

Independent Living Council of Wisconsin (ILCW) Quarterly Meeting Minutes

Tuesday, August 5, 2019
9:00 A.M. to 4:00 P.M.

Wednesday, August 6, 2019
9:00 A.M. to 11:30 A.M.

North Country Independent Living
69 North 28th St., Suite 28
Superior, WI 54880

APPROVED 11-12-19

Action and Motion Items

A. Action Items

1. **Action Item:** Maureen Ryan stated she will send out a TCC list.
2. **Action Item:** Lisa Sobczyk stated she will send contact names at CCS to Jerry McCloskey.
3. **Action Item:** Lisa Sobczyk will send ILCW by-laws to the DHS Office of Legal Counsel for review.
4. **Action Item:** Maureen Ryan will send out information to the ILCS to see who wants to serve on the SPIL Development Committee.
5. **Action Item:** The Council will continue to work with QTI in order to recruit and hire the Program Coordinator.
6. **Action Item:** The Council will work on finalizing their 2020 quarterly meeting dates and coordinate with ILC host locations on availability of conference room dates and times.
7. **Action Item:** The Council will coordinate with Paula McElwee to finalize training agenda items.

B. Motion Items

1. **Motion Item:** A motion was made by Sue Premo to move three liaisons' presentations on the August 5, 2019 quarterly meeting agenda as follows: DOT update to 10:30 A.M.; DSE update to 1:45 P.M.; and the DVR update to 2:30 P.M. The motion was seconded by Jason Endres. Motion carried.
2. **Motion Item:** A motion was made by Stacy Ellingen to approve the June quarterly meeting minutes and the June Executive Committee meeting minutes. The motion was seconded by Jason Endres. Motion carried.

3. **Motion Item:** Jason Endres made a motion to approve the August 2019 financial report as presented. Stacy Ellingen seconded the motion. Motion carried.
4. **Motion Item:** Sue Premo made a motion to send the Council's by-laws to the DHS Office of Legal Counsel to be reviewed. Motion seconded by Scott Luber. Motion carried.
5. **Motion Item:** A motion was made by Stacy Ellingen to nominate Jerry McCloskey as the Chair of the SPIL Committee. The motion was seconded by Sue Premo. Motion carried.
6. **Motion Item:** Scott Luber made a motion to move forward with hiring the Program Coordinator position, with the current job description. Stacy Ellingen seconded the motion. Motion carried.
7. **Motion Item:** Jason Endres made a motion to move the DVR update agenda item to the August 6 quarterly meeting agenda at 10:30 A.M. Quincey Daniels seconded the motion. Motion carried.
8. **Motion Item:** A motion was made by Jason Endres to end the meeting and reconvene on August 6, 2019 at 9:00AM. The motion was seconded by Sue Premo. Motion carried.
9. **Motion Item:** A motion was made by Chris Hendrickson to adjourn the meeting. The motion was seconded by Jason Endres. Motion carried.

C. Meeting Minutes

August 5, 2019

9:30 A.M. to 4:00 P.M.

I. Welcome and Introductions by: Jerry McCloskey, Chairperson

Council Members Present: Jerry McCloskey; Chris Hendrickson (via teleconference); Jason Endres; Sue Premo; Stacy Ellingen; Scott Luber (via teleconference); Quincey Daniels (via Skype).

Absent/Excused(*): Tom Benziger*; and Tim Sheehan*.

Liaisons Present: Sarah Lincoln, Division of Vocational Rehabilitation (DVR) (via Skype); Taqwanya Smith, Department of Transportation (via teleconference); and Amber Mullett, Department of Health Services (DHS).

DHS Support Staff: Lisa Sobczyk, DHS, Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE); and Tim Wellens, DHS, BADR, DSE.

Guests: Nate Nez and Maureen Ryan, Wisconsin Coalition of Independent Living Centers (WCILC) (via teleconference).

II. Call to Order and Roll Call

- **The meeting was called to order at 9:06 A.M. by Jerry McCloskey, Chairperson**
- The meeting was available via in-person attendance and via teleconference by calling 1-844-341-6887 or 608-316-9000 and using the conference ID 7909149. It was also available via [Skype](#).

III. Review and Approval of August Quarterly Meeting Agenda

- Sue Premo requested the August quarterly meeting agenda time slots be amended to accommodate time and schedule conflicts for liaisons' presentations.
 - A motion was made by Sue Premo to move three liaisons' presentations on the August 5, 2019 quarterly meeting agenda as follows: DOT update to 10:30 A.M.; DSE update to 1:45 P.M.; and the DVR update to 2:30 P.M. The motion was seconded by Jason Endres. Motion carried. See Motion Item 1.

IV. Review and Approval of June 2019 Quarterly Meeting and Executive Committee Meeting Minutes

- A motion was made by Stacy Ellingen to approve the June quarterly meeting minutes and the June Executive Committee meeting minutes. The motion was seconded by Jason Endres. Motion carried. See Motion Item 2.

V. Public Comment on the SPIL, or Related to Independent Living Centers and Services.

- No public comment received.

VI. Update on SPIL Goals and Program Performance Report

- ILCW reviewed the SPIL goal tracker spreadsheet. The document shows the goals/objectives, target dates, progress of each goal/objective, projected completion date, lead groups for specific goals/objectives, and notes and updates on specific goals/objectives for all 5 areas. The areas were labeled items A, B, C, D, and E. All were discussed except items C.3, D.1, E.1 since these goals were completed.
 - The plan was a lot of work and hard to measure, and the recommendation of looking for quality of service should be added.
 - Find transportation data on non-emergency transports in counties.
 - Maureen Ryan stated she will send out a TCC list. See Action Item 1.
 - Baseline numbers for goals in SPIL tracker need to be adjusted to match the SPIL.
 - Suggest a new column should be added to the tracker labeled "Future Actions."

- Lisa Sobczyk stated she will send contact names at CCS to Jerry McCloskey. See Action Item 2.
- Maureen Ryan recommended adding DVR to lead column in area C1.
- Need to look at Family Care report card to measure waiver goal.
- There is a need for common definitions for the SPIL as it relates to baseline data and how data is gathered.
- Discussion was had about the need to work more with Aging and Disability Resource Centers to gather helpful data on SPIL goals.

VII. Finance Report – Quincey Daniels, Treasurer

Quincey Daniels presented the August 2019 financial report briefing via video:
https://drive.google.com/file/d/15XbaX5EkUPbZ8X38_V7j2cK-23DD1ABA/view.

- Quincey Daniels provided a detailed financial status briefing and recommendations, and was available via Skype to answer any Council member questions.
- Jason Endres made a motion to approve the August 2019 financial report as presented. Stacy Ellingen seconded the motion. Motion carried. See Motion Item 3.

VIII. Department of Transportation (DOT) Update

- Taqwanya Smith provided program data for the Elder Disabled Transportation Assistance Program. The list showed the dollar amount that each county received.
 - Maureen Ryan recommended that the Wisconsin Transportation Coordination Council get back together.
 - DOT and DHS (Amber Mullett) should get together and discuss transportation issues.

IX. Discuss Training Plans for Council Members – Lisa Sobczyk and Tim Wellens with DHS

- A training date of November 11–12, 2019 has been set with Paula McElwee with ILRU in Stevens Point is set.
- Paula McElwee has a list of training recommendations she has provided to the Council.
- A webinar training on August 29, 2019 is an option; \$75 per webinar site (not per person).
- An updated Independent Living acronym list should be included in Council members' training material has now been updated by the DSE and have been provided to Council members.
- It was recommended YouTube videos be used as an overview of Independent Living, for new staff and new Council members.

- The Council needs more members from other regions of the State to improve member diversity and representation for each Independent Living Center (ILC) service region.
- It was recommended that a checklist for first year Council members be developed regarding required and optional trainings.
- Board members from ILCs and Council members should get updates on the SPIL.
- Membership should be recruited from each area. Is there a matrix of membership?
 - The by-laws have no mention of diversity or membership from specific areas, plus there is no requirement to be on a committee prior to being a Board member.
- Amber Mullett recommended sending the Council by-laws to the DHS Office of Legal Counsel for their review.
 - Sue Premo made a motion to send the Council's by-laws to the DHS Office of Legal Counsel to be reviewed. Motion seconded by Scott Luber. Motion carried. See Motion Item 4.
 - Lisa Sobczyk will send the Council's by-laws to the DHS Office of Legal Counsel. See Action Item 3.

X. SPIL Update

- The most recent changes and updates to the SPIL, which adjusted the Council's grant award and allocated more funds to the ILCs was submitted by Jerry McCloskey to ACL on July 12, 2019 for approval.
- The SPIL Development Committee needs a chairperson. Jerry McCloskey said he would chair the committee.
 - Stacy Ellingen made a motion to nominate Jerry McCloskey as the Chair of the SPIL Committee. Sue Premo seconded the motion. Motion carried. See Motion Item 5.
- Maureen Ryan will send out information to the ILCS to see who wants to serve on the SPIL Development Committee. See Action Item 4.
- Maureen Ryan has draft SPIL goals for the SPIL Development Committee previously drafted for the 2021-2023 SPIL.
- The upcoming SPIL is due on June 30, 2020.
- Additional comments:
 - Maureen Ryan noted the SILC Congress will be held in San Diego in February 2020.

- WCILC will be discussing Wisconsin Independent Living Network (WILN) at their upcoming strategic planning session. Does the Council want to continue to participate in WILN process needs ILCW to participate? How do we increase Council participation? WCILC will look for feedback from the Council and ILCs.

XI. Tour of North Country Independent Living Center (NCIL) - Jill Nyberg, Director

- Jill Nyberg took Council members on a tour of the NCIL office.

XII. Program Coordinator Position

- Jerry McCloskey recommended that the Council move forward and hire a Program Coordinator.
- Scott Luber was concerned about the salary, stating the part-time salary was good, but thought the full-time salary was too high.
- All Council members agreed to move forward and hire the Program Coordinator position, with a goal of having the person in place by the upcoming training and quarterly meeting in November 2019.
 - Scott Luber made a motion to move forward with hiring the Program Coordinator position, with the current job description. Stacy Ellingen seconded the motion. Motion carried. See Motion Item 6.
 - The Council will continue to work with QTI in order to recruit and hire the Program Coordinator. See Action Item 5.

XIII. Additional Agenda Change

- Due to scheduling conflicts and time constraints, the Division of Vocational Rehabilitation (DVR) update needs to be moved to the August 6, 2019 quarterly meeting agenda.
 - Jason Endres made a motion to move the DVR update agenda item to the August 6 quarterly meeting agenda at 10:30 A.M. Quincey Daniels seconded the motion. Motion carried. See Motion Item 7.

XIV. Adjourn

- A motion was made by Jason Endres to end the meeting and reconvene on August 6, 2019 at 9:00 A.M. The motion was seconded by Sue Premo. Motion carried. See Motion Item 8.

The meeting adjourned at 4:07 P.M.

Tuesday, August 6, 2019

9:00 A.M. to 11:30 A.M.

I. Welcome and Introductions by: Jerry McCloskey, Chairperson

Council Members Present: Jerry McCloskey; Chris Hendrickson (via teleconference); Sue Premo; Jason Endres; Quincey Daniels (via teleconference); Stacy Ellingen; and Scott Luber (via teleconference).

Absent/Excused (*): Tom Benziger; and Tim Sheehan.

Liaisons present: Sarah Lincoln, Division of Vocation Rehabilitation (DVR) (via teleconference); and Taqwanya Smith, Department of Transportation (DOT) (via teleconference).

DHS Support Staff: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE); and Tim Wellens, DHS, BADR, DSE.

Guests: Maureen Ryan, Wisconsin Coalition of Independent Living Centers (WCILC) (via teleconference); and Nate Nez.

II. Call to Order and Roll Call

- The meeting was called to order and reconvened at 9:02 AM by Jerry McCloskey, Chairperson.
- The meeting was available via in-person attendance and via teleconference by calling 844-341-6887 or 608-316-9000 and using the conference ID: 5807038. It was also available via [Skype](#).

III. Review ILCW Member Assignments to Committees

- The Council member Roster was provided showing the positions filled and vacant as of July 1, 2019.
- It was noted that two individuals are being vetted by the Governor's office and will likely become Council members in the near future.
- Jerry McCloskey stated there is a need to stagger the term start and end dates of Council members to ensure proper ongoing coverage of the Council.
- The Executive Committee has a meeting scheduled on August 21, 2019. Agenda to follow. The meeting is tentatively set for 11:00 A.M. – 12:30 P.M.
- Dates/Locations need to be set for upcoming quarterly and committee meetings.
 - November 11–12, 2019 in Stevens Point

- February 2020 in Madison, around IL days
- May 2020 in Green Bay
- August 2020 (week of the 10th) in La Crosse
- November 2020 (week of the 16th) in Menominee.
- The Council will work on finalizing 2020 quarterly meeting dates and will coordinate with ILC host locations on availability of conference room dates and times. See Action Item 6.
- Current ILCW Committee Assignments
 - Executive: Jerry McCloskey, Chris Hendrickson, Stacy Ellingen, Tom Benziger, Quincey Daniels, Jason Endres, and Sue Premo.
 - Membership: Jerry McCloskey, Jason Endres, Tom Benziger, and Scott Lubner.
 - Policy: Jerry McCloskey, Chris Hendrickson, Stacy Ellingen, and Quincey Daniels.
 - Finance: Jerry McCloskey, Quincey Daniels, Chris Hendrickson, and Scott Lubner.
 - SPIL: Jerry McCloskey and Jason Endres. This committee has open spots that need to be filled by more Council members.

IV. Develop November Quarterly Meeting Agenda and Training

- The Council will coordinate with Paula McElwee to work on finalizing the training agenda items. See Action Item 7.
- Training Items Suggested
 - SILC governance and non-profit training
 - Financial training
 - Roles and rules for IL staff, ILCW staff, and ILCW members
 - Should use current SPIL goals to set up training
 - SPIL development and models
 - Need to work on developing a training schedule for November, a one-day training agenda, plus work on accommodations for attendees.

V. DVR Update – Sarah Lincoln

- Sarah Lincoln provided the Council with detailed handouts followed by a briefing of the material.
- Handouts provided data from program year 2017, 2018, and 2019.

- It was noted that the program year numbers were low because of SSI/SSA, and data was started in July.
- A question was asked about Students 14-21 years old, what program or category is for them.
- Wisconsin Act 178 update was also included, and a handout was provided.
- DVR is the lead agency in this joint data system, with a working group made up of DVR, DWD, DHS, and DPI, with a goal to develop data sharing.

VI. Discuss Proposed Letter to Governor's Office

- It was noted that Tom Benziger, who proposed submitting a letter to the Governor's Office, is absent from the quarterly meeting, and this agenda item should be discussed at a later date/time.
- The proposed letter to the Governor's office about using Inclusive Language in the Administrative Rules will need more time to develop.

VII. Additional Items – Funds and Budgets

- It was brought up that any excess Council grant funds could be used for the following:
 - Attend the APRIL conference in October 2019;
 - Award excess funds to the ILCs; or
 - Could be spent on training on how to write goals for staff and new Council members.

VIII. Adjourn

- A motion was made by Chris Hendrickson to adjourn the meeting. The motion was seconded by Jason Endres. Motion carried. See Motion Item 9.

The meeting adjourned at 11:20 A.M.