

## Independent Living Council of Wisconsin (ILCW) Quarterly Meeting Minutes

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

Wednesday, June 5, 2019  
9:00 A.M. to 11:30 A.M.

IndependenceFirst  
540 South 1<sup>st</sup> St.  
Milwaukee, WI 53204

### Action and Motion Items

**APPROVED AUGUST 5, 2019.**

#### A. Action Items

1. **Action Item:** Maureen Ryan stated the Independent Living Centers (ILCs) had some ideas on how additional Part B funds could be spent including conferences/exhibitor fees and new display boards. Maureen Ryan will send the list of ideas the ILCs had come up with to the Council.
2. **Action Item:** During the Council's Executive Committee teleconference meeting in June, the Council will discuss how it plans to spend its remaining grant funds and if some of the grant funds should be reallocated to the ILCs.
3. **Action Item:** Council members reviewed a draft of Council recruitment letter and related outreach materials. The Council will finalize membership outreach materials during their June 2019 Executive Committee teleconference meetings.
4. **Action Item:** Tim Sheehan will develop a list of trainings Council members should take to get familiar with the SILC and Independent Living.
5. **Action Item:** Maureen Ryan stated she worked on a Council orientation and training document for new Council members with the Council's previous staff person. Maureen Ryan will try to locate this document and send it to the Council.
6. **Action Item:** A list of acronyms will be sent to Council members for reference and training purposes.
7. **Action Item:** Jason Endres will apply with the Governor's office to serve as the ILCW representative on the Wisconsin Rehabilitation Council.

8. **Action Item:** Jason Ostrowski, current ILCW representative to the Wisconsin Rehabilitation Council will send in his resignation to the Governor's office as his term on the Council is ending.
9. **Action Item:** Jason Ostrowski will email the Expense Report to new Council members so they will have an electronic version of it.
10. **Action Item:** Lisa Sobczyk will send the State's travel pocket guide with state reimbursement rates to Council members.
11. **Action Item:** Lisa Sobczyk will send people first language resources to the Council.

#### **B. Motion Items**

1. **Motion Item:** A motion was made by Cindy Bentley to approve the June 2019 quarterly meeting agenda as amended. The motion was seconded by Chris Hendrickson. Motion carried.
2. **Motion Item:** A motion was made by Jason Ostrowski to approve the February 2019 quarterly meeting minutes. The motion was seconded by Chris Hendrickson.
3. **Motion Item:** A motion was made by Chris Hendrickson to approve all three candidates to serve on the Council. The motion was seconded by Tim Sheehan.
4. **Motion Item:** Cindy Bentley made a motion to approve the March 2019 and April 2019 financial reports. Tim Sheehan seconded the motion. Motion carried.
5. **Motion Item:** A motion was made by Jason Endres to accept the SPIL technical amendments, and submit to ACL for approval. The motion was seconded by Tom Benziger. Motion carried.
6. **Motion Item:** A motion was made to nominate Jason Endres as the ILCW representative to the Wisconsin Rehabilitation Council. Motion unanimously carried.
7. **Motion Item:** A motion was made to end the meeting and reconvene on June 5, 2019 at 9:00 A.M. The motion carried unanimously. Motion carried.
8. **Motion Item:** A motion was made to appoint Quincey Daniels as the new Council Treasurer. Motion unanimously carried.
9. **Motion Item:** A motion was made by Tom Benziger for the Council to write a letter to the Governor asking all language offensive or oppressive to people with disabilities no longer be used. Motion was seconded by Tim Sheehan.

## **C. Meeting Minutes**

**June 4, 2019**

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

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

**Council members present:** Jerry McCloskey; Chris Hendrickson; Tom Benziger; Jason Ostrowski; Cindy Bentley; Stacy Ellington (via teleconference); and Tim Sheehan.

**Liaisons present:** Sarah Lincoln, Division of Vocation Rehabilitation (DVR).

**Guests:** Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE); Tim Wellens, DHS, BADR; Paula McElwee, Technical Assistance Coordinator at ILRU (via teleconference); Maureen Ryan, Wisconsin Coalition of Independent Living Centers; Quincey Daniels; Jason Endres; Scott Luber; and Michael Donahue.

### **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 844-341-6887 or 608-316-9000 and using the conference ID 4180250. It was also available via [Skype](#).

### **III. Review and Approval of Meeting Agenda**

- Jason Ostrowski requested the meeting agenda be amended to discuss the Council's position on the Wisconsin Rehabilitation Council, as the Council will need a new representative. Jason Ostrowski asked that this item be added to the June 4, 2019 3:15 P.M. agenda item of Identify a Slate of Candidates for ILCW Treasurer.
  - A motion was made by Cindy Bentley to approve the June 2019 quarterly meeting agenda as amended. The motion was seconded by Chris Hendrickson. Motion carried. See Motion Item 1.

### **IV. Review and Approve of Previous Quarterly Meeting Minutes**

- A motion was made by Jason Ostrowski to approve the February 2019 quarterly meeting minutes. The motion was seconded by Chris Hendrickson. See Motion Item 2.

### **V. Moved to Closed Session – Personnel Matters**

**VI. Council Reconvened Open Session at 10:15 A.M.**

**VII. Review of Governor Evers Potential Appointees to the Council and Interviews, Vote on Appointees**

- Jerry McCloskey stated that each potential appointee would be individually interviewed by the Council for 15 minutes using the same set of standard questions.
  - The following appointees were interviewed: Dr. Quincey Daniels; Jason Endres; and Scott Luber.
  - A motion was made by Chris Hendrickson to approve all three candidates to serve on the Council. The motion was seconded by Tim Sheehan. Motion carried. See Motion Item 3.
- Jerry McCloskey also there is a need for more people with disabilities to apply to serve on the Council as the Council will have 4-5 vacancies as of July 1, 2019.
  - Michael Donahue is in attendance today, and he is in the process of submitting his application to potentially become a Council member.

**VIII. Financial Report – Jason Ostrowski, Treasurer**

- Jason Ostrowski presented the March and April financial statements.
- Jason Ostrowski provided an update to the Council on its 2019 budget, outstanding expenses, and potential grant underspending.
  - The Council is in good financial standing with approximately \$30,000 in the bank and \$80,000 in grant funds remaining to be spent by September 30, 2019.
  - Cindy Bentley made a motion to approve the March 2019 and April 2019 financial reports. Tim Sheehan seconded the motion. Motion carried. See Motion Item 4.
- Jerry McCloskey stated that since the Council's Executive Director resigned in May, he has been assuming most of the duties the Council's staff was responsible for, with the assistance of other Council members.
  - Jerry McCloskey stated that there were two credit cards issued to the Council, one to Jason Ostrowski as Treasurer and one to the Executive Director. These credit cards have been cancelled, as Jason Ostrowski's term with the Council ends June 30, 2019 and the Executive Director resigned.
  - Jerry McCloskey is paying the Council's bills with hand-written checks for the time being.

- Jason Ostrowski stated that the Executive Director was utilizing QuickBooks to track the Council's grant funds and expenditures, with the Council no longer having a staff person, the Council will need help in this area.
- Tim Sheehan stated that it would be in the best interest of the Council to discuss what to do with the potential underspent grant funds.
  - Maureen Ryan stated the Independent Living Centers (ILCs) had some ideas on how additional Part B funds could be spent including conferences/exhibitor fees and new display boards. Maureen Ryan will send the list of ideas the ILCs had come up with to the Council. See Action Item 1.
  - Jason Ostrowski also provided ideas of how the Council could spend the remaining grant funds including upgrading the Council's computer server system, information technology support, updating the Council's website, and to pay for Council members to the NCIL or APRIL conferences.
- Lisa Sobczyk stated that the Council's Part B funds could be carried over to the next fiscal year if needed, but it would be better to utilize these funds prior to the end of the fiscal year.
  - Lisa Sobczyk asked the Council to look over their budget and make a plan to ensure the funds are spent so they do not lose state match funds.
- During the Council's Executive Committee teleconference meeting in June, the Council will discuss how it plans to spend its remaining grant funds and if some of the grant funds should be reallocated to the ILCs. See Action Item 2.

#### **IX. Membership Committee Update – Jerry McCloskey, Chair**

- Jerry McCloskey stated that it is important for ACL to know what is going on regarding Council member vacancies and to have all appropriate paperwork filed for Council positions with the Governor's office.
  - Jerry McCloskey will continue to work with Cassi Fenili with the Governor's office. He has emailed her regarding the need for a new Council member who lives near North Country or the Green Bay area, and is interested in being on the Council.
- Lisa Sobczyk stated that with the three new appointees, the Council will have a full member roster for the first time in three years. This helps addresses the Council being out of compliance with federal regulations by not having a fully appointed board.
- Chris Hendrickson stated that all Council member positions are filled, but only for a limited time since there will be 4-5 vacancies on the Council as of July 1, 2019.

- Council members reviewed a draft of Council recruitment letter and related outreach materials. The Council will finalize membership outreach materials during their June 2019 Executive Committee teleconference meetings. See Action Item 3.

#### **X. Division of Vocational Rehabilitation (DVR) Update – Sarah Lincoln**

- Sarah Lincoln stated there are five categories of pre-employment services.
- Sarah Lincoln gave an overview of the DVR Report provided to the Council in writing.
- Sarah Lincoln stated the Promise Grant ended, so this will be the last time the grant will show up on DVR reports to the Council.
- Sarah Lincoln stated that Act 178 passed into law in March 2018, which required DVR to be the lead agency in to improve integration of working age individuals with disabilities in competitive integrated employment settings in Wisconsin.
- Ellie Hartman (Director of Promise) has no updates since the program has ended, but the evaluations will be available soon.
- Chris Hendrickson asked if the results/outcomes of the Promise Program will continue even though funding has ended.
  - Sarah Lincoln stated the students who received benefits from the program have now mostly become DVR consumers.
  - Sarah Lincoln stated the families that received benefits did not become consumers unless they applied.
  - Sarah Lincoln stated that overall, even though there is no longer the Promise Program/grant, DVR is still there and helping people.
- DVR has requested that the State fund items that came from the Promise Program, such as Skills to Pay Bills, Rapid Engagement, and Trauma Informed Care.
- Cindy Bentley asked if there is anything else in the works since Promise has ended, and if there has been an attempt to contact the Mayor's office since they have a program for students who are disabled.
  - Sarah Lincoln stated she was not familiar with the program, but perhaps Lea Collins-Worachek, a Director for DVR in Milwaukee, is more knowledgeable to what this is.
  - Sarah Lincoln stated that DVR has summer programs in the works to help train, advocate, and help with skills, such as resume building, all across the state.

## **XI. Follow-Up on Action Items from Previous Meeting**

- Council members discussed whether they should hire a new Executive Director versus a Program Coordinator or an Administrative Assistant.
  - The Council reviewed several job descriptions.
  - The Council decided they need a Program Coordinator.
  - The Council will complete a draft of a job description for a Program Coordinator by the end of June 2019.
- Jerry McCloskey asked members if the Council's office should remain at Access to Independence in Madison, or look for a new location.
  - Council members discussed whether the office location has in the past or will affect staff recruitment.
  - Council members discussed whether the job description should state that the Council's staff person would come to Madison as needed for meetings but that they could have office space in the ILC service area or office where they reside.
- Jerry McCloskey also asked members if the Council should keep or replace their existing accounting service.
  - It was discussed that the current accountant may or may not have the skills they need now that they no longer have staff person to work on the Council's finances.
- Paula McElwee with ILRU joined the call to discuss the training and technical assistance her firm could provide to the Council.
- Paula McElwee asked what Council members would like training on.
  - Tim Sheehan stated he would appreciate training statewide on independent living laws available in archived documents.
    - Paula McElwee stated there are documents, along with audio files, available on the ILRU website. She is happy to go through these documents with the Council in more detail once the Council decides on a training date.
    - Paula McElwee stated the first Thursday each month, ILRU provides technical assistance training via teleconference, which is open to SILC members and staff.
    - Paula McElwee stated there is training that all new SILC members should receive, such as RapidCourse, which is available on the ILRU website, or can be provided to SILC members in paper form.

- Paula McElwee stated the ILRU website also has sample policies and procedures for SILCs to utilize.
- Jerry McCloskey asked if the Council should have Paula McElwee do State Independent Living Council training at the August quarterly meeting.
  - Paula McElwee stated she does not have availability in August due to prior commitments, although she is available the week of September 9<sup>th</sup>.
  - Paula stated that her travel and training costs will not be an expense for ILCW.
- Paula McElwee stated that each SILC is responsible for creating, monitoring, and evaluating the State Plan for Independent Living, and to ensure compliance and appropriate evaluations.
- Chris Hendrickson asked if ILCW feels that they will be ready to know what they want Paula McElwee to train them on.
- Tim Sheehan stated the Council should be going on the ILRU website for trainings, such as RapidCourse. Also, there used to be a training called “Smooth as SILC” that was mandated for new Council members to take at one time.
  - The Council decided it should develop list of trainings new and existing Council members should go through as part of orientation to the Council. Tim Sheehan will develop a list of trainings Council members should take to get familiar with the SILC and Independent Living. See Action Item 4.
  - Maureen Ryan stated she worked on a Council orientation and training document for new Council members with the Council’s previous staff person. Maureen Ryan will try to locate this document and send it to the Council. See Action Item 5.
- New Council members requested an acronym list as it would be a helpful resource.
  - A list of acronyms will be sent to Council members for reference and training purposes. See Action Item 6.
- Tim Sheehan thinks that September may be too early for Paula McElwee to conduct a training with the Council.
  - Scott Luber agrees with Tim Sheehan and thinks that Council members should review online trainings prior to Paula McElwee flying to Wisconsin to conduct her training, which would benefit Council members and Paula’s time.
- Jerry McCloskey stated that the next quarterly meeting is scheduled for August 5-6, 2019 in Superior. Since it is so far away for some Council members, could the meeting be conducted via conference call rather than in-person



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

- There was no public comment.

**XIII. Department of Health Services (DHS) Update**

- Lisa Sobczyk read an email from the DHS representative to the Council.
- DHS copies of their monthly reports to the Council.

**XIV. Designated State Entity (DSE) Update – Lisa Sobczyk and Tim Wellens**

- The Council reviewed the SILC chart, which outlines what DHS can, and cannot assist the Council with as the Designated State Entity (DSE).
- Tim Wellens reviewed the SPIL Goals Tracker document, which is going to be used for updating the Council on progress being made on SPIL goals.
  - Lisa Sobczyk added that the color-coding on the tracker will help everyone to see which goals need to be addressed versus which goals have been met.
- Lisa Sobczyk stated that the SPIL goals need to be clear so anyone can understand them. This should be taken into consideration when drafting the next SPIL.
  - Tim Sheehan stated that there has been discussion about reducing the number of goals in the next SPIL down to four goals total.
- The Council discussed cloud-based services and whether it was needed in order to better upload and share documents amongst Council members.
- The Council also discussed their by-laws, including policies and procedures, and identified that they are in need of changes and updates prior to onboarding a new Council staff member.

**XV. SPIL Committee Update – Tim Sheehan, SPIL Chair**

- Tim Sheehan reviewed the changes and revisions made to the current SPIL, which is now considered a technical amendment, rather than a substantial amendment
- A motion was made by Jason Endres to accept the SPIL technical amendments, and submit to ACL for approval. The motion was seconded by Tom Benziger. Motion carried. See Motion Item 5.
  - These revisions are effective one ACL approves the amendment and will be effective through September 30, 2020.

**XVI. Identify a Slate of Candidates for ILCW Treasurer and Wisconsin Rehabilitation Council Representative**

- Jason Endres stated he would be willing to be the new ILCW representative to the Wisconsin Rehabilitation Council.
- The Council discussed who may want to serve on the Rehabilitation Council.
- A motion was made to nominate Jason Endres as the ILCW representative to the Wisconsin Rehabilitation Council. Motion unanimously carried. See Motion Item 7.
  - Jason Endres will apply with the Governor's office to serve as the ILCW representative on the Wisconsin Rehabilitation Council. See Action Item 6.
  - Jason Ostrowski, current ILCW representative to the Wisconsin Rehabilitation Council will send in his resignation to the Governor's office as his term on the Council is ending. See Action Item 8.
- Tim Sheehan advocated for Quincey Daniels or Scott Luber to be the Council's new Treasurer due to their experience and background in finance.
- Jason Ostrowski spoke about the job duties as Treasurer from his personal experience in the position.
- Due to no Council members stating they want to serve as Treasurer, the Council decided to hold on this discussion until June 5, 2019.

**XVII. Adjourn**

- A motion was made to end the meeting and reconvene on June 5, 2019 at 9:00 A.M. The motion carried unanimously. Motion carried. See Motion Item 7.

**The meeting adjourned at 4:00 P.M.**

## Meeting Minutes

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

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

**Council members present:** Jerry McCloskey; Chris Hendrickson; Tom Benziger; Jason Ostrowski; Cindy Bentley; Stacy Ellington (via teleconference); and Tim Sheehan.

**Liaisons present:** Sarah Lincoln, Division of Vocation Rehabilitation (DVR).

**Guests:** Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE) Tim Wellens, DHS, BADR; Paula McElwee, Technical Assistance Coordinator at ILRU (via teleconference); Quincey Daniels; Jason Endres; and Scott Luber.

#### Meeting called to order

### II. Call to Order and Roll Call

- The meeting was called to order and reconvened at 9:06 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 2889149. It was also available via [Skype](#).

### III. Election for Treasurer

- Jerry McCloskey announced that prior to the meeting, he reached out to Scott Luber to see if he is interested in being nominated as the Council's Treasurer. As of 9:35 A.M., Jerry McCloskey had not received a response from Scott Luber.
- The floor opened for nominations.
  - Jason Endres nominated Quincey Daniels for Treasurer of ILCW.
  - Quincey accepted the nomination.
  - No further nominations were made and call for nominations were closed.
- A motion was made to appoint Quincey Daniels as the new Council Treasurer. Motion unanimously carried. See Motion Item 7.

#### **IV. Continuation of Action Items from Tuesday**

- Jason Ostrowski requested the floor to run through the ILCW Expense Report for new members.
  - Jason Ostrowski explained form (per diems, mileage reimbursement) and will email it to new Council members so they will have an electronic version of it. See Action Item 9.
  - To be approved, Expense Reports will require the Chair or Treasurer's signature,
- Tom requested clarification on per diems for meals in reference to time schedules and cutoffs
  - Lisa Sobczyk clarified the travel times related to each meal in order to be reimbursed.
  - Lisa Sobczyk will send the State's travel pocket guide with state reimbursement rates to Council members. See Action Item 10.
- Jerry McCloskey requested that expense reports be mailed directly to him at 1600 Prospect Avenue until the Council hires a new staff person.

#### **V. Review and Assignment of Members to Committees**

- The Council discussed committees and member assignments.

#### **VI. Agenda Items and Training for August 2019 Quarterly Meeting**

- Jerry McCloskey opened up discussion for replacement of the Executive Director position, including the idea brought up by Tim Sheehan for the Council to consider hiring for a Program Coordinator.
- It was discussed that Council member training and orientation needed to be discussed at the next quarterly meeting.
- After the next quarterly meeting, the Council will need to decide what topics they would like training on from ILRU.
- A large portion of the next meeting's agenda needs to be focused on SPIL evaluation and new SPIL development.
- Discussion was had about Executive Order 15 and the need to have all offensive language removed from state programs and policies.
  - A motion was made by Tom Benziger for the Council to write a letter to the Governor asking all language offensive or oppressive to people with disabilities no longer be used. Motion was seconded by Tim Sheehan. See Motion Item 9.

- Lisa Sobczyk stated she had information on people first language, which may assist the Council with writing a letter. Lisa Sobczyk will send people first language resources to the Council. See Action Item 10.

## **VII. Adjourn**

- A motion was made to adjourn the meeting. The motion unanimously carried. See Motion Item 9.