



Independent Living Council of Wisconsin (ILCW) Quarterly Teleconference Meeting

Monday, May 4, 2020
9:00 A.M. to 1:00 PM

APPROVED 06-12-2020

Action Items and Motion Items

A. Action Items

- 1. Action Item:** DHS support staff will updated the Council member roster and add Randi Johnson as an active member.
- 2. Action Item:** Michael Donahue will check the Council's laptop for copies of the Council's Code of Ethics, Conflict of Interest, and Social Media Policy, and to see which members still needs to sign these documents.
- 3. Action Item:** DHS support staff will add Tom Benziger to the Wisconsin Rehabilitation Council (WRC) representative on the Council member roster.
- 4. Action Item:** Michael Donahue will email Council members a copy of the current reimbursement form to submit any expenses acquired while participating in ILCW meetings remotely.
- 5. Action Item:** Stephanie Birmingham will be the lead in collecting the following for the State Plan for Independent Living (SPIL), 2021-2023: public comments; SILC recruitment process; and satellite office terminology. This information will be incorporated into the final draft of the SPIL prior to it being submitted to ACL.
- 6. Action Item:** Michael Donahue will send out a Budget versus Actual Expense report to the Council for review prior to the next quarterly meeting.
- 7. Action Item:** Stephanie Birmingham will draft an email response to the Administration for Community Living's (ACL) program officer's questions about the Federal Fiscal Year (FFY) 2019 Program Performance Report (PPR) regarding member composition and carryover funds. The email response will be sent to ACL by May 8, 2020.
- 8. Action Item:** Stephanie Birmingham will lead the Memorandum of Understanding (MOU) workgroup and have a draft of the MOU with the Designated State Entity (DSE) for workgroup members to review prior to the next quarterly meeting.
- 9. Action Item:** Stephanie Birmingham will send out a Doodle poll to coordinate a meeting date/time for the MOU workgroup.



- 10. Motion Item:** DHS support staff will send out a Doodle poll to Policy Committee members to schedule next Policy Committee meeting in June 2020.
- 11. Motion Item:** DHS support staff will send a Doodle poll to schedule a Council quarterly meeting for June 2020.

B. Motion Items

- 1. Motion Item:** A motion was made by Stephanie Birmingham to approve the May quarterly meeting agenda. The motion was seconded by Michael Donahue. Motion carried.
- 2. Motion Item:** A motion was made by Christopher Hendrickson to approve Randi Johnson's nomination to the State Independent Living Council (SILC). The motion was seconded by Jason Endres. Motion carried.
- 3. Motion Item:** A motion was made by Tom Benziger to amend the February quarterly meeting minutes to include corrections discussed. The motion was seconded by Stephanie Birmingham. Motion carried.
- 4. Motion Item:** A motion was made by Tom Benziger to approve reimbursement Council member reimbursement for printing or other related office expenses members have incurred by participating in meetings remotely due to the pandemic. The motion was seconded by Stephanie Birmingham. Motion carried.
- 5. Motion Item:** A motion was made by Sue Premo to table the remainder of the financial discussion from May 4th to May 5th so that Council members have more time to review the financial report. The motion was seconded by Jason Endres. Motion carried.
- 6. Motion Item:** A motion was made by Chris Hendrickson to approve the current draft of the SPIL, 2021-2023. Motion seconded by Stacy Ellingen. Motion carried.
- 7. Motion Item:** A motion was made by Chris Hendrickson to adjourn the meeting and reconvene the meeting on May 5, 2020. The motion was seconded by Stephanie Birmingham. Motion carried.
- 8. Motion Item:** A motion was made by Michael Donahue to write a letter to DSE in September 2020 with the amount of carryover funds the SILC will have at the end of FFY 2020 and requesting to reduce Part B funding for the SILC for FFY 2021 by the total amount of carryover funding from FFY 2020. These additional Part B carryover funds in FFY 2021 would be allocated as outlined in the SPIL, 2021-2023. The motion was seconded by Stephanie Birmingham. Motion carried.
- 9. Motion Item:** A motion was made by Michael Donahue to consult with Independent First to assist the Council in reformatting its financial reports to better align with the



needs of Council and DSE for reporting and a request for a budget of up to \$300 could be used to pay for costs that may arise with the production of these reports. The motion was seconded by Jason Endres. Motion carried.

10. Motion Item: A motion was made by Michael Donahue to request a budget modification for FFY 2020 to the DSE to align the Council's budget request with actual incurred expenses by the Council for meetings, member accommodations, and SILC operating expenses. The motion was seconded by Jason Endres. Motion carried.

11. Motion Item: A motion was made by Sue Premo to adjourn the meeting on May 5, 2020. The motion was seconded by Jason Endres. Motion carried.

**Monday, May 4, 2020
9:00 A.M. to 1:00 PM**

C. Meeting Minutes

I. Welcome and Introductions, Jerry McCloskey, Chairperson

Council Members Present: Jerry McCloskey; Scott Lubert; Tom Benziger; Jason Endres; Stacy Ellingen; Sue Premo; Stephanie Birmingham; Michael Donahue; Randi Johnson; and Chris Hendrickson.

Council Member(s) Excused (*): Not applicable.

Council Liaisons Present: Taqwanya Smith, Department of Transportation and Sarah Lincoln, Division of Vocational Rehabilitation.

Council Liaison(s) Excused (*): Amber Mullett*, Department of Health Services (DHS).

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

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

Meeting Called to Order

The meeting was called to order at 9:05 A.M. by Jerry McCloskey, Chairperson.

The meeting was available via teleconference by calling Phone: (301) 715-8592 or (312) 626-6799 Meeting ID: 970 4488 6062. The meeting was also available via [Zoom](#).

II. Review and Approval of May Quarterly Meeting Agenda

- A motion was made by Stephanie Birmingham to approve the May quarterly meeting agenda. The motion was seconded by Michael Donahue. Motion carried. See Motion Item 1.

III. New Council Member



- Introduction of Randi Johnson.
- A motion was made by Chris Hendrickson to approve Randi Johnson's nomination to the State Independent Living Council (SILC). The motion was seconded by Jason Endres. Motion carried. See Motion Item 2.
- DHS support staff will updated the Council Member Roster to add Randi Johnson as an active member of the Council. See Action Item 1.

IV. Review and Approve February Quarterly Meeting Minutes

- Council discussed corrections needed to February quarterly meeting minutes.
 - Jerry McCloskey was listed as making motions; however, this is not accurate due to being Chair of the Council. Language will be changed to 'a motion was made.'
 - Clarification needed on language regarding day two, item III.: the council reviewed and approved/signed the Council's code of ethics, conflict of interest, and social media policy. Sue Premo requested to inquire about council members who have and have not signed off on documents.
 - Michael Donahue will check the Council's laptop for copies of the Council's Code of Ethics, Conflict of Interest, and Social Media Policy, and to see which members still needs to sign these documents. See Action Item 2.
- A motion was made by Tom Benziger to amend the February quarterly meeting minutes to include corrections as discussed. The motion was seconded by Stephanie Birmingham. Motion carried. See Motion Item 3.

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. Discussion Review of ILCW Financial Statements

- Michael Donahue led discussion on current Council financials and shared quarter 2 financial report with Council members.
 - Michael Donahue stated the Council had expended all of its Innovation and Expansion (I&E) funds (\$60,000) the Council receives from the Division of Vocational Rehabilitation (DVR) to fund its resource plan.
 - The Council has \$82,000 left to spend in Part B funds.



- The Council still has several costly expenditures it still needs to claim including the Council's annual financial audit and legal fees.
- The Council will not spend as much as is currently allocated in its FFY 2020 budget on travel due to COVID.
- Michael Donahue estimates the Council will have approximately \$60,000 in Part B carryover funds if a Program Coordinator is not hired before the end of FFY 2020.
- Tom Benziger inquired about costs incurred by Council members including paper, ink, and phone expenses since all Council meetings are currently remote during the pandemic.
 - The Council discussed expenses members have incurred due to Council meetings being remote could be reimbursed, minus sales tax. If the Council chooses to reimburse sales tax it would need to be paid for with unrestricted Council funds (due to the Council being tax exempt).
 - The Council also discussed reimbursing Council members using the current Council reimbursement forms.
 - A motion was made by Tom Benziger to approve reimbursement Council member reimbursement for printing or other related office expenses members have incurred by participating in meetings remotely due to the pandemic. The motion was seconded by Stephanie Birmingham. Motion carried. See Motion Item 4.
 - Michael Donahue will email Council members a copy of the current Council member reimbursement form to submit any acquired expenses while participating in Council meetings remotely during the pandemic. See Action Item 3.
 - A motion was made by Sue Premo to table the remainder of the financial discussion from May 4th to May 5th so that Council members have more time to review the financial report. The motion was seconded by Jason Endres. Motion carried. See Motion Item 5.

VII. Review ILCW Annual Budget

- The DSE stated the SILC has had underspending which has resulted in carryover funds ranging from \$35,000-\$50,000 a year, over the past five FFYs. This causes the SILC to forfeit state match funds and these funds are then matched by in-kind staff support provided by the DSE.

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- In addition, having carryover has caused the SILC to have to amend the SPIL or account for these changes in the PPR which has caused the Council to have to do additional work and has caused confusion with the ACL program officers.
 - The Council discussed the ongoing issue of carryover funds due to SILC underspending, even when the Council is fully staffed and Council members and staff are traveling to meetings and trainings.

VIII. Review and Approve SPIL, 2021-2023

- Stephanie Birmingham gave a detailed overview of SPIL draft and informed the Council that SPIL is currently posted on DHS and Council websites for public comment.
- A virtual public hearing on the SPIL draft is scheduled for May 15, 2020 from 11:00 A.M. to 11:30 A.M.
- Additionally written or electronic feedback on the SPIL will be accepted from the public by the SILC through May 30, 2020.
- Signatures will be obtained from Independent Living Center (ILC) directors and the SILC chair prior to the SPIL submission date of June 30, 2020.
- A motion was made by Chris Hendrickson to approve the current draft of the SPIL, 2021-2023. Motion seconded by Stacy Ellingen. Motion carried. See Motion Item 6.
 - Maureen Ryan suggested changes to ‘satellite office’ language since it has different meaning on the federal level. Stephanie Birmingham will add this to the list of possible language changes for the SPIL.
 - Sue Premo discussed the SILC’s recruiting processes and the need for this language to be more streamlined.
- Stephanie Birmingham will be the lead in collecting the following for the State Plan for Independent Living (SPIL), 2021-2023: public comments; SILC recruitment process; and satellite office terminology. This information will be incorporated into the final draft of the SPIL prior to it being submitted to ACL. See Action Item 5.

IX. Officer Elections

- Jerry McCloskey led discussion on officer elections. Terms will begin July 1, 2020. Ballots were collected from all Council members and mailed to Stacy Ellingen, and results are as follows:
 - Jason Endres was voted in as Council Chair and accepted the nomination and position.

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- Stephanie Birmingham voted in as Vice Chair and SPIL Development Committee Chair. Stephanie Birmingham accepted these nominations and positions.
- Michael Donahue was nominated to continue to serve as Treasurer and accepted the position.

X. Council Member Training

- Sue Premo led discussion regarding Council member training.
 - The Council discussed ‘Council Member Training Needs Survey,’ and the need to review and send out the survey again to Council members.
 - There was also discussion around utilizing ILRU’s free online trainings and ACL webinars and trainings currently posted online.
 - The Council discussed having training for Council members, and in the future having a retreat with the Independent Living (IL) Network.
 - Lisa Sobczyk recommended the IL training previously provided by Wisconsin Coalition of Independent Living Centers (WCILC) and SILC staff.
 - The Council has an orientation packet for new members; however it is outdated.
- Stephanie Birmingham also suggested the Journey of Collaboration in-person training in Madison in October 2020.
- Lisa Sobczyk highlighted the need for having a central location for Council documents so the Council does not have to redo surveys, recreate training materials, etc. and so all Council members have access to these documents. Some options that would allow the Council to do this include live binder, Council members only section added to its website, Google drive, or remote/cloud server.
 - Council members agreed this would be a good idea to store documents in one location accessible to all Council members and for ongoing access.

XI. Adjourn (Reconvene on Tuesday, May 5, 2020 at 9:00 A.M.)

- A motion was made by Chris Hendrickson to adjourn the meeting and reconvene on May 5, 2020. The motion was seconded by Stephanie Birmingham. Motion carried. See Motion Item 7.

The meeting adjourned at 12:45 P.M.

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Independent Living Council of Wisconsin Quarterly Teleconference Meeting

Tuesday, May 5, 2020

9:00 A.M. to 1:00 PM

I. Welcome and Introductions, Chris Hendrickson, Vice Chair

Council Members Present: Scott Luber; Tom Benziger; Jason Endres; Stacy Ellingen; Sue Premo; Stephanie Birmingham; Michael Donahue; Randi Johnson; and Chris Hendrickson.

Council Member(s) Excused (*): Jerry McCloskey*.

Council Liaisons Present: Taqwanya Smith, Department of Transportation and Sarah Lincoln, Division of Vocational Rehabilitation.

Council Liaison(s) Excused (*): Amber Mullett*.

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 9:07 A.M. by Chris Hendrickson, Vice Chairperson.

The meeting was available via teleconference by calling Phone: (301) 715-8592 or (312) 626-6799 Meeting ID: 993 4020 7469. The meeting was also available via [Zoom](#).

II. Discuss and Review ILCW Financial Statement (carried over from May 4, 2020)

- Michael Donahue led a discussion on the Council's current quarter 2 budget report and actual expenses.
- Michael Donahue stated that they Council would most likely have carryover funds of approximately \$50,000 to \$60,000 at the end of FFY 2020.
- The Council discussed the possible carryover funds and how the funds could be allocated.
 - A motion was made by Michael Donahue to write a letter to DSE in September 2020 with the amount of carryover funds the SILC will have at the end of FFY 2020 and requesting to reduce Part B funding for the SILC for FFY 2021 by the total amount of carryover funding from FFY 2020. These additional Part B carryover funds in FFY 2021 would be allocated as outlined in the SPIL, 2021-2023. The motion was seconded by Stephanie Birmingham. Motion carried. See Motion Item 8.

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- The Council discussed future financial reporting and how financial reports could be simplified to make them easier to read and understandable for Council members.
 - A motion was made by Michael Donahue to consult with Independent First to assist the Council in reformatting its financial reports to better align with the needs of Council and DSE for reporting and a request for a budget of up to \$300 could be used to pay for costs that may arise with the production of these reports. The motion was seconded by Jason Endres. Motion carried. See Motion Item 9.
 - Michael Donahue will send out a Budget versus Actual Expense report to the Council for review prior to the next quarterly meeting. See Action Item 6.
- The Council discussed the cost of the most recent audit being \$10,000.
- Michael Donahue state that the Council discussed should bid out its financial audit every three years to ensure objectivity. It has been a number of years since audit firm had been changed.
- The Council also discussed confusion of tracking training and accommodation expenses.
 - Maureen Ryan suggested adding an ADA line item for accommodations on the current expense form.
- A motion was made by Michael Donahue to request a budget modification for FFY 2020 to the DSE to align the Council's budget request with actual incurred expenses by the Council for meetings, member accommodations, and SILC operating expenses. The motion was seconded by Jason Endres. Motion carried. See Motion Item 10.

III. Updates on Submitted 2019 Program Performance Report (PPR) and Requested Changes by Administration on Community Living

- Stephanie Birmingham led discussion on PPR.
- Stephanie Birmingham, Chris Hendrickson, and Michael Donahue had a conference call with the ACL program officer about questions ACL about the FFY 2019 PPR the SILC submitted.
 - The PPR was overall accepted except for needing clarification of SILC member composition and carryover funds.
- The Council discussed that any correspondence with the ACL program officer should come from the current Council Chair.
 - Stephanie Birmingham, the SPIL Chair, will draft an email response to the Administration for Community Living's (ACL) program officer's questions about the Federal Fiscal Year (FFY) 2019 Program Performance Report (PPR)



regarding member composition and carryover funds. The email response will be sent to ACL by May 8, 2020. See Action Item 7.

IV. Discussion on Memorandum of Understanding between Designated State Entity (DSE) and SILC

- Lisa Sobczyk stated that MOU template, previous MOU, and SILC/DSE assurances were sent to the Council's Executive Committee for review.
- The Council decided to create a workgroup to complete a draft of an MOU between the SILC and the DSE.
 - The workgroup will consist of Stephanie Birmingham, Jason Endres, Michael Donahue, Jerry McCloskey, and Christ Hendrickson.
 - Stephanie Birmingham will lead the Memorandum of Understanding (MOU) workgroup and have a draft of the MOU with the Designated State Entity (DSE) for workgroup members to review prior to the next quarterly meeting. See Action Item 8.
 - Stephanie Birmingham will send out a Doodle poll to coordinate a meeting date/time for the MOU workgroup. See Action Item 9.

V. Report from Wisconsin Coalition of Independent Living Centers (WCILC) and Independent Living Centers (ILCs)

- Sue Premo and Maureen Ryan led discussion about ILCs and COVID-19.
- WCILC meeting weekly with ILCs since COVID outbreak began in the state.
- All ILCs are open for businesses, but offices are closed to the public and none of the ILCs are providing face-to-face services (except for Supportive HC and MAPC, some Transportation).
- ILCs received \$1.2 M of CARES Act funding. Funds will need to be expended by September 30, 2021 and will need to be reflected in the new SPIL.
- 2021 IL Days are tentatively scheduled for February 17-18, 2021 at the Concourse in Madison.
- The NCIL conference will be held in an online format this year.
- The IL Network is hoping the IL state funding increase will be included in the 2021-2023 DHS budget request for the state biennial budget.
- The Network is in the initial stages of reviewing remote training platforms and websites and hoping to coordinate with the Council on both of these.

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VI. Liaison Updates

- The Department of Transportation's *Americans with Disabilities (ADA) Transition Plan* will be out for public comment later this summer. Please be sure to take a look at the plan and offer feedback.
- DHS reports were included in the Council's quarterly meeting packet. If the Council has questions, please send an email to Amber Mullett.

VII. ILCW Member Recruitment

- The Council discussed current membership and recruitment efforts.
- Jason Endres volunteered to be the chair of the Membership Committee and be the primary contact for the Governor's appointment staff.
 - The Council discussed the possibility of reducing membership by two or three members as it is having a hard time filling these vacancies with qualified candidates to serve on the SILC.
 - This is a concern as not having a fully constituted SILC makes the Council out of compliance with federal regulations.
 - If number of Council member is not reduced, the Council will have five vacancies as of July 1, 2020.
 - The Council discussed that before next PPR is due in December 31, 2020, they must be in compliance and make decisions related to number of SILC members in relation to their by-laws.

VIII. By-Laws Revisions

- The Policy Committee met and began revising the Council's by-laws.
- The Council discussed tabling by-laws discussion until the next quarterly meeting.
- DHS support staff will send out a doodle poll to Policy Committee members to schedule next committee meeting in June 2020 to complete recommended revisions of the by-laws for the SILC to review. See Action Item 10.

IX. Adjourn

- DHS support staff will send a Doodle poll to schedule a Council quarterly meeting for June 2020. See Action Item 11.
- A motion was made by Sue Premo to adjourn the meeting. The motion was seconded by Jason Endres. Motion carried. See Motion Item 11.

The meeting adjourn at 12:56 P.M.