



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

**Wednesday, April 15, 2020
11:00 A.M. to 1:00 PM**

APPROVED April 20, 2020.

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Michael Donahue spoke about the estimated bank account balance, and stated he would send an email to ILCW's accountant to get a profit-loss statement for the year of actual expenditures to share with the Executive Committee.
- 2. Action Item:** The Council's budget will be on the agendas of ILCW's next Executive Council meeting and at the May quarterly meeting. This will ensure the full council can participate in the discussion related to the Council's current and future budget.
- 3. Action Item:** Jerry McCloskey will check with Flora Csantos to see if there are any updates on potential new Council members.
- 4. Action Item:** Sue Premo stated she will draft an agenda for the May ILCW quarterly meeting. The May quarterly meeting agenda will be sent to Jerry McCloskey for review and approval.
- 5. Action Item:** Lisa Sobczyk will add Tom Benziger to the Wisconsin Rehabilitation Council (WRC) representative on the Council member roster.

B. Executive Committee Motion Items

- 1. Motion Item:** A motion was made by Jerry McCloskey to amend the April Executive Committee meeting agenda to add Maureen Ryan at 11:45 A.M. to speak about resource planning and equitable funding for Independent Living Centers (ILCs) related to CARES Act. The motion was seconded by Stephanie Birmingham. Motion carried.
- 2. Motion Item:** A motion was made by Sue Premo to approve the March Executive Committee meeting agenda. The motion was seconded by Michael Donahue. Motion carried.
- 3. Motion Item:** A motion was made by Stephanie Birmingham to adjourn the public meeting and for the Council to enter closed session. The motion was seconded by Thomas Benziger. Motion carried.



C. Executive Committee Meeting Minutes

I. Welcome and Introductions, Jerry McCloskey, Chairperson

Executive Committee Members Present: Jerry McCloskey; Tom Benziger; Jason Endres; Stacy Ellingen; Sue Premo; Stephanie Birmingham; and Michael Donahue.

Executive Committee Member(s) Excused (*): Chris Hendrickson.

Guest: Maureen Ryan, Wisconsin Coalition for Independent Living Centers.

DHS Support Staff Present: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR) and Ashley Walker, (DHS), (BADR).

Meeting Called to Order

The meeting was called to order at 11:12 A.M. by Jerry McCloskey, Chairperson.

The meeting was available via teleconference by calling Phone: (646) 558-8656 or (312) 626 6799 Meeting ID: 857 563 315. The meeting was also available via [Zoom](#).

II. Review and Approval of Executive Committee April Meeting Agenda

- Jerry McCloskey requested to amend the April Executive Committee meeting agenda to include:
 - Adding Maureen Ryan at 11:45 A.M. to speak about resource planning and equitable funding for Independent Living Centers (ILCs) related to CARES Act.
 - The motion was seconded by Stephanie Birmingham. Motion carried. See Motion Item 1.

III. Review and Approve March Executive Committee Meeting Minutes

- A motion was made by Sue Premo to approve the March Executive Committee meeting agenda. The motion was seconded by Michael Donahue. Motion carried. See Motion Item 2.

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

- No public comment was received.

V. Discussion on Resources Planning and Equitable Funding Related to CARES Act

- Maureen Ryan shared with committee that ILCs will be receiving Part C federal funds through the CARES Act. This funds go directly to the ILCs. Maureen Ryan added that



currently, ILCs are not sure on how much they will be receiving and the timeframe for deposits. Money will need to be spent by February 2021.

- Maureen Ryan explained that currently not all ILCs have the same amount of federal funding due to formulary. Based on this formulary, Access to Independence, Independence*First*, and Center for Independent Living of Western Wisconsin, will receive a larger amount of federal funds. Therefore, in order to ensure equitable funding for ILCs adjustments to state funds may need to be made based on CARES Act allocations.
- Maureen Ryan inquired with the Executive Committee about whether ILCW with have any carryover funds or unspent funds that are currently known, and can be passed along to the ILCs. Maureen Ryan stated that ILCs were starting to plan the best they could in order to have more of an equitable funding balance amongst the ILCs.
- Michael Donahue spoke about the estimated bank account balance, and stated he would send an email to ILCW's accountant to get a profit-loss statement for the year of actual expenditures to share with the Executive Committee. See Action Item 1.
 - The Executive Committee discussed additional expenses the Council may have before the end of the year.
 - Jerry McCloskey stated ILCW's still owes Wisconsin Coalition of Independent Living Centers (WCILC) for Independent Living days training.
 - Jerry McCloskey also stated ILCW has legal expenses related to a human resource issue.
 - Sue Premo added Council member training may be another expense and could be costly depending on topic, travel, accommodations, and trainer.
- The Council's budget will be on the agendas of ILCW's next Executive Council meeting and at the May quarterly meeting. This will ensure the full council can participate in the discussion related to the Council's current and future. See Action Item 2.

VI. Discuss response from the Administration for Community Living on the Program Performance Report (PPR) Corrective Action Plan

- Jerry McCloskey stated that he sent an email to Regina Blye, ACL program officer, on April 10th and has not heard back yet about Program Performance Report Corrective Action Plan (PPR).



VII. Review Draft of Memorandum of Agreement (MOA) with Designated State Entity (DSE)

- Jerry McCloskey stated that he completed a draft MOA and emailed it to the DSE for review. The Memorandum of Agreement will be reviewed during April 20th Executive Committee Meeting.

VIII. Membership Composition

- Sue Premo stated that a new council member was appointed by Governor's office.
- Sue Premo stated that ILCs are extremely busy, and do not have representatives able to join ILCW.
- Sue Premo also encouraged ILCW to review its by-laws as soon as possible, and consider reducing the number of members required to serve on the Council if qualified members cannot be found to serve.
- Jerry McCloskey stated that Flora Csantos was in contact with him about the new Council member. Jerry McCloskey will check in with Flora Csantos to see if there are any updates on potential council members. See Action Item 3.

IX. Future By-Laws Committee

- Chris Hendrickson is currently working with Lisa Sobczyk to set up a by-laws committee meeting end of April.

X. Discussion on ILCW's Federal Fiscal Year 2021 Budget

- Lisa Sobczyk shared with the Executive Committee that Federal Fiscal Year grant continuation packets will be sent out in May. Lisa Sobczyk added that ILCW continues to have \$30,000-50,000 in Part B carryover funds every year, and brought up the possibility of being proactive and reallocating funds to ILCs or WCILC if the Council does not need these funds at this time. Factors that have contributed to carryover funds:
 - Historically the Wisconsin State Coalition has been strong, and provides a lot of Network support including training, technical assistance, and advocacy; which has led to the state not needing the State Independent Living Council to serve this role, as it may in other states.
 - ILCW has had a lot of staff and Council member transition the past 4 years which has not allowed the Council to be proactive at spending down its entire grant allocation or to redistribute funds to the ILCs this has resulted in state general purpose revenue Part B match funds being lost.



- Michael Donahue stated that last year there was \$24,000 in Part B carryover funds even with having a fully appointed Council, staff most of the year, and Council members attending trainings.
- Jerry McCloskey stated that a current financial update would be beneficial to look at before moving forward with any reallocation. See Action Item 1.

XI. Update on State Plan for Independent Living (SPIL) 2021-2023 Development

- Stephanie Birmingham stated the SPIL Committee will have a full draft of the SPIL to review by April 28th.
 - The deadline to submit the SPIL to ACL is June 30, 2020.
 - Public hearing needs to be held by mid-May (a draft of SPIL will need to be posted 30 days prior to public hearing).

XII. Discuss ILCW May Quarterly Meeting Agenda

- Sue Premo will draft an agenda for the May quarterly meeting. The May quarterly meeting agenda will be sent to Jerry McCloskey for review and approval. See Action Item 4.
- ILCW May quarterly meeting will be held via teleconference on May 4th and May 5th from 9:00 A.M. – 1:00 P.M. both days.
- Tom Benziger stated that he is now the Wisconsin Rehabilitation Council (WRC) Representative from ILCW. This update will be made to the Council's member roster. See Action Item 5.

XIII. Adjourn Open Meeting

- A motion was made by Stephanie Birmingham to adjourn the public meeting and for the Council to enter closed session. The motion was seconded by Thomas Benziger. Motion carried. See Motion Item 3.

The open meeting adjourned at 12:34 P.M.

The Council entered closed session at 12:38 P.M.

The meeting adjourned at 1:00 P.M.