



**Independent Living Council of Wisconsin
Executive Committee Teleconference Meeting**

**Monday December 9th, 2019
11:00 A.M. – 1:30 P.M.**

A. Executive Committee Action Items

1. **Action Item:** Michelle Harper will update the Council roster reflecting members' ILC areas and transpose it to an Excel spreadsheet for improved accessibility.
2. **Action Item:** Michelle Harper will send an email to ILC leadership asking for help in identifying potential Council members. Currently, there is no representation from the following ILC areas: ILR, North Country and MILC.
3. **Action Item:** Michelle Harper will make an appointment for she and Jerry McCloskey to meet with Flora Csontos, Governor's Liaison, to discuss Council recruitment process.
4. **Action Item:** Michelle Harper will email the link to the new ILCW website once is it published (expected date 12/12/19)
5. **Action Item:** Sue Premo will ask for feedback on the accessibility of the new ILCW website from the Governor's Council on Blindness.
6. **Action Item:** Michelle Harper will secure hotel room reservations for Jason Endres (+1) and Stephanie Birmingham (+1) to attend SILC Congress in San Diego February 23rd – 27th, 2020.
7. **Action Item:** Jerry McCloskey will forward the email of the finalized PPR to Council members.

B. Executive Committee Motion Items

There were no motion items.

I. Welcome and Introductions

Welcome and introductions conducted by: Jerry McCloskey, Chairperson

Address: 3810 Milwaukee St.
Madison, WI 53714
Phone: (608) 206-1581
Website: ilcwis.org



Executive Committee Members Present: Jerry McCloskey, Jason Endres, Sue Premo, Stacy Ellingen, Stephanie Birmingham

Council Member Present: Scott Luber

Staff Person Present: Michelle Harper

II. Meeting Called to Order

- The meeting was called to order at 11:03 P.M. by Jerry McCloskey
- The meeting was available by teleconference by calling (877) 853-5247 (US Toll-free) and entering meeting ID 766 502 829 and password 122556. It was also available via [ZOOM](#).

III. Public Comment on the State Plan for Independent Living (SPIL) 2017-2019, or Related to Independent Living Centers and Services

- No public comment was made.

IV. 2018-19 Carryover Funds

- Jerry McCloskey, Michael Donahue, Lisa Sobczyk (DSE) and Michelle Harper met at Independence First in Milwaukee on Wednesday November 27th to complete the annual PPR and determined the carryover funds were exhausted by the Kalahari Quarterly Meeting and website development.
- The PPR was completed and signed and the Council is on track to submit the finalized version to ACL by the deadline of December 12th, 2019.



V. New Council Members and Recruitment

- The Governor's office has approved two new council members: Brianna Kuelz and Peter Lohr. They will be interviewed for Council approval at the February Quarterly Meeting February 17th and 18th, 2020.
- Sue Premo suggested updating the Council roster to reflect which ILC areas each Council member resides in and to identify the areas where the council currently does not have representation Michelle Harper will update the roster and transpose it to an Excel spreadsheet for screen reader accessibility. The Council agreed that was a good idea.
- Jason Endres brought up the discussion at the November Council quarterly meeting regarding the Council's member recruitment process. Sue Premo suggested the Council revise our bylaws to reflect the Executive Committee having control of the recruitment process. Jerry McCloskey said he wants to talk with Flora Csontos, Governor's Liaison, regarding recruitment procedures before moving forward. Michelle Harper will make an appointment for she and Jerry to meet with Flora.
- The Council needs to fill 1 position before December 31, 2019 to be in compliance. [AMENDMENT: Per Lisa Sobczyk (DSE), there are in fact 2 open seats on the council, not 1]. Jerry said if we are not in compliance by the end of December, the Council will report this to Regina Bly at ACL and offer her a plan to fill those seats.
- Michelle Harper suggested an email be sent to the ILC leadership, asking for recommendations for Council members. The Council agreed.



VI. Website Development

- Michelle Harper gave update on new ILCW website design progress. The first draft of the website was reviewed and changes were submitted. The published website will be available for viewing by Thursday December 12th, 2019, at which time Michelle will email the website link to all Council members for feedback and review.
- Jason Endres suggested a “button” be added to the website for people interested in serving on the Council. That was discussed as a possibility.
- Sue Premo asked when the website work group would have its first meeting (it was determined at the November quarterly meeting that a work group would be established and chaired by Jerry McCloskey on the possibility of incorporating WCILC and WILN information. Jerry wants to see the published website before discussing a date for a website work group.
- Sue offered to send the published website link to her fellow council members on the Governor’s Council for the Blind for accessibility input. The Council agreed that was a good idea.

VII. Secretary Position Change

- Stacy Ellingen expressed interest in stepping down from the Secretary position. Michelle Harper will take meeting minutes until a vote on a new Secretary can take place at the ILCW February Quarterly meeting.

VIII. Social Media

- Michelle Harper reported that she now has administrative rights to the ILCW Facebook page and asked for feedback regarding the Council’s social media presence, mentioning that Stacy Ellingen is interested in managing the posting. Sue Premo stated she thinks the Council should



have one central social media location (one form of social media instead of several) and it should be very thoughtful in execution. Jerry McCloskey moved the item to the February Quarterly Meeting for further discussion.

IX. ZOOM License Purchase

- Michelle Harper reported that the Council's ZOOM license had been purchased, along with a toll-free number for call-ins.

X. SILC Congress San Diego

- Jerry McCloskey restated that the Council will be sending four people (plus two caregivers) to SILC Congress in San Diego, February 23rd – 27th. Michelle Harper will secure the hotel reservations and each Council member will secure his/her own flight, to be reimbursed by the Council.
- A question was raised about a process for future conference attendance. Jerry McCloskey stated that membership development and training is very important and cited the Council's membership document. It was discussed that Michelle Harper should attend the three big annual conferences (SILC Congress, NCIL and APRIL) and other council members can attend one training each. If a council member wants to attend more than one conference, the Council can vote on it.

XI. Adjourn

- A motion to adjourn the meeting was made by Jason Endres. Michael Donahue seconded the motion. Motion carried.

The meeting adjourned at 12:55 P.M.

***Next Executive Committee Meeting: Monday January 20th 1:00 P.M. – 3:30 P.M.**