has been doing Center work after hours at her home. The National Rehabilitation Hospital generates so much business that Gilley has on occasion created an "ad hoc" office for herself in the hospital lounge. Gilley reported that her patience and her ability to cope with job stress have worn thin.

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Executive Committee Minutes  
April 19, 1986

(item #5, continued):

Mistler and the other staff present made additional comments about work-related stress: In the last 1½ years, there have been three suicides among participants. The independence model is suffering at the Center because it is easier for staff to make decisions for participants. Often, ECVN is serving disabled persons given up on by other service agencies. Case loads are too high for ECVN services - which are still in the development stage. Some staff are overworking to the detriment of their health. It is expected that Virginia's DRS will try to pass Gramm-Rudman cuts along to ILPs, despite the impropriety of such action. Staff uncertainty continues over the appropriate response to make when Board members suggest specific actions be done and when they request assistance from staff members. Since the Center has received only one request for basic independent living training, this project will be de-emphasized. Demand for community education programs is high. Barbara Gilley's position will be taken over by Marie Lynch.

Gretchen Menn asked if burnout could have been prevented. Robert Gorski moved that the Board (1) permit the staff to experiment with measures to reduce stress, and (2) direct the Executive Director to report at the May Board meeting on the measures taken up to that time, as well as the staff's recommendations for long-term policies to prevent burnout. Motion passed. Ruth Phillips moved that when a Board member requests some action be taken by a staff member, the request should be first submitted to Sharon Mistler in writing. The motion passed.

The meeting adjourned at 8:20 pm.

## INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Sharon Mistler  
Executive Director

April 11, 1986

To: All Board Members and Sharon Mistler  
From: John Collins  
Subject: Executive Committee Meeting

On April 16 at 6:00 pm, the Executive Committee of the ECVN Board will meet at the Independence Center. All Board members who are not members of the Executive Committee are invited to attend and participate in discussion. In preparation for the Executive Committee meeting, I have drafted the following as a proposed agenda:

- A. approve the agenda
- B. approve minutes of March 19 Board meeting
- C. review of Board files maintained at the Center
- D. committee reports
  - 1. Membership
  - 2. Finance
  - 3. Personnel
  - 4. Development
  - 5. Legislative
- E. discuss executive committee procedures and operation
- F. Center report
- G. other business

PROPOSED MEMBERSHIP COMMITTEE MEMBERS

CHAIRPERSON - Joyce Frieden 370-1111  
504 W. Taylor Run Pkwy  
Alexandria, Va 22314

Sharon Wilken 634-7833  
10006 Murname St.  
Vienna, Va 22180

Gwyneth Rochlin 525-5692  
4622 Fourth Rd.  
Arlinton, Va 22203

Etsuko Mashino 488-7684  
907 6th St, S.W., Apt.516  
Washington, D.C. 20024

Missy Cassel 370-1111  
504 W. Taylor Run Pkwy  
Alexandria, Va 22314

Doris Ray 893-8814  
1269 beverly Rd.  
McLean, Va. 22101

## MEMBERSHIP COMMITTEE GUIDELINES

### I. Composition:

- A. The Chairperson of the committee is appointed by the President and approved by the Board.
- B. Three Vice-chairpersons are appointed by the Chairperson and approved by the Board. Each Vice-chair is responsible for one special area.
  - 1. New recruitment
  - 2. Renewals
  - 3. Technical operations
- C. Members at-large are appointed by the Chair and approved by the board.

### II. Terms:

- A. All terms of service shall be for one year.
- B. The position of Chairperson shall not be held more than two consecutive terms.
- C. The positions of Vice-chairperson shall not be held more than four consecutive terms.
- D. The maximum length of time any individual may serve on the membership committee is six consecutive years.
- E. Terms of the membership committee shall begin in December and end in November of the following year.

### III Meetings:

- A. Committee meetings are held on even numbered months, or as called by the Chairperson.
- B. A majority of the current committee membership constitutes a quorum.

- C. Three consecutive absences may be considered grounds for termination as a committee member at the discretion of the Chairperson.

#### IV Responsibilities:

##### A. Subcommittee responsibilities -

1. New recruitment subcommittee shall be responsible for creating a packet of information to educate and involve prospective new members, and planning campaigns to encourage membership.
2. Renewals subcommittee shall be responsible for alerting present members of up coming renewal dates, and establish and maintain internal and external awards ceremonies.
3. Technical operations subcommittee shall be responsible for up dating computerized membership lists, creating lists of members interested in committee work, producing mailing labels , and copying and distributing membership materials as requested by other subcommittees and the full committee.

##### B. Full committee responsibilities-

1. The full committee shall recommend membership fee structure for approval by the full board.
2. The full committee shall establish and maintain lists of interested board and committee members.
3. All materials and plans by the sub committees shall be approved by the full committee before being sent to the Board for approval.

MEMBERSHIP COMMITTEE CHAIRPERSON

JOB DESCRIPTION

- I. BUILD AND MAINTAIN A REASONABLE NUMBER OF COMMITTEE MEMBERS  
(5 MINIMUM)
  - A. RECRUIT VICE-CHAIRPERSON(S)
  - B. RECRUIT APPROPRIATE EXPERTS AS COMMITTEE MEMBERS OR ADVISORS
  - C. RECRUIT MEMBERS FROM UNDER-REPRESENTED POPULATIONS
- II. HOLD ACCESSIBLE MEETINGS REGULARLY (MINIMUM 4 PER YEAR)
  - A. RESPONSIBLE FOR HAVING PRINTED MATERIAL READ AT MEETINGS FOR SIGHT IMPAIRED MEMBERS
  - B. RESPONSIBLE FOR HAVING INTERPRETER PRESENT AT MEETINGS FOR HEARING IMPAIRED MEMBERS
  - C. RESPONSIBLE FOR HAVING MEETINGS HELD IN PHYSICALLY ACCESSIBLE BUILDINGS FOR MOBILITY IMPAIRED MEMBERS
- III. REPORT ACTIVITIES
  - A. KEEP MINUTES OF ALL MEETINGS
  - B. GIVE VERBAL REPORTS OF BOARD ACTIVITY TO COMMITTEE
  - C. GIVE WRITTEN REPORTS OF COMMITTEE ACTIVITIES TO BOARD
- IV. ADHERE TO GUIDELINES OF COMMITTEE
  - A. DISTRIBUTE BOARD APPROVED GUIDELINES TO EACH COMMITTEE MEMBER
  - B. RESPOND TO SUGGESTIONS FOR CHANGES TO GUIDELINES
  - C. SUBMIT ANY CHANGES TO GUIDELINES TO THE BOARD FOR APPROVAL

# INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Sharon Mistler  
Executive Director

May 12, 1986

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 *MARCH Board*
- ✓ 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



*Wayne Shack*  
*Colonial Place*  
*fourth and subway*  
*YW*  
*meeting funds*

*Road/lyn/coten*  
*no parking*  
*King Station*  
*Center*

4214 9th St. N., Arlington, VA 22203  
(703) 525-3268 Voice/TDD

*Sharon Walker 2/8/86 - 9017*  
*Horahon Sprague*  
*homes*  
*call Monica to volunteer to input data*

*laws*  
*VA*  
*817*

Proposed Agenda for ECVN, Inc. Directors Meeting  
Independence Center of Northern Virginia  
4214 Ninth Street, North

*slidings*  
*food*

March 19, 1986

- A. Approve Agenda
- B. Approve Minutes of February 19, 1986 meeting
- C. Report on Training
  - 1. Spring Training Calendar *MARIE* *ILPS development etc*
  - 2. Transition to Independence Training *Debie* *ILP's* *Fed*
- D. Review Committees Statement & Goals of ECVN
- E. Report on Status of the Facility and the Spring Move
- F. Center Report *NCILPI dues*
- G. Other Business *free postage*
- H. Adjourn

Dates on the ECVN calendar:  
April 3, noon, Thursday, ECVN Advisory Council Quarterly Meeting  
April 12, 10:00am - 3:00pm, Saturday, EQUIP-DEMO DAY '86

*Rem: \$ for food*

*State coal - insurance benefits*  
*- legislation*

# ENDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski  
President  
Board of Directors

Sharon Mistler  
Executive Director

April 11, 1986

To: All Board Members and Sharon Mistler  
From: John Collins  
Subject: Executive Committee Meeting

On April 16 at 6:00 pm, the Executive Committee of the ECVN Board will meet at the Endependence Center. All Board members who are not members of the Executive Committee are invited to attend and participate in discussion. In preparation for the Executive Committee meeting, I have drafted the following as a proposed agenda:

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- D. committee reports
  - 1. Membership
  - 2. Finance
  - 3. Personnel
  - 4. Development
  - 5. Legislative
- E. discuss executive committee procedures and operation
- F. Center report
- G. other business

DRAFT    ECVN Board Meetings  
March 19, 1986

The meeting commenced at 6:15 pm.

Present were Board members: John Collins, Dale Brown, Joyce Frieden, Gwyneth Rochlin, Robert Gorski, and Gretchen Menn. Doris Ray arrived during discussion of agenda item #4; Larry Allison arrived during discussion of item #5. Staff members present were Brenda Plum, Michael Frisenger, and Sharon Mistler. A visitor, Myla Riggs, arrived during discussion of item #4.

1. The agenda submitted by John Collins was approved.
2. The minutes of the previous Board meeting were approved.
3. Sharon Mistler briefly described the contents of the report packet, a copy of which had been provided to each Board member. In greater detail, she described progress with developing a calendar of training activities for participants. A tentative calendar - the content of which comes from in-house discussions and from participant feedback - will be formulated and mailed out in order to solicit sign-ups. The number of positive responses will determine the final calendar. Marie Lynch is coordinating this program - which is separate and different from the training program coordinated by Debbie Eshelmann, which is a more formal training program with highly structured activities and for which participants will all have IILP's drafted. Mistler asked Board members for suggested resource people for spring training programs.

Mistler also reported that the Center is receiving calls from disabled professionals who report experiencing stress related to possible discrimination at their places of work. The callers are typically unaware of Virginia's new state law and the possibilities for redress.

One objective for the Center next year, according to Mistler, will be to establish a fee for service schedule.

The Alexandria Housing brochure will likely be completely drafted by mid-May.

The Center has had an outstanding record of assisting disabled persons locate personal care attendants. One month ago, 30 disabled persons were on a waiting list; now the Center has 3 personal care attendant applicants who are looking for placement. Coordination with Woodrow Wilson is improving, as evidenced by that institution referreing patients to the Center prior to discharge.

Mistler asked the Board for its opinion about ECVN participating in a possible state council of independent living programs. Some interest for such a council has been long standing in the state, and it has been intensified by the confused input to the legislature earlier this year.

The National Council on Independent Living has declinded to reconsider its new dues schedule and so the Center has paid the Council \$400 for the present year. Mistler reported that only 2 of the 6 ILPs in Virginia have renewed membership in the national organization.

Future fund raising possibilities include researching contacts at Democratic National Committee for funding sources interested in Asian causes, and another attempt to apply to the National Institute on Handicapped Research for funds to develop the simulation game Jericho.

June's information packet will include one-page write-ups on each service area.

DRAFT Minutes  
ECNV Board  
March 19, 1986

4. John Collins reported on how the Center contributed to an effort to improve the regulations governing the Housing Assistance program in Alexandria. The Regional Housing Authority has been using a definition of disability based on the receipt of disability benefits. Consequently, many disabled persons have been denied housing assistance. Center staff had discussions with Housing Authority staff at the same time that the Authority was receiving word that the federal HUD was contemplating a law suit. As a result, the Authority now uses the HUD definition of disability and will change the wording on the application form. Other housing authorities in the state may replicate the reforms at the Alexandria Regional Housing Authority.
5. On the matter on Board committees, John Collins reported that four Board members had, since the February meeting, expressed interest in serving on a committee: Joyce Frieden on Membership; Ruth Phillips on Finance; Robert Gorski on Development; Gretchen Menn on Personnel. Collins hopes that the Legislation Committee will be limited in scope to independent living issues and developing ECVN positions, as distinct from monitoring the legislative process.

Gretchen Menn moved that the four individuals who expressed interest in serving on Board committees be designated the chairs of the committees for which they expressed interest; that the chairs appoint additional members to their committees by the April executive committee meeting; and that the committees present their objectives at the May Board meeting.

During discussion the Board agreed that the committees should plan to have long standing goals and objectives that will change over time; will have the ability to establish subcommittees; can include non-Board members as committee members, except for the Personnel Committee; and that the Board approves committee membership.

Collins suggested that his memo on Board Committees (see Attachment #1) be considered a first step toward defining committee goals and objectives. He also recommended that only initially should the Finance Committee be chaired by the Board Treasurer.

The Board approved the motion designat<sup>ing</sup> the chairs of the four committees.

Robert Gorski moved that committee members must also be members of the Independence Center of Northern Virginia. The motion passed with one vote opposed.

6. No positive developments have occurred in the search for a new facility for the Center. Locating at Randolph Towers is no longer a serious possibility.
7. Sharon Mistler confirmed that the Center has been and will continue mailing monthly Board packets to Board members absent from Board and executive committee meetings. Also, she agreed to analyze the possibility of producing Board mailings in large print, in order to qualify for free mailing.

The meeting adjourned at approximately 8:00 pm.

Attachment #1

TO: ECVN, Inc. BOARD of DIRECTORS  
FROM: John Collins *JC* III, President  
DATE: March 2, 1986  
SUBJECT: Sketches of Board Committee Missions Outlined

The Board voted on February 19th to establish four committees on membership, finance, program, and personnel. These committees of the Board will be formalized in March with membership set and staff support arranged.

Please review the following rough thoughts, add to them, and make your comments for inclusion and your participation interest known to me, before the Wednesday, March 19th Board meeting.

Draft notes about the new committees include:

o MEMBERSHIP --

- Responsible for planning membership structure & campaigns including setting pace and designing materials for March-December 1986
- Bring aboard volunteers to support ECVN in 1986 and beyond
- Recommend action on membership policies and actions to Board
- Develop approaches to serving less-urban NoVa constituencies

o FINANCE --

- Build a sound fiscal team of financial advisors around ECVN
- Uphold financial practices
- Assist in lease and other ECVN move negotiations

o DEVELOPMENT --

- Develop short and long-term goals for Board planning cycles
- Monitor ECVN development services for Board
- Coordinate with Advisory Council and DD grant advisors

o PERSONNEL --

(for the short-run the Executive Committee serves as)

- Coordinate personnel policies as set by Board & Policy Manual
- Work towards cooperation with other IL Organizations
- Bring all participants, volunteers, and employees towards acceptance of ECVN goals and policies
- Official conduit for any grievances brought to ECVN

## Director's Report

Enclosed in your packet you will find copies of the monthly fiscal report and the monthly statistical reports submitted to DRS. Program area reports include reports from the Transition to Independence training program, the regular training program, and information and referral, you will also find a copy of the latest newsletter.

Spring has brought a high activity level to the ECV staff. A draft of the Alexandria Housing brochure is being completed. We have a roster of PCA's needing work. All of our participants requesting PCA's have located and hired them. Our housing survey is in for reprinting and we plan on wider dissemination through newsletters of other groups. A potential offering of training classes and workshops have been listed in the newsletter. Thirty days is being allocated for response and then the training classes will be formally announced. Individual training is ongoing. We are involved in several advocacy issues in addition to our usual. A group home has been opened that is not accessible to all of its occupants and ECV is providing T/A to the home on modifications. Several participants have requested that an advocate be present at their IDT meetings. The Deaf Oriental Support Group is starting this week. The Information packet is being drafted and discussions are ongoing with the printer. An advisory committee meeting is called for noon on April 3.

In the state, the HUVA executive committee hired Ted Ferrer to be Executive Director. Letters have been submitted from various chapters asking for a special board meeting to vote on the hire. We have been contacted by John Chappel and Tony Young requesting support for the hire. I have responded that ECV is not a member and we therefore have no right to take a stand. I have referred calls to Robert Gorski as a contact for HUNVA.

There is growing interest throughout the state to form a state council of independent living centers. There is a meeting Friday of all CIL directors and part of the agenda includes discussion time on the issue of a council. I would appreciate it if any board members with specific concerns regarding this council could contact me before Friday.

Report from Marie Lynch, Training Specialist

know resources?  
call

The following is a list of potential I.L.S. classes that may be given on a one-to-one basis or a small group situation:

- Cooking; basic and advanced
- Transportation
- Money Management
- Time Management
- Personal Care
- Social Skills

We would like to offer a host of community education workshops. The following is a list of those ideas, which are subject to change or expand based on interest. Any thoughts or suggestions on these workshops are welcome:

- Current Legislation/Present Issues
- Stress Management
- Nutrition
- Physical Fitness
- Sexuality
- Self-advocacy
- Self-assertiveness
- Knowing your rights
- Disabled professionals: satisfaction/dissatisfaction of jobs, etc.

## Transition to Independence Program

The Transition to Independence Program is now in full swing. The first training class was held on Monday, March 17 at the Center. Fourteen of the fifteen participants who were invited into the program were in attendance. The group is comprised of 9 male and 5 females and the age range is 18 to 37 years old. The two trainers, Marie Lynch and Donald Sellers led the class with the assistance of 2 volunteers. On the same evening the parents of the participants met in the Development Team conference room and were given the class schedule and encouraged to reinforce in the home what we are teaching in the classes. The parents decided they would like to have a support group so they will meet two more times during the session in order to be updated on the program and share information and resources related to the participants living more independently. An advisory committee for the program has also been established. The first meeting of the advisory committee was held March 12. The committee gave valuable input on the proposed curriculum as well as the instructional resources that relate to teaching independent living skills to the LD and MMR population. The committee will meet again after the completion of Session I.

Recent Additions to I&R  
March 18, 1986

- \* Acquisition of the latest Social Security pamphlets, Medicaid/Medicare.
- \* Pamphlets (revised editions) on the three special transit systems (DOT, Fastran, & Farewheels)
- \* 504/Disability Rights Pamphlets

Recent entries to the Resource Center:

- \* Handbook on the Latest Effects of Poliomyelitis
- \* Proceedings of Rehabilitation Gazette's International Post-Polio Conference
- \* Handbook for the Disabled: Ideas/Inventions
- \* The Job Search Companion
- \* Within Reach: Providing Family Planning to Physically Disabled Women
- \* Toward Intimacy: Family Planning & Sexuality Concerns of the Physically Disabled Woman
- \* A Transportation Special Report
- \* Fitness is Free: A Physical Fitness Program for Spinal Cord Injured Persons
- \* Interpersonal Skills Training (Set of 6)
- \* Almanac of Virginia Politics
- \* Complete Guide to Prescription and Non-Prescription Drugs

4 MONTH SCHEDULE FOR PUBLIC RELATIONS

*Asian foundations  
 support for deaf  
 oriented groups?  
 FUNDRAISING*

MONTH	PUBLICITY	PUBLICATION	FUNDRAISING
March	Equip-Demo Day '86 Transition to Independence	Newsletter 1st draft of information packet	worksheets on 12 foundations <i>already identified</i>
April	Head Injury Support Group, SCI Support Group, Training Program	Final draft, packet Published by end of month	Game proposed to NIHR <i>Jericho proposal rewritten as tool of center</i>
May	Information Packet Housing Workshop	newsletter	DRS Grant Proposal
June	1 article/feature placed, 1 radio show	ECNV brochure Alexandria Housing brochure	Information Packets sent to press, and potential funders

OPEN HOUSE/ANNIVERSARY--Major event to be scheduled around move.

*Moore (?)*

*Sony*

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The Endependence Center of Northern Virginia  
Monthly Expenditures, Fiscal Package  
Febuary, 1986

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Attachment I  
ECNV, Inc.  
Monthly Expenditures  
February, 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	\$ 00.00
	-----
	\$13,849.19

Fringe:

Matching FICA	\$ 990.21
Fed Employ. Tax	\$ 110.79
Insurance	\$ 954.00
	-----
	\$ 2,055.00

Travel/Training:

(for staff and participants)

	\$ 267.25
	-----
	\$ 267.25

Equipment:

	\$ 198.82
	-----
	\$ 198.82

Supplies:

	\$ 283.91
	-----
	\$ 283.91

Other:

Rent (to include utilities, maintenance and insurance)	\$ 2,943.40
Telephone	\$ 394.86
Printing	\$ 00.00
Dues/Subscriptions	\$ 105.65
Legal/Audit	\$ 00.00
Interpreter	\$ 00.00
Accounting	\$ 79.56
	-----
	\$ 3,523.47

GRAND TOTAL:

\$20,177.64  
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Attachment II  
ECNV, Inc.  
Recap Sheet  
February, 1986

Line Item:	Budgeted Amount	Current Amount	Cumulative Amount	Remaining Amount
Personnel:	\$175,260.72	\$ 13,849.19	\$112,486.38	\$ 62,774.34
Exec. Dir	\$ 30,740.04	\$ 2,561.67	\$ 20,493.36	\$ 10,246.68
Dir Internal Ser.	\$ 24,380.04	\$ 2,031.67	\$ 16,253.36	\$ 8,126.68
Admin. Asst.	\$ 14,840.04	\$ 1,236.67	\$ 9,893.36	\$ 4,946.68
Bookkeeper	\$ 14,840.04	\$ 1,236.67	\$ 9,893.36	\$ 4,946.68
Dir PR/Fund	\$ 21,200.04	\$ 1,766.67	\$ 14,133.36	\$ 7,066.68
Dir Advocacy	\$ 15,900.00	\$ 1,325.00	\$ 10,600.00	\$ 5,300.00
ILS Specialist	\$ 14,840.04	\$ 687.50	\$ 5,925.84	\$ 8,914.20
I&R Coordinator	\$ 21,200.04	\$ 1,766.67	\$ 14,133.36	\$ 7,066.68
PCA/Housing Coord	\$ 14,840.04	\$ 1,236.67	\$ 9,893.36	\$ 4,946.68
Custodian	\$ 2,480.04	\$ 00.00	\$ 1,267.02	\$ 1,213.02
Fringe:	\$ 31,447.65	\$ 2,055.00	\$ 15,934.61	\$ 15,513.04
Travel/Training:	\$ 11,962.83	\$ 267.25	\$ 3,577.33	\$ 8,385.50
(for staff and for participants)				
Equipment:	\$ 4,500.00	\$ 198.82	\$ 4,494.83	\$ 5.17
Supplies:	\$ 6,301.67	\$ 283.91	\$ 5,034.40	\$ 1,267.27

Other:	\$ 52,791.13	\$ 3,523.47	\$ 34,529.94	\$ 18,261.19
Rent (to include Utilities, Insur. & maintenance)	\$ 38,665.00	\$ 2,943.40	\$ 25,099.30	\$ 13,565.70
Telephones	\$ 6,093.64	\$ 394.86	\$ 3,030.71	\$ 3,062.93
Printing	\$ 3,899.77	\$ 00.00	\$ 2,103.01	\$ 1,786.76
Dues/Subs	\$ 1,132.72	\$ 105.65	\$ 709.96	\$ 422.76
Legal/Audit	\$ 2,500.00	\$ 00.00	\$ 2,495.00	\$ 5.00
Interpreter	\$ 500.00	\$ 00.00	\$ 383.50	\$ 116.50
Accounting	\$ 1,000.00	\$ 79.56	\$ 627.83	\$ 372.17

GRAND TOTAL: \$282,264.00 \$ 20,177.64 \$176,057.49 \$106,206.51

=====

CIL

Endeppence Center of Northern Virginia  
Center

Participant Statistical Report

Time Covered by Report February 3-28, 1986

Date Submitted: March 5, 1986

Submitted by: Brenda V. Plum

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
17	57	
7	142	
13	97	
53%	68%	
8	68	
	0	
3	10	
1	16	
	11	
	1	
	2	
	2	
	5	
	9	
4	15	
	11	
	1	
2	6	
5	7	
5	86	

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

CIL  
Independence Center of Northern Virginia  
 Center

Service Activity Report

Time Covered by Report February 3-28, 1986

Date Submitted: March 5, 1986

Submitted by: Brenda Plum

	Units Provided Includes IILP and Non-IILP			Participants Served IILP Only		
	MO.	YTD	PY	MO.	YTD	
0. Intakes/Assessments	54	* optional )		3	34	
1. Information	116	601		X	X	X
2. Referral	12	156		1	13	
3. Peer Counseling	126	673		4	147	
4. Group Counseling		67			20	
5. I. L. Skills Training	25	257		1	163	
6. Community Education	8	226		X	X	X
7. Leisure Education		21			21	
8. Transportation	2	43			23	
9. Interpreter/Reader		0			0	
10. Emergency Attendant Care		15			3	
11. Volunteer	12	212			10	
12. Advocacy	33	132			6	
A. Individual						
B. System	18	300			12	
13. Technical Assistance (Including Assessability Survey)	20	57			1	
14. Registry	10	240			11	
A. Housing						
B. PCA	3	98			21	
C. Equipment		0			0	
D. Interpreter/Reader		3			9	
TOTAL	439	3101		9	485	

\*Optional for CIL only for that single item identified.

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		WVCIL		ECNV		RCIL		IRC		WINCH		TO
A	S	A	S	A	S	A	S	A	S	A	S	A
				8								
				8								
				89	5							
				6								
				7								
				10	7							
				40	8							
				70								
				238	20							

Time Covered by Report February 3-28, 1986

Submitted by Brenda V. Plum

Date Submitted March 5, 1986

Definitions:

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.

COMMUNITY OPTIONS/CENTER ACTIVITY

Center ECNV, Inc.

Date 2 / 3 / 86 to 2 / 28 / 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	9
	1
	1
	0
	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
3	7
	1
	0
	0
	0
	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
	8
	0
1	3
	6
	0
	2
	0

5. Other Options

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

Monthly Units	YTD
10	75
	24
	60
	0

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
1							
1							
				1			
5				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
5	x	
10		x
5	5	x
6	x	7
12	x	23
3	x	3
2	x	2
4	x	4
2	x	2
0	0	x
0	0	0

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
1986 FEB.										
3	0.00	0.00	0.00	0.00	0.00	0.00	47.00	47.00		
7	0.00	0.00	0.00	0.00	0.00	232.52	0.00	232.52		
10	0.00	0.00	100.00	0.00	0.00	0.00	150.00	250.00		
TOTAL	0.00	0.00	100.00	0.00	0.00	232.52	197.00	529.52		

CONTRACTOR AGREEMENT  
 SCOPE OF SERVICES  
 JULY 1, 1985 THRU FEBRUARY 28, 1986

	<u>Contractor Units</u>	<u>Center Units</u>
1. Intakes	100	57
2. Peer Counseling	1700	673
3. Group Counseling	800	71
4. Independent Living Skills	500	330
5. Community Outreach	500	13,724
6. Disability Related Information	1000	757
7. Newsletter	6	3
8. IILP's Developed	100	57
9. IILP's Objectives written	300	142
10. Participants Objectives Completed	50%	68%
11. Marketing Plan -- Draft Brochure, Photographers and graphic artists to produce slide/tape presentation, ongoing work on annual report.		Identification of

Attachment #1

TO: ECVN, Inc. BOARD of DIRECTORS  
FROM: John Collins *J* III, President  
DATE: March 2, 1986  
SUBJECT: Sketches of Board Committee Missions Outlined

The Board voted on February 19th to establish four committees on membership, finance, program, and personnel. These committees of the Board will be formalized in March with membership set and staff support arranged.

Please review the following rough thoughts, add to them, and make your comments for inclusion and your participation interest known to me, before the Wednesday, March 19th Board meeting.

Draft notes about the new committees include:

o MEMBERSHIP --

- Responsible for planning membership structure & campaigns including setting pace and designing materials for March-December 1986
- Bring aboard volunteers to support ECVN in 1986 and beyond
- Recommend action on membership policies and actions to Board
- Develop approaches to serving less-urban NoVa constituencies

o FINANCE --

- Build a sound fiscal team of financial advisors around ECVN
- Uphold financial practices
- Assist in lease and other ECVN move negotiations

o DEVELOPMENT --

- Develop short and long-term goals for Board planning cycles
- Monitor ECVN development services for Board
- Planning* Coordinate with Advisory Council and DD grant advisors

o PERSONNEL --

- (for the short-run the Executive Committee serves as)
- Coordinate personnel policies as set by Board & Policy Manual
- Work towards cooperation with other IL Organizations
- Bring all participants, volunteers, and employees towards acceptance of ECVN goals and policies
- Official conduit for any grievances brought to ECVN

*Debbie*

Schedule of Training Classes  
Transition to Independence Program  
Session 1  
March 17 - April 23, 1986

- |   |  |
|---|--|
| Monday, March 17<br>7:00-9:00 p.m.                  | Introductions<br>Write 3 personal goals for independent living<br>Discuss nutrition<br>Select a menu                                 |
| Wednesday, March 19<br>7:00-9:00 p.m.               | Write a shopping list<br>Purchase groceries at food store  |
| <i>A</i> Monday, March 24<br><u>6:30</u> -9:00 p.m. | Meet at the Arlington Extension Office -<br>Demonstration Kitchen (behind Jackson School)<br>Cook a meal<br>Eat the meal<br>Clean up |
| Wednesday, March 26<br>7:00-9:00 p.m.               | Develop menus for 3 meals<br>Prepare grocery list to accompany menus   |
| Monday, March 31<br>7:00-9:00 p.m.                  | Plan social/fun activity<br>Discuss the metro system<br>Practice using the farecard machine for<br>the subway                        |
| <i>A</i> Wednesday, April 2                         | Enjoy fun activity<br>(Meeting time will be agreed upon by group)  |
| Monday, April 7<br>7:00-9:00 p.m.                   | Discuss the cost of living alone or with<br>roommates  |
| Wednesday, April 9<br>7:00-9:00 p.m.                | Write a budget   |
| Monday, April 14<br>7:00-9:00 p.m.                  | Discuss bank services<br>Practice using a checking account<br>Practice using a savings account                                       |
| <i>A</i> Saturday, April 19<br>10:30-11:30 a.m.     | Tour a bank<br>Lunch optional  |
| Monday, April 21<br>7:00-9:00 p.m.                  | Discuss consumerism<br>Discuss assertiveness<br>Practice being assertive with a consumer problem<br>Plan a fun activity              |
| <i>A</i> Wednesday, April 23                        | Enjoy a fun activity<br>(Meeting time will be agreed upon by group)  |

*A* These classes will not be held at the Endependence Center

# INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski  
President  
Board of Directors

March 12, 1986

Sharon Mistler  
Executive Director

Dear Editor,

Like Joe Friday, we're all interested in "just the facts", so here, in skeleton form, are the bare-bone facts of an event your readers will be interested in. By including this information in your next issue, you can help cast a "dragnet" to capture readers' questions. "Equip-Demo Day '86" can answer most of those questions. Thank you.

WHAT: Equip-Demo Day '86

--exhibits of equipment, devices & aids;  
--demonstrations of lifts, vans & other vehicles;  
--expert advice on wheelchair maintenance & repair.

WHO: Persons with disabilities, their families & friends

exhibitors/demonstrators include: Pledge Medical, Amigo Products, Mobility Concepts, Medical Mart, Self Help for the Hard of Hearing, Research for the Partially Sighted, and others.

WHEN: Saturday, April 12. . . .from 10 am to 2 pm

WHERE: Independence Center of Northern Virginia (ECNV)

4214 Ninth Street, North; in Arlington

by Metrorail: across from Ballston Station (Orange Line)

by Metrobus: to Ballston Terminal (call 637-7000)

by car: near Glebe & Wilson; free parking (call 525-ECNV)

WHY: So individuals can share experience, problems & solutions.

So persons with disabilities can explore options and make choices based on the latest information.

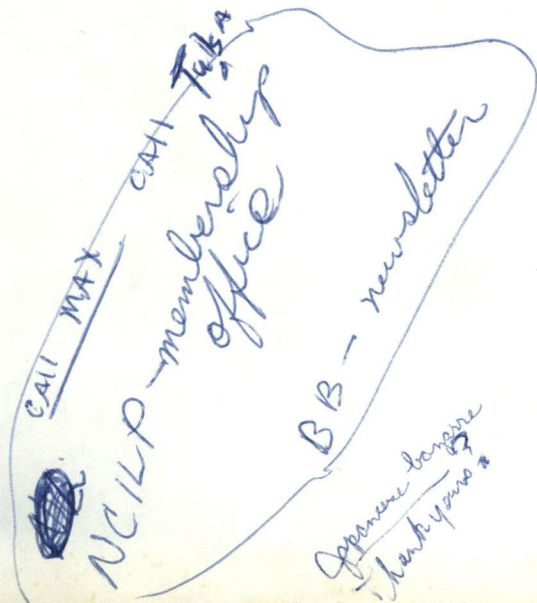
So everyone can gather the facts through "hands on" shopping.

DETAILS: For more information, call Brenda Plum at 525-3268 (voice/TTD)

Proposed Agenda for ECVN Board Meeting  
 Wednesday, February 19, 1986

1. Approve Agenda ✓
2. Approve Minutes of Previous Meetings ✓
3. Board Administration Matters
  1. selection (by lot) of 1-, 2-, or 3-years terms for board members
  2. schedule for meetings of full board and of executive committee ✓
  3. use of geographic criteria in selection of any additional vice-president ✓
  4. establish board committees
  5. policy regarding board members serving on board of other ILP's
  6. written materials needed by board members in order to prepare for meeting
4. Center Report
  1. new staff member
  2. housing brochure *Alexandria - city services brochure*
  3. other matters *city budget also center gear funds?*
5. Fund Raising
  1. support from churches
  2. report from Delbert Phillips and Robert Gorski on possibility fund raising project with Virginia Telemarketing, Inc.
6. Other Business

Meetings March ✓  
 every other month



- ④ Finance / fundraising
- ② membership / PR?
- ~~③ program~~
- ③ (development) program
- ③ long range planning
- ④ personnel
- ⑤ legislative

Legislative Committee  
 State fair item

Computer subscription  
 to Legislative Bulletin Board?

~~1/19/86~~ Minutes of ECVN Board Meeting, February 19, 1986

The meeting commenced at 6:10 pm.

Present were: board members John Collins, Ruth Phillips, Gwyneth Rochlin, Joyce Frieden, Delbert Phillips, and Robert Gorski; staff members Barbara Gilley, Sharon Mistler and Michael Frisenger; and visitor Myla Riggs. Board member Gretchen Menn arrived during discussion of agenda item #3.2, and board member Larry Allison arrived during discussion of agenda item #3.3.

1. The board approved the agenda proposed by John Collins (Attachment #1) after agreeing to delay discussion of items #3.1 and #3.5 until later in the meeting in order to allow an opportunity for late-arriving board members to participate.

2. The board approved the minutes of the January 16 meetings of the interim board, the annual meeting, and of the permanent board.

3.2 The board approved a schedule for regular meetings of the full board and the executive committee. Starting in March the full board will meet every other month, and the executive committee will meet at least once in the months in which the full board does not meet. (The full board will meet March 19, May 21, July 16, etc.)

3.3 The board discussed the concept of requiring approximately half the number of ECVN vice-presidents (when there are more than one) to reside in the Alexandria-Arlington area and half from the Falls Church-Fairfax area. The board agreed that 1) at the present time there would be no geographic criteria for the selection of vice presidents, and 2) this policy decision should be reviewed the next time an expansion of the size of the board is contemplated. During discussion, Sharon Mistler announced that the Virginians with Disabilities Act will require ECVN to serve areas of northern Virginia in addition to those specified in ECVN's current federal grant. Mistler also announced that the Advisory Council will meet in March. Delbert Phillips moved that the agenda for the March meeting include the election of a Second Vice President. The motion passed.

3.4 The board discussed establishing committees and staffing them with members of the board and possibly members of the Center staff. The board agreed to establish committees on membership, personnel, finance, and program. John Collins will draft brief outlines for committee missions and these will be included in the next mailing to board members. At the March meeting Collins will submit a plan for staffing the committees, and prior to the March meeting he invites board members to communicate to him their committee preferences.

3.6 On the topic of materials needed by board members, staff was requested to provide a list of addresses of board members and a fund raising calendar that would be revised and distributed as developments occur. John Collins requested that staff try to mail Center reports and materials to board members 7-10 days prior to regularly scheduled board and executive committee meetings.

4.1 Sharon Mistler presented the Center report.

\* A packet of materials (Attachment #2) was available for each board member.

\* Because ECVN is performing its contract obligations so well, DRS officials indicate they probably will waive a mid-year, on-site contract evaluation. In most performance categories ECVN has performed strongly - statistics for "community outreach" are "astonishingly" high. Where performance statistics are low, there are extenuating circumstances. For example, statistics for peer counseling performed in the first six months did not take into account many instances of counseling done on the telephone. Statistics for group counseling are low now but will be much higher by the summer because during the spring the Center will commence counseling programs for Vietnamese, head injured, and spinal cord injured groups. Number of "ILLP objectives written" is somewhat low because of a misunderstanding staff has had with the DRS definition for this activity.

\* In-takes at the Center have picked up during the month of January.

\* Marie Lynch was recently hired and will divide her time between the Transition Project and assisting staff with counseling activities.

\* Highly place RSA officials report that federal funding next year will be the same as this year and there will be no increase for inflation.

\* Although RSA officials have stated that state governments cannot reduce federal monies intended for independent living programs, DRS officials have made hints that reductions will occur.

\* The state legislature has decided that no special appropriation is needed to provide the full share of state money to Virginia ILPs in the next fiscal year. ECVN and the other ILPs are listed (together) as one line item in the DRS budget. Nevertheless, the formula for dividing the state money has not been decided, and Mistler asked for assistance from board members on how to best negotiate for ECVN's share.

\* The city of Alexandria has approached the Center about drafting a housing brochure for disabled persons. Staff succeeded in convincing Alexandria that a very comprehensive publication would be best. The brochure will include information on attendants, financial assistance, and others related to successful independent living. Alexandria will pay production expenses.

Joyce Frieden moved that the board add a committee on legislation to the committee approved earlier in the meeting (agenda item #3.4). The motion passed.

3.1 The board agreed to draw lots in order to determine the length of member terms. Lots were drawn by each board member present and for the three members not present. One-year terms were drawn by John Collins, Ruth Phillips, Tom Deniston, and Larry Allison. Two-year terms were drawn by Gretchen Menn, Joyce Frieden, and Dale Brown. Three-year terms were drawn by Robert Gorski, Doris Ray, Delbert Phillips, and Gwyneth Rochlin. It was pointed out that due to the delay in scheduling the first annual meeting, the first "year" of all board terms is actually 10 months in length.

5.2 The board discussed the report on the meeting Delbert Phillips and Robert Gorski with Bob Duchano of Virginia Telemarketing, Inc. (Attachment #3). Gretchen Menn moved that at this time the board not pursue any further the consideration of a telemarketing operation to raise funds. The motion passed with one against.

5.1 Sharon Mistler reported that several local churches have recently communicated to her that the Center is under consideration to receive charitable support from parrishioners. The board discussed the possible methods for appropriately recognizing contributions made to ECVN from various sources and in various amounts. The Board directed the Finance Committee to prepare recommendations on this matter.

6.1 The National Council on Independent Living (NCIL) has informed ECVN that a revised schedule for membership dues is under consideration under which ECVN's dues would be between \$300 and \$400. The board decided to pay these dues if required and directed Sharon to negotiate on the formula with NCIL before making a dues payment.

6.2 Gretchen Menn moved that board members contribute \$5 each to pay for food provided at meetings of the board. The motion passed.

3.5 The board discussed the issue of possible conflict of interest if an ECVN board member services on the board of another ILP or of another agency that may be competing for the same funds and public visibility. The board also took up the issue of implementing the policy (adopted in December 1985 and delayed in January 1986) that prohibits an employee of another ILP from being an officer of the ECVN board. The board also discussed reports of a deteriorated working relationship between ECVN staff and the staff of District of Columbia Services for Independent Living. Delbert Phillips moved to implement the policy adopted by the board in December 1985. After discussion on the motion, Phillips withdrew it. Robert Gorski moved that the board convene in executive session, and this was done at 8:10 pm.

After concluding an executive session at 8:30 pm, the board adopted a set of four resolutions.

- 1) The Executive Committee will serve as the Personnel Committee until such time that the board reconstitutes the Personnel Committee.
- 2) The board affirms that it is unacceptable behavior for any board member to make inappropriate requests of ECVN staff in the conduct of their professional activities. Staff should report instances of inappropriate requests to immediate supervisors and to the executive director, who is to report the incident to the Personnel Committee. The board will review this policy in three months.
- 3.) The board directs the executive director to prepare a confidential report to the Personnel Committee on instances of board members making inappropriate requests on the professional time of ECVN staff.
- 4.) The board directs John Collins consult with appropriate board and staff of DSCIL in order to assess the working relationship between that agency and ECVN.

The meeting adjourned at 9:00 pm.

Attachment #1

Proposed Agenda for ECVN Board Meeting  
Wednesday, February 19, 1986

1. Approve Agenda
2. Approve Minutes of Previous Meetings
3. Board Administration Matters
  1. selection (by lot) of 1-, 2-, or 3-years terms for board members
  2. schedule for meetings of full board and of executive committee
  3. use of geographic criteria in selection of any additional vice-presidents
  4. establish board committees
  5. policy regarding board members serving on board of other ILP's
  6. written materials needed by board members in order to prepare for meeting
4. Center Report
  1. new staff member
  2. housing brochure
  3. other matters
5. Fund Raising
  1. support from churches
  2. report from Delbert Phillips and Robert Gorski on possibility fund raising project with Virginia Telemarketing, Inc.
6. Other Business  
*financing food at Board meetings*

Report on Possible Fund Raising Project  
with Virginia Telemarketing, Inc.

On Tuesday, February 11, Delbert Phillips and Robert Gorski met with the head of Virginia Telemarketing, Inc., - Bob Duchano of Springfield, Virginia. Pursuant to a December resolution of the ECVN board, the meeting was arranged to explore the possibility of ECVN contracting with Virginia Telemarketing to raise money for the Center.

Virginia Telemarketing is a for-profit business which raises money for nonprofit organizations. Money is raised by a telephone marketing operation which, during the space of a few weeks, calls many hundreds of residents in Northern Virginia and offers them an opportunity to make a tax-deductible contribution to a community organization. The money that is raised is used 1) to pay the costs of the fund raising campaign; 2) to provide a free, family entertainment show to handicapped persons, senior citizens, and families of each; 3) to allow a profit for Virginia Telemarketing; and 4) to provide funds for the operation of the nonprofit community organization.

Bob Duchano said that the earliest Virginia Telemarketing could begin working with ECVN would be this coming September and October. This is because it is necessary to space out telephone fund raising campaigns; and Virginia Telemarketing is currently working with the Falls Church Police Association, and during the summer Virginia Telemarketing is committed to working with the Kuwanis Clubs in Northern Virginia.

Duchano stated that he expects to raise (above expenses and his profit margin) a total of \$60,000 for the Falls Church Police Association and \$30,000 for the Kuwanis Clubs. For ECVN, Duchano's expectations are considerably lower. Due to the nature of ECVN's service program and its brief history, Duchano feels that \$5,000 to \$6,000 is a realistic expectation. Duchano offers to guarantee by contract at least \$3,000 to ECVN.

The telephone callers hired by Virginia Telemarketing are paid salaries, not commissions.

Bob Duchano stated that he recommends his client review and edit and approve all promotional statements that Virginia Telemarketing makes on behalf of the client during a fund raising campaign. Promotional statements include 1) the over-the-telephone invitation to contribute to the campaign; 2) background information on the client that can be used by telephone callers to answer questions from Northern Virginia residents; and 3) printed announcements about the campaign that are mailed to people who agree to contribute to the campaign.

Aside from the various details of the campaign procedures that the Board of ECVN may want to discuss while considering the possibility of contracting with Virginia Telemarketing, there are two important, and overriding, philosophical issues to decide. First, is a telemarketing campaign an appropriate method through which ECVN contacts residents of Northern Virginia? Second, is encouraging people to help to fund Center services and a free entertainment show for handicapped people, senior citizens, and their families an appropriate appeal for ECVN to use?

-----  
The Endependence Center of Northern Virginia  
Monthly Expenditures, Fiscal Package  
January, 1986  
-----

Attachment I  
ECNV, Inc.  
Monthly Expenditures  
January, 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
FCA/Housing Coordinator	\$ 1,236.67
Custodian	\$ 27.00
	-----
	\$13,188.69

Fringe:

Matching FICA	\$ 989.15
Fed Employ. Tax	\$ 105.50
Insurance	\$ 737.50
	-----
	\$ 1,832.15

Travel/Training:

(for staff and participants)

	\$ 259.78
	-----
	\$ 259.78

Equipment:

	\$ 297.01
	-----
	\$ 297.01

Supplies:

	\$ 318.41
	-----
	\$ 318.41

Other:

Rent (to include utilities, maintenance and insurance)	\$ 3,097. <sup>61</sup> <del>88</del>
Telephone	\$ 1,277.61
Printing	\$ 688.27
Dues/Subscriptions	\$ 31.72
Legal/Audit	\$ 00.00
Interpreter	\$ 250.00
Accounting	\$ 109.38
	-----
	\$ 5,454. <sup>59</sup> <del>84</del>

GRAND TOTAL:

\$21,350.<sup>63</sup>~~88~~  
-----  
-----

Attachment II  
ECNV, Inc.  
Recap Sheet  
January, 1986

Line Item:	Budgeted Amount	Current Amount	Cumulative Amount	Remaining Amount
Personnel:	\$175,260.72	\$ 13,188.69	\$ 98,637.19	\$ 76,623.53
Exec. Dir	\$ 30,740.04	\$ 2,561.67	\$ 17,931.69	\$ 12,808.35
Dir Internal Ser.	\$ 24,380.04	\$ 2,031.67	\$ 14,221.69	\$ 10,158.35
Admin. Asst.	\$ 14,840.04	\$ 1,236.67	\$ 8,656.69	\$ 6,183.35
Bookkeeper	\$ 14,840.04	\$ 1,236.67	\$ 8,656.69	\$ 6,183.35
Dir PR/Fund	\$ 21,200.04	\$ 1,766.67	\$ 12,366.69	\$ 8,833.35
Dir Advocacy	\$ 15,900.00	\$ 1,325.00	\$ 9,275.00	\$ 6,625.00
ILS Specialist	\$ 14,840.04	\$ 00.00	\$ 5,238.34	\$ 9,601.70
I&R Coordinator	\$ 21,200.04	\$ 1,766.67	\$ 12,366.69	\$ 8,833.35
PCA/Housing Coord	\$ 14,840.04	\$ 1,236.67	\$ 8,656.69	\$ 6,183.35
Custodian	\$ 2,480.04	\$ 27.00	\$ 1,267.02	\$ 1,213.02
Fringe:	\$ 31,447.65	\$ 1,832.15	\$ 13,925.77	\$ 17,521.88
Travel/Training:	\$ 11,962.83	\$ 259.78	\$ 3,456.08	\$ 8,506.59
(for staff and for participants)				
Equipment:	\$ 4,500.00	\$ 297.01	\$ 4,296.01	\$ 203.99
Supplies:	\$ 6,301.67	\$ 318.41	\$ 4,750.49	\$ 1,551.18

Other:	\$ 52,791.13	\$ 5,454.59	\$ 32,060.30	\$ 20,730.83
<hr/>				
Rent (to include Utilities, Insur. & maintenance)	\$ 38,665.00	\$ 3,097.61	\$ 22,158.35	\$ 16,506.65
Telephones	\$ 6,093.64	\$ 1,277.61	\$ 3,684.83	\$ 2,408.81
Printing	\$ 3,879.77	\$ 688.27	\$ 2,103.01	\$ 1,786.76
Dues/Subs	\$ 1,132.72	\$ 31.72	\$ 606.71	\$ 526.01
Legal/Audit	\$ 2,500.00	\$ 00.00	\$ 2,495.00	\$ 5.00
Interpreter	\$ 500.00	\$ 250.00	\$ 383.50	\$ 116.50
Accounting	\$ 1,000.00	\$ 109.38	\$ 548.27	\$ 451.73

GRAND TOTAL: \$282,264.00 \$ 21,350.63 \$157,125.84 \$125,138.16

=====

CIL

INDEPENDENCE CENTER OF N. VA Center

Participant Statistical Report

Time Covered by Report January 1-31, 1986

Date Submitted: February 5, 1986

Submitted by: Brenda Plum

	Current Month	YTD	PY
1. Number of Intakes	7	40	
2. Number of Objectives Written	38	135	
3. Number of Objective Completed	23	85	
4. Percentage Completed	61%	63%	
5. Number of Participants Achieving Objectives	9	60	
A. Education	0	0	
B. Housing	3	7	
C. Employment	2	15	
D. Training	0	11	
E. Financial Income	1	1	
F. Attendant Management	2	2	
G. Recreation/Leisure Education	0	2	
H. Communication	0	5	
I. Adjustment to Disability	1	9	
J. Transportation	1	11	
K. Other (Specify)	5	11	
L. Other (Specify)	0	1	
6. Number Referred <u>to</u> Rehabilitation	2	4	
7. Number Referred <u>from</u> Rehabilitation	0	2	
8. Number of Rehabilitation Clients Served	7	81	

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

CIL  
INDEPENDENCE CENTER OF NORTHERN VIRGINIA  
 Center

Service Activity Report

Time Covered by Report January 1-31, 1986

Date Submitted: February 5, 1986

Submitted by: Brenda Plum

	Units Provided Includes IILP and Non-IILP			Participants Served IILP Only		
	MO.	YTD	PY	MO.	YTD	PY
0. Intakes/Assessments	14	* optional )		7	31	
1. Information	139	485				
2. Referral	17	144		2	12 12	
3. Peer Counseling	150	547		11	143	
4. Group Counseling	0	67		0	20	
5. I. L. Skills Training	7	232		2	162	
6. Community Education	37	218				
7. Leisure Education	0	21		0	21	
8. Transportation	12	41		2	23	
9. Interpreter/Reader	0	0		0	0	
10. Emergency Attendant Care	2	15		0	3	
11. Volunteer	10	200		0	10	
12. Advocacy	28	99		2	6	
A. Individual						
B. System	26	292		0	12	
					* (optional)	
13. Technical Assistance (Including Assessability Survey)	3	37		0	1	
14. Registry						
A. Housing	43	230		3	11	
B. PCA	33	95		1	21	
C. Equipment	0	0		0	0	
D. Interpreter/Reader	0	3		0	0	
TOTAL	512	2726		30	476	

\*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

## 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
				6	0								
				1	0								
				76	6								
				1	0								
				2	2								
				4	1								
				21	2								
				30	0								
				140	11								

Time Covered by Report January 1-31, 1986Submitted by Brenda PlumDate Submitted February 5, 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.

COMMUNITY OPTIONS/CENTER ACTIVITY

Center ECNV, INC.

Date 1 / 1 1986 to 1 / 31 / 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	8
	1
	1
	0
8	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
3	4
	1
	0
	0
	0
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
1	6

4. Community Acceptability

- 01 Number of new participants
- 02 Number of new work orders
- 03 Number of modifications to private buildings
- 04 Number of modifications to public buildings
- 05 Number of modifications to streets/road/interstates
- 06 Policy changes
- 07 Other (specify)

Monthly Units		YTD	
2		8	
		0	
2		2	
6		6	
		0	
1		2	
		0	

5. Other Options

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

Monthly Units		YTD	
		0	
		0	
		0	
		0	

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
4	23	1	2	3	5		
	4			1	1		
2	3				1		
	2						1
	1				2		1
6	14	1	4		6		



CONTRACTOR AGREEMENT  
 SCOPE OF SERVICES  
 JULY 1, 1985 THRU JANUARY 31, 1986

	<u>Contractor Units</u>	<u>Center Units</u>
1. Intakes	100	40
2. Peer Counseling	1700	666
3. Group Counseling	800	71
4. Independent Living Skills	500	272
5. Community Outreach	500	13,164
6. Disability Related Information 1000		629
7. Newsletter	6	3
8. IILP's Developed	100	40
9. IILP's Objectives written	300	135
10. Participants Objectives Completed	50%	65%
11. Marketing Plan -- Draft Brochure, Photographers and graphic artists to produce slide/tape presentation, ongoing work on annual report.		Identification of

# ENDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski  
President  
Board of Directors

Sharon Mistler  
Executive Director

## MISSION STATEMENT

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The mission of the Endependence Center of Northern Virginia, Inc. is to enable disabled persons to improve the quality of their lives, determine their own lifestyles, participate in all aspects of society, 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.

*numerical goals per year*

## GOALS

*fiscal year goals*

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 persons with disabilities. —

2/13/86

Report on Possible Fund Raising Project  
with Virginia Telemarketing, Inc.

On Tuesday, February 11, Delbert Phillips and Robert Gorski met with the head of Virginia Telemarketing, Inc., - Bob Duchano of Springfield, Virginia. Pursuant to a December resolution of the ECVN board, the meeting was arranged to explore the possibility of ECVN contracting with Virginia Telemarketing to raise money for the Center.

Virginia Telemarketing is a for-profit business which raises money for nonprofit organizations. Money is raised by a telephone marketing operation which, during the space of a few weeks, calls many hundreds of residents in Northern Virginia and offers them an opportunity to make a tax-deductible contribution to a community organization. The money that is raised is used 1) to pay the costs of the fund raising campaign; 2) to provide a free, family entertainment show to handicapped persons, senior citizens, and families of each; 3) to allow a profit for Virginia Telemarketing; and 4) to provide funds for the operation of the nonprofit community organization.

Bob Duchano said that the earliest Virginia Telemarketing could begin working with ECVN would be this coming September and October. This is because it is necessary to space out telephone fund raising campaigns; and Virginia Telemarketing is currently working with the Falls Church Police Association, and during the summer Virginia Telemarketing is committed to working with the Kuwanis Clubs in Northern Virginia.

Duchano stated that he expects to raise (above expenses and his profit margin) a total of \$60,000 for the Falls Church Police Association and \$30,000 for the Kuwanis Clubs. For ECVN, Duchano's expectations are considerably lower. Due to the nature of ECVN's service program and its brief history, Duchano feels that \$5,000 to \$6,000 is a realistic expectation. Duchano offers to guarantee by contract at least \$3,000 to ECVN.

The telephone callers hired by Virginia Telemarketing are paid salaries, not commissions.

Bob Duchano stated that he recommends his client review and edit and approve all promotional statements that Virginia Telemarketing makes on behalf of the client during a fund raising campaign. Promotional statements include 1) the over-the-telephone invitation to contribute to the campaign; 2) background information on the client that can be used by telephone callers to answer questions from Northern Virginia residents; and 3) printed announcements about the campaign that are mailed to people who agree to contribute to the campaign.

Aside from the various details of the campaign procedures that the Board of ECVN may want to discuss while considering the possibility of contracting with Virginia Telemarketing, there are two important, and overriding, philosophical issues to decide. First, is a telemarketing campaign an appropriate method through which ECVN contacts residents of Northern Virginia? Second, is encouraging people to help to fund Center services and a free entertainment show for handicapped people, senior citizens, and their families an appropriate appeal for ECVN to use?

Delbert  
Recommends [NO]

Robert [yes]

# INDEPENDENCE CENTER OF NORTHERN VIRGINIA

Robert Gorski  
President  
Board of Directors

Sharon Mistler  
Executive Director

ECNV Staff have completed a 6 month evaluation of the scope of services written into our state contract with VR. Enclosed in your packet is a comparison of the service units promised for the state fiscal year (ending June 30, 1986), and the units that have been delivered by January 30, 1986. Staff members feel as though we are ahead of schedule. Please note the 13,164 units of community outreach that have been provided when only 500 were promised for the year. ILS figures will accelerate when our training sessions begin in March. Peer counseling units will increase now that it has been agreed that work done by telephone will be counted. (This is a clarification of counting agreed to by the Virginia CIL Directors). Intakes traditionally increase with warmer weather and ILS training in session. Group counseling will increase with the formation of the Vietnamese Deaf group in March, a planned SCI support group in April and a planned head injury support group in March. The state agency does not plan to do its traditional midyear evaluation for ECVN because they feel we are doing a fine job on schedule. (Reported at DRS meeting in Richmond last Friday). Other centers in Virginia are being evaluated.

ECNV welcomes a new staff person, Marie Lynch. Marie's resume is included. She will be responsible for the ILS Training offered by ECVN and will be assisting Debbie in the Transition to Independence Program.

The transitional program is running smoothly, under the great supervision of Debbie. Assessments have been conducted and will be completed at the end of this week. Selection to the training groups will be made next. Classes start in March.

Barbara Gilley is to be a TV star! As a result of contacts made by NCH with WRC TV and with John's kind reference, WRC will be filming "a Day in the Life of Barbara A. Gilley". The crews will be following Barbara next Monday. In her "mundane daily work" Barbara has been representing ECVN on a state committee to determine eligibility criteria for participants. This would address eligibility issues surrounding PART A money and 817. Enclosed is a copy of the final draft of the Eligibility statement. Barbara and Marsha both served on a HUVA legislative committee. The ECVN housing proposal was incorporated into the House Joint Resolution #158 (copy in your packet).

Marsha met with Operation Match to try to incorporate disabled people into their housing match program. This is as a result of having several participants denied access to the program. She is continuing (with Barbara) to represent us on the HUD Task Force.

mail Qtr materials - 10 day to 1 week prior to Board, generally 10-12th of every month

(2)

R&H requests a fund raising calendar - already being worked on

4.1) \* contract review by DRS - Brownfield doubt there is a need for mid-year evaluation / in most categories - strong // Peer Counseling looks weak partially because much telephone contact should have been counted // Sp Counseling weak - but the spring will feature Vietnamese, Head Injured, and SCI groups // Community outreach astonishingly high // IILP's are a little low but staff has been undercounting because of misunderstanding  
\* state policy

Notes - hyper in January

\* Marie Lynch hired for ILS training aim is to publish list of available classes working with all disabilities / dividing some between Transition Program and counselors

\* George Conn reports federal funding will be same as this year w/o inflation factor

\* R&H says state cannot cut IILP's but DRS hints that it may happen

\* State funding for next fiscal year: no special appropriation needed to come w. DRS & miscel ECN and other entries are listed together as one line item on DRS budget - Division of money coming up. AM asks for assistance from Board

\* Finance Comm. language circulating to cover Truman - need more cuts AM - don't want to cut staff

Denny is scheduling the newsletter to be out by February 28. He has asked if the Board would like for us to have a joint anniversary party/membership campaign/open house for when we move. This needs discussion.

The move is on hold. Negotiations are still being made with Randolph Towers. We are also continuing to look at optional sites.

RSA has informally informed us that at this moment we should receive funding at the '86 level -- worse case scenerio being funding without '86 inflation. The State DRS has been directed by the Govenor to include Virginia Centers as a line item in the budget. We will receive minimum funding of this years level. A legislative effort has begun to ask for state money to be allocated to cover any decreases that might come from the Federal level in case Gramm-Rudman does go through.

6:10 Jc / RP / AG / GR / JF / DP / GM arrived (8:2) / 211-5157  
SA / MF / BG  
MR

(1)

1. approve agenda
2. approve minutes

3. (2) schedule - full board every other month (?)  
moved by RH - full board start in March then  
every other month - passed.

3. (3) geographic distribution of V.P.'s:  
need for additional V.P.:

[ - AB 517 says ECU will have to serve areas additional  
federal grant ]

\* RH: no good criteria for select of VP at this time: passed

[ - Advisory Council will meet next in March ]

\* DP: 2nd VP - to be elected at March meeting  
passed.

3. (4) Develop Membership  
Finance (including Fund raising)  
Programs (includes long range goals)  
~~development (long range)~~

Personnel  
\* RH moved: passed

[ Jc will work up Committee outline for next meeting ]

3. (5) table

3. (6) are materials currently provided helpful?  
what more is needed?

[ acclaim for RH as TV star / RD + MM for state legislation  
and RH for accommodations at Randolph Towers ]

RH requested addresses of Board members

[ HAVA's Hoeriny stance ]

## MARIE A. LYNCH

### Present address:

1021 Lancaster Ave.  
Syracuse, N.Y. 13210  
(315) 428-1815

### Permanent address:

161 Bedford Road  
Woburn, Mass 01801  
(617) 933-6557

### EDUCATION:

Syracuse University  
Bachelor of Science (dual major) 5/85  
Rehabilitation Service and Psychology

**Internship:** ARISE, INC. Provided information and referral regarding services available to persons with disabilities. Assisted consumers in attaining independent living skills to become better self advocates. 9/83-12/83

**Internship:** London, England. Contributor to the 2nd edition of "ACCESS IN LONDON." Assessed various facilities in the greater London area (i.e. sports complexes, radio stations) with specific regard to "accessibility." 9/84-12/84

### HONORS:

Dean's List 12/83, 5/84, 12/84  
Division of International Programs Abroad:  
London, England 9/84-12/84

### EXPERIENCE:

**ASSISTANT DIRECTOR** 9/83-5/84  
Diversion to Community Service Program. Interviewed and placed 1st time offenders in volunteer agencies throughout Onondaga County. Monitored client progress, and corresponded with attorneys and judges accordingly. 1/85-8/85

**PROGRAM COORDINATOR** 5/85-8/85  
ARISE, INC. Organized recreational trips to various places for persons with disabilities. Scheduled groups, arranged transportation, and provided an environment conducive to active integration of able-bodied and disabled persons.

**RESPITE CARE PROVIDER** 9/83-5/84  
TAKE-A-BREAK. Provided interim care for families of developmentally disabled children. Exposure and involvement in family dynamics, and the day to day issues confronting disabled children and their families.

**PHYSICAL THERAPY AIDE** 6/81-8/82  
New England Rehabilitation Hospital. Assisted in the implementation and development of physical therapy programs for elderly persons and for individuals experiencing chronic pain. 6/83-8/83

Proposed Agenda for ECVN, Inc. Annual Meeting  
Endeppence Center of Northern Virginia  
4214 Ninth Street, North

January 16, 1986

J. Randolph

A. Interim Board of Directors Meeting

1. Approve Agenda ✓ corrected
2. Approve Minutes of December 18th, 1985 meeting as corrected ✓
3. Ad hoc Committee on Alleged 'Conflict-of-Interest' Report ✓
4. Election Committee Report ✓ — candidates — are members
5. Election ✓
6. Adjourn Interim Board ✓

~~write~~  
~~Denis has~~  
~~had own~~  
~~report~~

B. Permanent Board of Directors Convene

1. Temporary Convening Officer Appointed
- ✓ 2. Approve Agenda
3. Election of Officers ✓
4. Resolution on Checking Account Signatures ✓
5. Select Permanent Board Meeting Schedule ✓

Pres John Collins  
V.P. Grethan Meann  
Sec Gowski  
Treas Phillips

3rd Wed  
at 6 PM

B. Annual Meeting of ECVN, Inc.

1. Review Mission Statement & Goals of ECVN ✓
2. Consider Annual Report from Auditor
- ✓ 3. Approve Annual Report from Auditor ✓

BROWN  
ROCHLIN

D. Additional Reports to ECVN, Inc. Annual Meeting

1. Report on Status of the Facility and the Spring Move ✓
2. Center Report
3. ECVN Membership Campaign Begins
4. Other Business
5. Adjourn

policy  
p1  
p3

~~Board~~ Minutes to ECVN Interim Board Meeting, January 16, 1986

The meeting commenced at approximately 7:45 pm.

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

Staff members present were Monica Hall, Sharon Mistler, Brenda Plum, Barbara Gilley, Debbie Eshleman.

Guests present were Fran Lowder, Myla Riggs, John Tarrent, Herman Sprague, and Naomi Hatch.

1. The agenda (Attachement #1) prepared by John Collins was accepted by the Board after reversing the order of sections B and C, and then moving item A.5. Election to to the new section B - making the election item 4 of the new section B.

2. The Board approved the minutes of the December 18 meeting, except for item 10. Doris Ray felt that the minutes for that part of the December 18 meeting do not adequately convey the remarks made by her at that meeting. The Board agreed to incorporate into the minutes Doris's own write up on the remarks she made.

3. Tom Deniston reported on behalf of the Conflict of Interest Committee. The committee met on January 14 and reviewed potential conflicts of interest noted at the previous board meeting. The committee could made no finding of apparent conflict of interest, but it does recommend forming another committee or identifying a source of expertise that could advise the board more thoroughly on conflicts of interest. Deniston moved that the implementing the policy, adopted on December 18m 1985, prohibiting employees of ILP's from serving as officers of ECVN be suspended for later consideration by the permanent board. The motion passed unanimously.

4. Robert Gorski reported on behalf of the Elections Committee. The committee met early in January to complete preparations for filling two vacancies on the permanent governing board. The committee drafted materials for a second mailing to the voting membership - and identified other materials to include in the mailing - and approved membership status for six applicants. The Board accepted the report of the committee without objection.

The meeting adjourned at approximately 8:15 pm.

~~1/16/86~~ Minutes of the Annual Meeting, January 16, 1986

The meeting commenced at approximately 8:20 pm.

Voting members present were: Ruth Phillips, Myla Riggs, Doris Ray, John Collins, Gretchen Menn, Delbert Phillips, Robert Gorski, Joyce Frieden, Larry Allison, and Herman Sprague.

Guests present were: Fran Lowder, John Tarrent, Sharon Mistler, Brenda Plum, Monica Hall, Debbie Eshleman, Naomi Hatch.

Ruth Phillips agreed to chair the meeting.

1. The membership adopted the agenda, originally drafted by John Collins (Attachment #1) and amended by the interim board, with one change: Elections was made the first item of business.
2. Ballots were collected and tabulated by Larry Allison, Doris Ray, and Robert Gorski. The results: Dale Brown and Gwyneth Rochlin were elected to the permanent board.
3. Doris Ray moved to adopt the mission statement (Attachment #2) and to direct staff and board to develop an operational plan for the next fiscal year. The motion passed unanimously.
4. John Collins moved to accept the auditor's report. Doris Ray felt the auditor's report was not currently an acceptable document for approval by the membership. The membership, she felt, should have a more completely developed annual report that includes an operational report and financial documentation. The motion passed with one vote against.

The meeting adjourned at approximately 8:50 pm.

~~Minutes~~ Minutes of the ECVN Permanent Board Meeting, January 16, 1986

The meeting commenced at approximately 9:00 pm.

Board members present were Doris Ray, John Collins, Gretchen Menn, Delbert Phillips, Robert Gorski, Joyce Frieden, Larry Allison, and Ruth Phillips. Staff present were Sharon Mistler, Brenda Plum, Barbara Gilley, and Monica Hall.

Guests present were: Herman Sprague, Fran Lowder, Myla Riggs, John Tarrent, and Naomi Hatch.

Ruth Phillips agreed to be temporary chair.

1. The Board adopted the agenda drafted by John Collins and amended by the interim board. (Attachment #1)
2. An election was held to fill the positions of officers of the board. For President, John Collins and Gretchen Menn were nominated, and Collins elected. For First Vice President, Gretchen Menn was nominated and elected. For Secretary, Robert Gorski was nominated and elected. For Treasurer, Larry Allison and Ruth Phillips were nominated, and Phillips was elected. The Board decided to consider electing additional vice presidents at a later date. Doris Ray moved that the Board consider, at a later date, a policy of having one vice president who lives in the Arlington-Alexandria area and one vice president who lives in the Fairfax-Falls Church area. The motion passed unanimously.
3. The Board approved a policy (1) that authorized persons to sign checks would be the Executive Director and the four officers elected at the January 16, 1986 meeting, and (2) that any combination of two authorized signatures would be required to make a check official.
4. The Board scheduled future meetings to be held on the third Wednesday of the month and to commence at 6:00 pm.
5. Sharon Mistler reported on developments in relocating to a new office. By letter Arlington County has announced that settlement, on the property at which the Center is now located, occurred as of January 15. Terms of the settlement include stipulation that the new owner of the property - Ballston Associates II - must provide ECVN with at least a 90-day notice of vacancy. So far, no communication from Ballston Associates II has been received.

One interesting site for possible relocation is on the second floor of the nearby Randolph Towers building, at 4001 9th Street North. The office accessible, spacious, and (since utilities are included) affordable. The space at Randolph Towers is unfinished and finishing the office would require additional costs to ECVN. On the otherhand, the situation would permit ECVN to direct in detail how the office space should be finished. Sharon feels that the ECVN budget would permit leasing space up to \$21 @ sq. foot; the space at Randolph Towers would cost approximately \$18.70 @ sq. foot, with janitorial costs extra. The building has much parking underground and limited parking at street level. The Board empowered the Executive Committee to go ahead and investigate the Randolph Towers and other properties.

Sharon also reported that ECVN annual reports to local, state, and federal funding sources are available to board members. Because state officials recently remarked that the impact of Gramm-Rudmond cuts may cause a delay in implementing the state's next fiscal year contract with ECVN, Sharon will allow the currently unfilled secretary position to remain vacant. Finally, DRS has remarked with pleasure on ECVN's housing survey and may want to use it to survey the entire state. The Center Report was accepted by the Board.

The meeting adjourned at approximately 10:00 pm.