



---

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

Monday February 17, 2020  
9:00 A.M. to 5:00 P.M.

### Best Western Park Hotel

22 S. Carroll Street  
Madison, Wisconsin 53703

APPROVED 05-04-2020

### Action and Motion Items

#### A. Action Items

1. **Action Item:** Lisa Sobczyk (Designated State Entity or DSE) will amend the ILCW Executive Committee Meeting minutes for 12/2019 and 1/2020 to reflect carryover fund change.
2. **Action Item:** ILCW staff person will present edited ILCW Executive Committee Meeting Minutes for 12/2019 and 1/2020 to the Executive Committee for approval at next Executive Committee meeting.
3. **Action Item:** ILCW staff person will email a copy of the 2021-2023 State Plan for Independent Living (SPIL) to Sarah Lincoln at DVR for input.
4. **Action Item:** ILCW staff person will develop a document share site for centralized council document storage and present at the May quarterly meeting.

#### B. Motion Items

1. **Motion Item:** A motion was made by Jason Endres to approve the February 17 2020 ILCW Quarterly Meeting agenda. Motion was seconded by Stacy Ellingen. Motion carried.
2. **Motion Item:** A motion was made by Jason Endres to approve the ILCW November quarterly meeting minutes. Motion was seconded by Sue Premo. Motion carried.
3. **Motion Item:** A motion was made by Jason Endres to vote electronically to approve the 2018-19 990 form. Motion was seconded by Stephanie Birmingham. Motion carried.
4. **Motion Item:** A motion was made by Stacy Ellingen to table the ILCW website discussion until the next ILCW quarterly meeting, so council business could focus on SPIL development. The motion was seconded by Jason Endres. During discussion, Jason Endres made the motion to create a website work group to discuss website ownership. Jerry McCloskey denied the vote in lieu of meeting time constraint and need to discuss SPIL Development. Stephanie Birmingham made a motion to have Jason Endres chair a website work group. The motion was seconded by Sue Premo. Motion carried.

Address: 3810 Milwaukee St.  
Madison, WI 53714  
Phone: 608-256-9257



5. **Motion Item:** ILCW council members unanimously agreed to enter a closed session at 4:15 PM to discuss Human Resources..

### **C. Meeting Minutes**

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

**Council Members Present:** Tom Benziger; Stephanie Birmingham; Michael Donahue; Stacy Ellingen; Jason Endres; Jerry McCloskey; Peter Lohr; Brianna Kuelz; Chris Hendrickson; Sue Premo.

**Absent/Excused(\*):** Scott Luber (called in for less than 30 minutes)

**Liaisons Present:** Taqwanya Smith, Department of Transportation; Sarah Lincoln, Department of Vocational Rehabilitation; Amber Mullett, Department of Health Services

**ILCW Staff:** Michelle Harper, Program Coordinator

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

**Guests:** Maureen Ryan, Executive Director of Wisconsin Coalition of Independent Living Centers (WCILC)

#### **II. Call to Order and Roll Call**

- **The meeting was called to order at 9:02 A.M. by Jerry McCloskey, Chairperson**
- The meeting was available via in-person attendance and via teleconference by ZOOM at <https://zoom.us/j/7078056211>, or by calling 1-888 788 0099 US Toll-free and entering meeting ID 707 805 6211

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

- A motion was made by Jason Endres to approve the February 17 2020 ILCW Quarterly Meeting agenda. Motion was seconded by Stacy Ellingen. Motion carried. See Motion 1.

#### **IV. Introduction of New Council Members**

- New Council members Peter Lohr and Brianna Kuelz introduced themselves and were welcomed by the Council.



## **V. Review and Approval of November Quarterly Meeting Minutes and the Executive Committee Meeting Minutes**

- A motion was made by Jason Endres to approve the Council's November quarterly meeting minutes. Motion was seconded by Sue Premo. Motion carried. See Motion Item 2.
- Lisa Sobczyk (DSE) suggested the council not approve the Executive Committee meeting minutes from 12/9/2019 and 1/8/2020 because the carryover fund expenditure discussion and action needed amending. She offered to edit the council's meeting minutes and return them with the correct verbiage via email. See action item 1.
- ILCW staff will present the amended minutes to the Executive Committee for approval at next ILCW Executive Committee meeting. See action item 2.

## **VI. National Council for Independent Living (NCIL) Conference**

- Michelle Harper asked for interest from Council members on attending the July 2020 NCIL conference in Washington D.C., stating it would be wise to book hotel rooms as soon as possible because accessible rooms sell out quickly. Stacy Ellingen expressed interest in attending.
- Sue Premo suggested the council decide which members will attend conferences for the year all at once. Michelle Harper disagreed, saying this would not give council members who may join the board before a conference occurs an opportunity to attend. The issue was unresolved.

## **VII. Ex Officio Reports**

- **Department of Health and Human Services (DHS) Representative**
  - Amber Mullet delivered DHS report for November 2019 – February 2020
  - Amber will email monthly DHS reports to council staff person to be forwarded to council members
  - Karen Odegard is the new DHS Representative to Wisconsin Councils. She would like to improve collaborations between statewide councils and is interested in attending future ILCW quarterly meetings.
  - Sue Premo asked if Amber could email a list of statewide conferences to the council and Amber said yes.
- **Department of Vocational Rehabilitation (DVR) Representative**
  - Sarah Lincoln delivered the DVR report
  - Paige Parr will be the new statewide coordinator for Project Search
  - Sarah requested a copy of the new SPIL be sent to her office. See Action Item 3.



### **VIII. Council Training with Kathy Cooper**

- Michelle Harper led a review of the beginning of the SILC Handbook with supporting comments from the Executive Director of the Kansas State Independent Living Council

**Lunch Break from 12:09 P.M. to 1:02 P.M.**

### **IX. Ex Officio Reports Continued**

- **Department of Transportation (DOT) Report**
  - Taquanya Smith delivered the DOT report
  - All state DOT agencies are updating ADA plans, and high traffic areas are priority
  - Taquanya would like consumer feedback regarding accessibility in the community

### **X. ILCW Program Coordinator Report**

- Michelle Harper delivered the ILCW Program Coordinator Report, outlining her accomplishments from last quarter and goals for the upcoming quarter.

### **XI. ILCW Treasurer Report**

- ILCW Treasurer Michael Donahue delivered the ILCW financial report from the last quarter
- ILCW had a “clean” audit
- Michael stated that with per diem meal reimbursement, if the cost of the meal is under or at the allowable per diem, no receipt is necessary to show proof of meal
- Michelle Harper advised that Michael reactivate the Finance Committee
- As part of Michael's financial report, he called for the approval of ILCW's 990 form for FY 2018-19. To allow for 24 hours-notice, the council unanimously supported electronic voting on the approval of the 990 form. A motion was made by Jason Endres to vote electronically to approve the 2018-19 990 form. Motion was seconded by Stephanie Birmingham. Motion carried. See Motion 3.

### **XII. Wisconsin Coalition of Independent Living Centers (WCILC) Report**

- Sue Premo, Centers for Independent Living (CIL) Representative to the council gave the report

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-256-9257



- Sue asked what questions ILCW council members have for the centers. Peter Lohr wanted to learn about the fee-for-service programs that the centers deliver and how their annual budget is spent. Stacy Ellingen wanted to know what programs the centers were offering that were new and/or piloting
- Tim Sheehan, Executive Director of the Center for Independent Living in Western Wisconsin (CILWW) is retiring and stepping down as WCILC Chairperson
- Sue suggested we have a Wisconsin Independent Living Network (WILN) presentation at the next ILCW quarterly meeting
- Sue brought up the ILCW website for discussion, suggesting the ILCW website be changed to a WILN website. A motion was made by Stacy Ellingen to table the ILCW website discussion until the next ILCW quarterly meeting, so council business could focus on SPIL development. The motion was seconded by Jason Endres. During discussion, Jason Endres made the motion to create a website work group to discuss website ownership. Jerry McCloskey denied the vote in lieu of the current meeting time constraint and the need to discuss SPIL Development. Stephanie Birmingham made a motion to have Jason Endres chair a website work group. The motion was seconded by Sue Premo. Motion carried. See Motion 4.
- Sue mentioned the need for a centralized document storage cloud for ILCW, and the recently created SharePoint site was not very accessible.
- ILCW staff person will develop a document share site for centralized council document storage and present at the May quarterly meeting. See Action Item 4.

### **XIII. Closed Session – Human Resources**

- ILCW council members unanimously agreed to enter a closed session at 4:15 P.M. to discuss Human Resources. See Motion Item 5.
- Council moved to closed session at 4:15 P.M.

### **VIII. Adjourn**

**The meeting adjourned at 4:50 P.M.**