



**Independent Living Council of Wisconsin (ILCW)  
Executive Committee Teleconference Meeting**

**Friday, July 17, 2020  
10:00 A.M. to 12:00 P.M.**

**APPROVED AUGUST 6, 2020.**

**Executive Committee Action Items and Motion Items**

**A. Executive Committee Action Items**

- 1. Action Item:** Stephanie Birmingham will request information from Jeremy Morris, Executive Director of the Ohio SILC, regarding examples of their council member orientation material.
- 2. Action Item:** DHS support staff will send current orientation materials to the Executive Committee.
- 3. Action Item:** DHS support staff will send out a Doodle Poll to schedule a Membership Committee meeting the week of July 27<sup>th</sup>.
- 4. Action Item:** DHS support staff send out a Doodle Poll to schedule an Executive Committee meeting the week of August 3<sup>rd</sup>.
- 5. Action Item:** Sue Premo, Michael Donahue, and Jacob Nowak (staff from Independence First) will schedule a meeting with GoDaddy to talk about capability, website revisions, and possible membership document storage.
- 6. Action Item:** Sue Premo will circulate an electronic thank you card with signatures and messages from the Council members for Jerry McCloskey.
- 7. Action Item:** Jason Endres send out a thank you card via USPS to Stacy Ellingen and Christopher Hendrickson for their service on the Council.

**B. Executive Committee Motion Items**

- 1. Motion Item:** Sue Premo made a motion to approve the July Executive Committee meeting agenda as amended. Stephanie Birmingham seconded the motion. Motion carried.
- 2. Motion Item:** Stephanie Birmingham made a motion to approve the April 20, 2020 Executive Committee meeting minutes as amended. Michael Donahue seconded the motion. Motion carried.
- 3. Motion Item:** Sue Premo made a motion to adjourn the meeting. Stephanie Birmingham seconded the motion. Motion carried.



## **C. Executive Committee Meeting Minutes**

### **I. Welcome and Introductions, Jason Endres, Chairperson**

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

**Executive Committee Member(s) Excused (\*):** Not applicable.

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

**American Sign Language Interpreters:** Amy Free and Peggy Weaver with PIE.

### **II. Meeting Called to Order**

**The meeting was called to order at 10:02 A.M. by Jason Endres, Chairperson.**

The meeting was available via teleconference by calling Phone: (646) 558-8656 or (312) 626 6799 Meeting ID: 957 2670 4887. The meeting was also available via [Zoom](#).

### **III. Review and Approval of Executive Committee July Meeting Agenda**

- Sue Premo made a motion to approve the July Executive Committee meeting agenda. Stephanie Birmingham seconded the motion.
  - The Executive Committee discussed amended the agenda to include discussing the Membership Roster and Member Resignation as agenda item 8.
  - Sue Premo made a motion to approve the July Executive Committee agenda as amended. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve April Executive Committee Meeting Minutes**

- Stephanie Birmingham made a motion to approve the April 20, 2020 Executive Committee meeting minutes. Michael Donahue seconded the motion.
  - The Executive Committee discussed a correction to the call the meeting to order time needing to be revised to be 1:05 P.M. instead of 1:05 A.M.
  - Stephanie Birmingham amended her motion to approve the April 20, 2020 Executive Committee meeting minutes as amended. Michael Donahue seconded the motion. See Motion Item 2.



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

- No public comment was received.

**VI. Develop Scopes of Work for State Independent Living Council and Wisconsin Coalition of Independent Living Centers Related to State Plan for Independent Living (SPIL) Goals and Objectives**

- Stephanie Birmingham stated that the Scopes of Work were to be discussed during SPIL Committee meeting; however, the SPIL committee did not meet last week due to not having quorum.
  - The Executive Committee agreed to postpone conversation until the SPIL Committee is able to meet and discuss this item.

**VII. Updated on Memorandum of Agreement (MOU) with Designated State Entity (DSE)**

- The MOU between the DSE and the State Independent Living Council has been completed and is currently being routed by DHS contract department for signatures via DocuSign.

**VIII. Discussion on Membership and Secretary Resignation**

- The Executive Committee discussed orientation and onboarding for new members as well as the vacant secretary position following a Council member's resignation.
  - Sue Premo suggested leaving the Secretary position vacant and weeing who is interested in a leadership position in the future.
- Stephanie Birmingham will request information from Jeremy Morris, Executive Direction of the Ohio SILC, regarding examples of their council member orientation material. See Action Item 1.
- DHS support staff will send current orientation materials to the Executive Committee. See Action Item 2.
- DHS support staff will send out a Doodle Poll to schedule a Membership Committee meeting the week of July 27<sup>th</sup>. See Action Item 3.
- DHS support staff will send out a Doodle Poll to schedule an Executive Committee meeting the week of August 3<sup>rd</sup>. See Action Item 4.

Address: 3810 Milwaukee St.  
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Website: [ilcwis.org](http://ilcwis.org)



## **IX. Discuss ILCW Website Revisions**

- Sue Premo and Michael Donahue are working on scheduling a meeting with GoDaddy to discuss website revisions.
- Jason Endres discussed ILCW and WCILC having a joint website and needing clarity on what the website would include.
- Sue Premo, Michael Donahue, and Jacob Nowak (staff from Independence First) will schedule a meeting with GoDaddy to talk about capability, website revisions, and possible membership document storage. See Action Item 5.

## **X. Discuss Online Storage System for Shared Council Documents**

- The Executive Committee discussed online storage systems for ILCW documents.
  - Sue Premo brought up website membership only document storage for ILCW and ILCs as being the most accessible.
  - Jason Endres discussed the possible idea of ILCW having their own server for storage and backup.
  - The Executive Committee agreed to wait for Sue Premo and Michael Donahue to have a discussion with GoDaddy before moving forward with any recommendations.

## **XI. Leadership Appreciation Gift for Jerry McCloskey**

- The Executive Committee discussed a leadership appreciation gift for Jerry McCloskey to honor his many years of leadership as the Council's chair.
  - The Executive Committee agreed to spend up to \$100 on a gift for Jerry McCloskey
- The Executive Committee agreed to send a thank you card to Stacy Ellingen and Christopher Hendrickson for their service on the Council.
  - Sue Premo will circulate an electronic thank you card with signatures and messages from the council members for Jerry McCloskey. See Action Item 6.
  - Jason Endres send out a thank you card via USPS to Stacy Ellingen and Christopher Hendrickson for their service on the Council. See Action Item 7.

## **XII. Review Future Dates for ILCW Quarterly Meetings**

- The Executive Committee confirmed that the next ILCW Quarterly meeting will be held August 17-18, 2020, from 9:00 A.M.-12:00 P.M. both days.

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## **XII. Adjourn**

- Sue Premo made a motion to adjourn the meeting. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 3.

**The meeting adjourned at 11:34 A.M.**