



Independent Living Council of Wisconsin (ILCW) Quarterly Meeting Minutes

Tuesday, November 12, 2019
9:00 A.M. to 4:00 P.M.

Kalahari Resort and Convention Center

1305 Kalahari Dr.
Wisconsin Dells, WI 53965

Action and Motion Items

A. Action Items

- 1. Action Item:** DHS support staff will resend information on the two upcoming national conferences to Council members.
- 2. Action Item:** Jerry McCloskey will send an email to Council members to see who is interested in attending either State Independent Living Council Congress in February or NCIL in July. Jerry McCloskey will have members submit email of interest prior to the Council's December Executive Committee Meeting.
- 3. Action Item:** Discussion on Council Members Attending National Conferences needs to be added to the Council's December Executive Committee meeting agenda. At that meeting the Council's Executive Committee will select who will attend SILC congress during the December Executive Committee Call.
- 4. Action Item:** Michelle Harper will send out a Doodle Poll to select a date for the Council's December Executive Committee Meeting.
- 5. Action Item:** Sue Premo recommended that a training plan be developed for each Council member.
- 6. Action Item:** The Council still needs to secure a date for the Council's quarterly meeting the week of November 16th 2020 at the Center for Independent Living Western Wisconsin.
- 7. Action Item:** Maureen Ryan will send the Council further explanation on State Plan for Independent Living (SPIL) goals in the SPIL tracker that were not met by the Independent Living Centers or the Network for the Program Performance Report by Friday, November 22, 2019.
- 8. Action Item:** The Council needs to decide how it wants to allocate the \$15,712 it has in carryover Part B funds in its budget. Due to time constraints of the quarterly meeting, the Council will discuss what items to allocate this funding to in its budget during the December Executive Committee meeting.
- 9. Action Item:** A report to the full Council on the audit and its findings will be shared with the full Council once the audit is completed.



- 10. Action Item:** The Council needs to prepare public hearing notices and documents for the upcoming public hearings. Sue Premo offered to draft these documents with ILCW staff and DSE staff and present them as drafts during the SPIL Committee meeting on November 20, 2019.
- 11. Action Item:** Michael Donahue will attend the Milwaukee public hearing and Stephanie Birmingham will attend the Green Bay on the SPIL amendment on behalf of the Council.
- 12. Action Item:** Jerry McCloskey will convene the website workgroup. Members include Jason Endres, Maureen Ryan, and Sue Premo and ILCW staff member Michelle Harper.
- 13. Action Item:** Michelle Harper will follow-up with Go Daddy to develop the Council's website as directed in Motion Item 5 and get a quote on how much it would cost to add additional web pages at a later date.
- 14. Action Item:** Maureen Ryan will send information on IL days including meeting agenda and registration information to the Council.

B. Motion Items

- 1. Motion Item:** A motion was made by Sue Premo to move the 2:40 P.M. Policy and Procedures Committee Update to the 3:35 P.M. Closed Session: Human Resources Discussion on the November 12, 2019 quarterly meeting agenda. The motion was seconded by Stacy Ellingen. Motion carried.
- 2. Motion Item:** A motion was made by Sue Premo to approve Stephanie Birmingham as a Council member. Motion was seconded by Tom Benziger. Motion carried.
- 3. Motion Item:** A motion was made by Tom Benziger to approve Michael Donahue as a Council member. Motion was seconded by Stephanie Birmingham. Motion carried.
- 4. Motion Item:** A motion was made by Sue Premo to approve the Council's August quarterly meeting minutes and the Council's September Executive Committee meeting minutes as presented. Motion was seconded by Jason Endres. Motion carried.
- 5. Motion Item:** A motion was made by Jerry McCloskey to work with GoDaddy vendor to create a Council website and create a workgroup comprised one member from WCILC, ILCW, and ILC to explore whether to include WILN as part of the Council's website. After Council discussion, Jason Endres offered an amendment that the Council create the website and post the items needed for the Council to be in compliance including contact information, about the Council, SPIL, and meeting agendas and minutes. In addition, website development costs would be capped at \$4,000. Tom Benziger seconded the Motion. Motion carried.

- 6. Motion Item:** A motion was made by Jerry McCloskey to enter a closed session at 4:02 P.M. to discuss Human Resources. Motion carried unanimously.

C. Meeting Minutes

I. Welcome and Introductions by: Jerry McCloskey, Chairperson

Council Members Present: Tom Benziger; Stephanie Birmingham; Michael Donahue; Stacy Ellingen; Jason Endres; Scott Luber (via teleconference); Jerry McCloskey; and Sue Premo.

Absent/Excused(*): Chris Hendrickson* and Tim Sheehan*.

Liaisons Present: Taqwanya Smith, Department of Transportation (via teleconference).

ILCW Staff: Michelle Harper, Program Coordinator.

DHS Support Staff: Lisa Sobczyk, 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) and Jason Beloungy, Director of Access to Independence and Vice-Chair of WCILC.

II. Call to Order and Roll Call

- **The meeting was called to order at 9:24 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 7400361. It was also available via [Skype](#).

III. Review and Approval of November Quarterly Meeting Agenda

- Sue Premo requested the November quarterly meeting agenda be amended to move the Policy and Procedures Committee discussion to the end of the day during the closed session as not to disclose Council member's personal information.
 - A motion was made by Sue Premo to move the 2:40 P.M. Policy and Procedures Committee Update to the 3:35 P.M. Closed Session: Human Resources Discussion on the November 12, 2019 quarterly meeting agenda. The motion was seconded by Stacy Ellingen. Motion carried. See Motion Item 1.

IV. Introduction of Program Coordinator

- Michelle Harper introduced herself to the Council as the new Program Coordinator. Michelle provided a brief summary of her professional and educational experience as well as her personal experience with disability services and programs.

V. Introductions of New Council Members and Interviews

- Stephanie Birmingham was interviewed as a potential new Council member. After Stephanie answered the Council's questions, the Council discussed her responses.
 - A motion was made by Sue Premo to approve Stephanie Birmingham as a Council member. Motion was seconded by Tom Benziger. Motion carried. See Motion Item 2.
- Michael Donahue was interviewed as a potential new Council member. After Stephanie answered the Council's questions, the Council discussed his responses.
 - A motion was made by Tom Benziger to approve Michael Donahue as a Council member. Motion was seconded by Stephanie Birmingham. Motion carried.

VI. Review and Approval of August Quarterly Meeting Minutes and the Executive Committee Meeting Minutes

- A motion was made by Sue Premo to approve the Council's August quarterly meeting minutes and the Council's September Executive Committee meeting minutes as presented. Motion was seconded by Jason Endres. Motion carried. See Motion Item 4.
- Members then reviewed action items from the August quarterly meeting.
 - Jerry McCloskey requested that Lisa Sobczyk resend the CCS contract information related to Action Item 2 in the August quarterly meeting minutes.
 - All other Action Items from the August quarterly meeting were completed.

VII. National Conferences for Council Member Training and Development

- Jerry McCloskey discussed two upcoming national trainings [State Independent Living Council (SILC) Congress in February 2020 and National Council for Independent Living (NCIL) Conference in July 2020].
- Jerry McCloskey asked if any Council members were interested in attending either conference.
- Several Council members were interested in both conferences.
- It was requested that information on both conferences be resent to Council members. See Action Item 1.
- It was requested if Council members are interested in attending either national conference that they let Jerry McCloskey know prior to the Council's December Executive Committee meeting. See Action Item 2.



- Discussion on Council Members Attending National Conferences needs to be added to the Council's December Executive Committee meeting agenda. See Action Item 3.
- A Doodle Poll will be sent to Executive Committee Council members to select a date for the Council's December Executive Committee Meeting. See Action Item 4.
- Sue Premo recommended that the Council should allow at least 2 Council members to attend NCIL, but that the Council may want to consider sending 3 Council members to SILC congress since it is a State Plan for Independent Living (SPIL) development year and there is a new SPIL instrument.
- Jason Endres expressed interest in attending SILC Congress since he is currently serving on the SPIL Committee. Jason Endres also asked if Council members need personal care attendants to attending either training would the Council cover this expense? The answer was yes.
- Sue Premo thanked the Council for paying for her to attend the Association of Programs for Rural Independent Living conference in October. Sue Premo stated she attended a risk management session for Independent Living Centers (ILCs) that was very informative and several different operating models for ILCs were presented. Sue Premo also share that the Administration for Community Living (ACL) Independent Living Director and Program Officer attended the conference and that she met them.
 - The Council then discussed that if the Council pays for a member to attend a conference that an update should be provided by that Council member at the next quarterly meeting so that the training information and materials can be shared with all Council members.
 - Tom Benziger stated that the Council could request Council members who attend conferences or trainings paid for by the Council to provide a written summary or report.
 - Sue Premo also stated that a development or training plan should be developed for each Council member. See Action Item 5.
 - It was stated that it would be helpful for Council members to get training on Independent Living core services that all ILCs provide.

VIII. 2020 Council Quarterly Meetings (Council was ahead of schedule so discussed 2:50 P.M. agenda item until time for Public Comment was reached)

- The Council's quarterly meeting dates for 2020 are as follows: February 17-18, 2020 in Madison; May 4-5, 2020 in Green Bay; and August 17-18, 2020 in Lacrosse.



- The Council still needs to secure a date for the Council's quarterly meeting the week of November 16th 2020 at the Center for Independent Living Western Wisconsin. See Action Item 6.

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

- No public comment received.

X. Update on SPIL Goals and Program Performance Report

- Discussed last year's Program Performance Report (PPR) last year's report and Jerry McCloskey explained to new member's that this is what the Council is preparing to submit to the federal government again in December and report on progress on goals as outlined in the SPIL.
- 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.6 and E.2 because of time limitations of agenda.
 - Goal A.1. has been completed. Specific to goal A.1. Maureen Ryan stated that non-emergency medical transportation was available in all counties in Wisconsin in 2019 so that this goal has been met and exceeded.
 - Maureen Ryan stated goals A.2 and A.3 have also been completed.
 - Maureen Ryan stated in the Part B report that goal B.1 and B.2 have not been met due to decreased referrals from the Division of Vocational Rehabilitation.
 - Jerry McCloskey stated that the Council needs more explanation of the ILCs or Network's efforts as to how they plan to increase referrals or meet goals as ACL is requesting this type of detail for goals not met in the PPR.
 - Goals C.1 and C.2 have not been met. However, there was discussion by the Council as to whether the IL Network should have goals for programs they have not control, oversight, and participation in. For example, goal C.2 measures consumer satisfaction for the IRIS and Family Care which are programs administered by DHS.
 - Maureen Ryan stated that goals C.3 and C.4 have been completed.

- The time limit for this agenda item was reached and Maureen Ryan needed to be excused from the meeting.
 - Maureen Ryan will send the Council further explanation on State Plan for Independent Living (SPIL) goals in the SPIL tracker that were not met by the Independent Living Centers or the Network for the Program Performance Report by Friday, November 22, 2019. See Action Item 7.

XI. Finance Report

- Jerry McCloskey shared with the Council that despite the reallocation of \$50,000 in Part B funds to the ILCs from the 2019 Part B federal funding the Council has a remaining carryover balance at the end of federal fiscal year (FFY) 2019 of \$15,712.
- The Council now needs to decide how it wants to allocate the \$15,712 it has in carryover Part B funds in its budget. The Executive Committee voted in September to have these funds cover the November quarterly meeting and training.
 - Due to time constraints, the Council will discuss what items to allocate this funding to in its FFY 2020 budget during the December Executive Committee meeting. See Action Item 8.
- The Council's FFY 2020 budget was approved by the Council's Executive Committee at the September meeting. Jerry McCloskey stated that this budget needs to be amended to account for the Part B carryover funds. See Action Item 8.
- Jerry McCloskey stated that the Council will have its financial audit on December 16, 2019 and will provide a report to the full Council once the audit is completed. See Action Item 9.

XII. Liaison Updates

- Division of Vocation Rehabilitation provided a monthly update in writing to the Council.
- Department of Health Service provided monthly updates in writing to the Council.
- Department of Transportation (DOT) Update
 - Taqwanya Smith provided an update on training being provided by the federal highway administration on curb cuts and other accessibility items.
 - Council members asked if this training or information will be shared with others outside of DOT as this would be useful information for city planning, businesses, and others to know.

XIII. SPIL Amendment for 2017-2020 Update

- The SPIL Committee reviewed all requested changes to the SPIL by ACL during the October SPIL Committee Call.



- An overview of the motion and action items from the October SPIL committee call was given to Council members.
- The Council reviewed the public hearing notice for the SPIL amendment public hearings scheduled in December 2019.
 - After further discussion it was decided that the Council needs to prepare additional documents for the upcoming public hearings. Sue Premo offered to draft these documents with ILCW staff and DSE staff and present them as drafts during the SPIL Committee meeting on November 20, 2019. See Action Item 10.
- The Council also discussed that they want a member from the Council at each public hearing to facilitate the public hearing and required documentation.
 - Michael Donahue will attend the Milwaukee public hearing. See Action Item 11.
 - Stephanie Birmingham will attend the Green Bay on the SPIL amendment on behalf of the Council. See Action Item 11.

XIV. Council Website Update

- Michelle Harper, ILCW Program Coordinator presented website bids to the full Council.
- Discussion was had by the Council as to whether they should have a standalone website or a joint website with the Wisconsin Coalition of Independent Living Centers.
 - Michelle Harper stated that Wisconsin's SILC is the only one in the country that does not have an independent website.
 - Maureen Ryan stated Wisconsin designed their website this way on purpose as a national model to connect individuals through one website to the SILC and ILCs.
 - Lisa Sobczyk asked if the website is over three years out-of-date is it still serving this purpose.
- The Council agreed they need to at least get an updated website live with current information as soon as possible and could decide what additional information or partners to include at a later date.
- Sue Premo recommended a workgroup to work on the website together.
 - Jerry McCloskey will convene the website workgroup. Members include Jason Endres, Maureen Ryan, and Sue Premo and ILCW staff member Michelle Harper. See Action Item 12.

- A motion was made by Jerry McCloskey to work with GoDaddy vendor to create a Council website and create a workgroup comprised one member from WCILC, ILCW, and ILC to explore whether to include WILN as part of the Council's website. After Council discussion, Jason Endres offered an amendment that the Council create the website and post the items needed for the Council to be in compliance including contact information, about the Council, SPIL, and meeting agendas and minutes. In addition, website development costs would be capped at \$4,000. Tom Benziger seconded the Motion. Motion carried. See Motion Item 5.
- Michelle Harper will follow-up with Go Daddy to develop the Council's website as directed in Motion Item 5 and get a quote on how much it would cost to add additional web pages at a later date. See Action Item 13.

XV. Wisconsin Coalition of Independent Living Centers Update

- IL Days
 - IL Days Training will take place February 19, 2019 at the Concourse Hotel located at 1 W Dayton St, Madison, WI 53703.
 - IL staff, board members, and SILC members are encouraged to attend.
 - Maureen Ryan will send information on IL days including meeting agenda and registration information to the Council. See Action Item 14.
- Wisconsin Independent Living Network (WILN) Advocacy
 - Maureen Ryan asked if the Council wants to continue to participate in WILN. Maureen also asked how we increase Council participation.
 - WCILC will look for feedback from the Council and ILCs.
 - Council members discussed that they do not know what WILN is or how to participate and need more information to make a decision.
- ILC Funding Increase
 - Maureen Ryan stated that a bill has been introduced in the Wisconsin General Assembly to increase base funding for ILCs and that 41 state legislators have signed onto support the bill.
 - Council members asked how did the ILCs come up with the \$580,000 figure as what base funding per ILC should be.
 - Maureen Ryan responded the base funding per ILC figure came a national study completed by NCIL in APRIL.

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XVI. Closed Session: Human Resources Discussion

- A motion was made by Jerry McCloskey to enter a closed session at 4:02 P.M. to discuss Human Resources. Motion carried unanimously. See Motion Item 6.
- Council moved to closed session at 4:02 P.M.

XVII. Adjourn

The meeting adjourned at 5:00 P.M.