

Independent Living Council of Wisconsin (ILCW)  
State Plan for Independent Living (SPIL) Committee Teleconference  
Meeting Minutes

Monday, December 9, 2019  
3:15 P.M. – 5:00 P.M.

**Action and Motion Items**

**A. SPIL Committee Action Items**

- 1. Action Item:** Marci Boucher volunteered to hold a pre-SPIL public hearing Tuesday, January 14, 2020 at IndependenceFirst in Milwaukee.
- 2. Action Item:** Sue Premo volunteered to hold a pre-SPIL public hearing Tuesday, January 21, 2020 at Options Independent Living Center in Green Bay.
- 3. Action Item:** Michelle Harper will submit public hearing notice to newspapers, websites, and open meeting notice website no less than 30 days prior to the January 2020 pre-SPIL public hearings dates.
- 4. Action Item:** Maureen Ryan will draft a sample script for the pre-SPIL draft public hearings. Michelle Harper will send pre-SPIL script to the SPIL committee to review.
- 5. Action Item:** Michelle Harper and Jerry McCloskey will publish public hearing notice in the Milwaukee Sentinel. Jerry McCloskey and Michelle Harper will see if the legal ad font can be increased or altered in the Milwaukee Sentinel publication.
- 6. Action Item:** Michelle Harper will revise the SPIL timeline to reflect the submission date of May 1, 2020 and adjust other dates as needed.
- 7. Action Item:** Lisa Sobczyk, Maureen Ryan, and Michelle Harper will collaborate on comparing current SPIL with the new instrument to establish a framework for writing the new SPIL before January 1, 2020.
- 8. Action Item:** Michelle Harper will identify areas of SPIL which need to be drafted and ask for volunteers to complete these sections during the January SPIL Committee meeting.
- 9. Action Item:** Maureen Ryan will ask to include information in each IL Days presentation the information on where attendees can go to give SPIL input (room, time).
- 10. Action Item:** Maureen Ryan and Michelle Harper will collaborate to create an additional slide for the “What Makes Independent Living (IL) Great in Wisconsin” for IL Days presentation that emphasizes the SPIL and its importance to the Independent Living Centers (ILCs).

11. **Action Item:** Maureen Ryan, Lisa Sobczyk, and Michelle Harper will identify a software platform for sharing SPIL documents with the SPIL Committee.
12. **Action Item:** A discussion of SPIL document platform for sharing of SPIL documents with Council members will be placed on the February quarterly meeting agenda.
13. **Action Item:** Michelle Harper will send out a Doodle poll to determine next SPIL Committee teleconference call.

#### **B. SPIL Committee Motion Items**

1. **Motion Item:** A motion was made by Maureen Ryan to approve the November SPIL Committee meeting minutes. The motion was seconded by Marci Boucher. Motion carried.
2. **Motion Item:** A motion was made by Maureen Ryan to approve the public hearing script via email by the SPIL Committee members. The motion was seconded by Sue Premo. Motion carried.
3. **Motion Item:** A motion was made by Jason Endres for the to allow public hearing newspaper copy content to be advertisement content approved by approval via email to the SPIL Committee by email members before the end of the 2019 calendar year. The motion was seconded by Maureen Ryan.
4. **Motion Item:** A motion was made by Maureen Ryan to approve the public hearing script as amended. Motion seconded by Kathie Knoble-Iverson. Motion carried.

#### **C. Meeting Minutes**

##### **I. Welcome and Introductions by: Jerry McCloskey, Chairperson**

**Committee Members Present:** Jerry McCloskey; Jason Endres; Sue Premo; Marci Boucher; Jason Beloungy; Lisa Sobczyk, Designated State Entity (DSE); Michelle Harper, ILCW Program Coordinator and Maureen Ryan, Wisconsin Coalition of Independent Living Centers (WCILC)

**Absent/Excused(\*):** Kathie Knoble-Iverson.

##### **II. Call to Order and Roll Call**

- **The meeting was called to order at 3:16 P.M. by Jerry McCloskey, Chairperson**
- The meeting was available by teleconference by calling (877) 853-5247 (US Toll-free) and entering meeting ID 478 482 490 and password 955670. It was also available via ZOOM.

### **III. Review and Approval of December SPIL Committee Meeting Agenda**

- The meeting agenda was approved by unanimous consent of SPIL Committee members.

### **IV. Review and Approve November SPIL Committee Meeting Minutes**

- A motion was made by Maureen Ryan to approve the November SPIL Committee meeting minutes. The motion was seconded by Marci Boucher. Motion carried. See Motion Item 1.

### **V. Public Comment on the SPIL 2017-2020, or Related to Independent Living Centers and Services**

- No public comment was received by the Committee.

### **VI. Review Public Meeting Notice, Script, Door Flyers, and Newspaper Copy and Discuss Public Hearings and Required Documentation**

- Michelle Harper stated that Council member Stephanie Birmingham expressed interest in joining the SPIL Committee.
  - Michelle Harper stated that a vote was not needed to approve Stephanie as a SPIL Committee member. SPIL
  - Committee members agreed she would be a good addition to the Committee.
- Sue Premo pointed out that two public hearings are required 30 days prior to drafting the new SPIL to gather suggestions from the public.
  - Marci Boucher volunteered to hold a pre-SPIL public hearing Tuesday, January 14, 2020 at IndependenceFirst in Milwaukee. See Action Item 1.
  - Sue Premo volunteered to hold a pre-SPIL public hearing Tuesday, January 21, 2020 at Options Independent Living Center in Green Bay. See Action Item 2.
  - Michelle Harper will submit public hearing notice to newspapers, websites, and open meeting notice website no less than 30 days prior to the January 2020 pre-SPIL public hearings dates. See Action Item 3.
- Maureen Ryan suggested having two public hearing scripts that reflect the need for consumer input on writing the new SPIL.
  - The SPIL Committee agreed.
  - Maureen Ryan will draft a sample script for the pre-SPIL draft public hearings. Michelle Harper will send pre-SPIL script to the SPIL committee to review. See Action Item 4.

- A motion was made by Maureen Ryan to approve the public hearing script via email by the SPIL Committee members. The motion was seconded by Sue Premo. Motion carried. See Motion Item 2.
- It was discussed which periodicals would be best for publishing the January pre-SPIL public hearing notices.
  - The SPIL Committee decided that Green Bay Gazette and the Milwaukee Journal Sentinel would be best locations to publish the public hearing notices.
  - Jerry McCloskey mentioned how difficult the Milwaukee Sentinel ad was to read the last time it was used for a public hearing notice by the Council.
  - Sue Premo suggested an accompanying legal ad in the online publication as a supplement.
  - Jerry McCloskey and Michelle Harper will see if the legal ad font can be increased or altered in the Milwaukee Sentinel publication. See Action Item 5.
- Given the approaching holidays and rapidly approaching SPIL deadline, A motion was made by Jason Endres for the to allow public hearing newspaper copy content to be advertisement content approved by approval via email to the SPIL Committee by email members before the end of the 2019 calendar year. The motion was seconded by Maureen Ryan. See Motion Item 3.

## **VII. Discuss New SPIL Development Plan, Timeline, and Goals**

- The Committee reviewed the proposed SPIL timeline.
  - Lisa Sobczyk pointed out that the Council needs to submit a completed SPIL draft by May 31, 2020, so the SPIL timeline should be moved up by one month.
    - SPIL Committee members agreed.
    - Michelle Harper will revise the SPIL timeline to reflect the submission date of May 1, 2020 and adjust other dates as needed. See Action Item 6.
  - Maureen Ryan suggested that she, Lisa Sobczyk, and Michelle Harper collaborate on comparing current SPIL with the new instrument to establish a framework for writing the new SPIL before January 1, 2020. See Action Item 7.
  - Michelle Harper will identify areas of SPIL which need to be drafted and ask for volunteers to complete these sections during the January SPIL Committee meeting. See Action Item 8.
- The SPIL Committee discussed which document sharing program would work best for document collaboration.
  - Sue Premo brought up presenting information on the SPIL again at IL days.

- Maureen Ryan will ask to include information in each IL Days presentation the information on where attendees can go to give SPIL input (room, time). See Action Item 9.
- Maureen Ryan and Michelle Harper will collaborate to create an additional slide for the “What Makes Independent Living (IL) Great in Wisconsin” for IL Days presentation that emphasizes the SPIL and its importance to the Independent Living Centers (ILCs). See Action Item 10.
- After discussing several programs to for sharing SPIL documents, Maureen Ryan proposed that she, Lisa Sobczyk and Michelle Harper decide on one that will work for everyone and the Council would be placed on the February Quarterly Meeting agenda for discussion. See Action Items 11 and 12.
- The SPIL committee discussed options for how to gather consumer feedback for the upcoming SPIL.
  - Lisa Sobczyk suggested collaborating with other Governor appointed councils.
  - Michelle Harper mentioned the Council website as a resource for gathering feedback.
  - The SPIL Committee will continue to explore methods of gathering feedback for the new SPIL.
- Michelle Harper stated she would send out a Doodle poll to determine the next SPIL Committee Meeting. See Action Item 13.

### **VIII. Adjourn**

- A motion to adjourn the meeting was made by Maureen Ryan. The motion was seconded by Lisa Sobczyk. Motion carried. See Motion Item 4.

**The meeting adjourned at 4:35 P.M.**