



**Independent Living Council of Wisconsin (ILCW)  
State Plan for Independent Living (SPIL) Committee  
Teleconference Meeting**

**Tuesday, April 28, 2020  
11:00 A.M. to 1:00 P.M.**

APPROVED JUNE 1, 2020.

**SPIL Committee Action Items and Motion Items**

**A. SPIL Committee Action Items**

- 1. Action Item:** Maureen Ryan will assist Stephanie Birmingham with complete the Executive Summary section of the draft State Plan for Independent Living (SPIL), 2021-2023.
- 2. Action Item:** Language referencing Consumer Service Records (CSRs) needs to be updated to Consumer Information Files (CIFs) in the draft SPIL, 2021-2023.
- 3. Action Item:** Stephanie Birmingham, Lisa Sobczyk, and Maureen Ryan will move draft the language for the Evaluation Section of the draft SPIL, 2021-2023.
- 4. Action Item:** Marci Boucher stated Independence First (IF) is now two words and no longer italicized. This will need to be changed throughout the draft SPIL, 2021-2023.
- 5. Action Item:** Lisa Sobczyk will add geographical information to Section 2.2 of the draft SPIL, 2021-2023.
- 6. Action Item:** Sue Premo and Jason Endres will work on streamlining the language for appointments of members in section 5.3 of the draft SPIL, 2021-2023.
- 7. Action Item:** Jerry McCloskey will respond to the Administration for Community Living's (ACL) program officer's questions about the Program Performance Report (PPR) by Friday, May 1, 2020.

**B. SPIL Committee Motion Items**

- 1. Motion Item:** A motion was made by Kathie Knoble-Iverson to approve the April 28, 2020 SPIL Committee meeting agenda as amended with the addition of agenda Item 7. PPR Correspondence from ACL. The motion was seconded by Jason Endres. Motion carried.
- 2. Motion Item:** A motion was made by Maureen Ryan to approve the April 9, 2020 SPIL Committee meeting minutes. The motion was seconded by Marci Boucher. Motion carried.
- 3. Motion Item:** A motion was made by Sue Premo to accept the current draft of the SPIL as amended on April 28, 2020. The motion was seconded by Jason Endres. Motion carried.

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4. **Motion Item:** A motion was made by Sue Premo to adjourn the meeting. The motion was seconded by Jason Endres, Motion carried.



## **C. SPIL Committee Meeting Minutes**

### **I. Welcome and Introductions, Stephanie Birmingham, Chairperson**

**SPIL Committee Members Present:** Jerry McCloskey; Jason Endres; Sue Premo; Stephanie Birmingham; Michael Donahue; Jason Beloungy; Kathie Knoble-Iverson; Marci Boucher; Maureen Ryan; and Lisa Sobczyk.

**SPIL Committee Members Absent (\*Excused):** Not Applicable.

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

#### **Meeting Called to Order**

**The meeting was called to order at 11:03 A.M. by Stephanie Birmingham, Chairperson.**

The meeting was available via teleconference by calling (312) 626-6799 or (646) 558-8656 and entering Meeting ID: 95011777945. The meeting was also available via [Zoom](#).

### **II. Review and Approval of SPIL Development Committee April 28, 2020 Meeting Agenda**

- The SPIL Committee discussed amending the meeting agenda to include Program Performance Report (PPR) correspondence from the Administration for Community Living.
- A motion was made by Kathie Knoble-Iverson to approve the April 28, 2020 SPIL Committee meeting agenda as amended with the addition of agenda Item 7. PPR Correspondence from ACL. The motion was seconded by Jason Endres. Motion carried. See Motion Item 1.

### **III. Review and Approve April 9, 2020 SPIL Development Committee Meeting Minutes**

- A motion was made by Maureen Ryan to approve the April 9, 2020 SPIL Committee meeting minutes. The motion was seconded by Marci Boucher. 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. Review Final Draft of the SPIL, 2021-2023**

- Stephanie Birmingham led the discussion on the draft SPIL, 2021-2023 dated April 24, 2020.
- The SPIL Committee discussed the draft and the sections that still needed to be drafted.

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- Executive Summary: The SPIL Committee discussed adding the mission, goals, definition of the Independent Living Network, and dissemination of funds to the Executive Summary.
  - Maureen Ryan will assist Stephanie Birmingham with completing the Executive Summary section of the draft State Plan for Independent Living (SPIL), 2021-2023. See Action Item 1.
- Goals, Section 1.2: The SPIL Committee discussed the current SPIL goals.
- The SPIL goals were approved by the Independent Living Centers (ILCs) directors at the Wisconsin Coalition for Independent Living Centers (WCILC) meeting.
- Language referencing Consumer Service Records (CSRs) needs to be updated to Consumer Information Files (CIFs) in the draft SPIL, 2021-2023. See Action Item 2.
- The SPIL Committee discussed language related to partnership with Designated State Entity (DSE) in the goals section. Language added 'when appropriate', partnership with the DSE.
- Change language regarding retreat target date to be 'within 3 years'.
- Evaluation, Section 1.4: The SPIL Committee discussion centered on Objective 3.1 and the evaluation plan. Language changed to include Wisconsin State Independent Living Council (SILC) members to participate in systems advocacy. Current language 'Independent Living Network' is inclusive of the SILC.
- Committee discussion around 'percentage' and structuring the language similarly throughout the objectives and indicators.
- Lisa Sobczyk stated Goal 4 might be too broad or need to be more specific to be measurable. Maureen Ryan suggested an add-on regarding specifics related to measurable outcomes or deliverables of Goal 4.
- Statewide Assessment: Committee discussion on language used for different types of assessments; needs assessment and satisfaction based assessment.
  - Maureen Ryan spoke about the needs assessment being more for states that don't have statewide services.
- Stephanie Birmingham suggested language around redesigning the needs assessment in year 1 of SPIL, and then moving forward with a consumer satisfaction instrument.



- The SPIL Committee also discussed possibly surveying ILCs regarding their needs as organizations.
- Lisa Sobczyk suggested adding pre-SPILdraft hearings, analyzing data from Consumer Barriers Survey, and ongoing feedback received through public comment during Wisconsin SILC meetings.
- Stephanie Birmingham, Lisa Sobczyk, and Maureen Ryan will move draft the language for the Evaluation Section of the draft SPIL, 2021-2023. See Action Item 3.
- Financial Plan, Section 1.5: The SPIL Committee discussed adding totals of Care Act funding. Star numbers and add ‘tentative’ language if final award total is not known by time of SPIL submission.
- Language added regarding ‘see equity information below’ update narrative and table to reflect carryover funds/re-allocation after draft SPIL public comment period.
  - Marci Boucher stated Independence First (IF) is now two words and no longer italicized. This will need to be changed throughout the draft SPIL, 2021-2023. See Action Item 4.
- Services, Section 2.1: The SPIL Committee discussed adding language about ‘self-identification as a person with a disability’.
- Committee discussed adding a statement about carryover funding being available to table 2.1, and current language being located in the Part B contract via Part B scope of work. Stephanie Birmingham will pull carryover language from Part B contract for Table 2.1, and add language from the Part B scope of work. **See Action Item 4**
- Outreach, Section 2.2: Maureen Ryan suggested geographic information should be added to this section.
  - Lisa Sobczyk will add in geographical information to section 2.2. See Action Item 5.
- Existing Centers, Section 3.1: Maureen Ryan suggested updating this section with Cares Act funding and narrative. Language was added during this discussion to the draft SPIL, 2021-2023.
- Expansion and Adjustment of Network, Section 3.2: Stephanie Birmingham added reference to 1.5 to equity funding language during SPIL Committee discussion.



- Establishment of SILC, Section 5.1: The SPIL Committee discussed adding language regarding carryover funding if agreed upon by the SILC.
- Maintenance of SILC, Section 5.3: The SPIL Committee discussed appointments to the SILC by the Governor's office and possible by-laws language changes to membership composition.
  - Sue Premo and Jason Endres will work on streamlining the language for appointments of members in section 5.3 of the draft SPIL, 2021-2023. See Action Item 6.
- A motion was made by Sue Premo to accept the current draft of the SPIL as amended on April 28, 2020. The motion was seconded by Jason Endres. Motion carried. See Motion Item 3.

## **VI. Discuss Upcoming Public Hearing**

- Stephanie Birmingham led discussion on upcoming SPIL virtual public hearing.
  - The public hearing is scheduled for May 15, 2020 from 11:00 A.M.-11:30 A.M.
  - The public hearing will be held via Zoom meeting and conference call.
  - Notice of public hearing has been posted in Wisconsin State Journal and Green Bay Press Gazette; and also on the SILC's and DHS websites.
  - Information on the Public Hearing has been posted on the Council's and Options for Independent Living Facebook pages.
  - The public is able to submit comments by phone, email, and mail through May 31, 2020.
  - Stephanie Birmingham will be the lead in collecting public comments and feedback.
    - Public comments will be reviewed by SPIL Committee at the June SPIL Committee meeting.

## **VII. Program Performance Report (PPR) Correspondence from ACL**

- The program officer from ACL responded to Jerry McCloskey (SILC Chair) about questions the Council had related to PPR revisions requested by ACL.
- The SPIL Committee discussed miscommunication caused by initial corrective action plan email, and the need for SILC members to discuss these revisions further with the program officer as their responses to the SILC's questions were still unclear. Specifically the SILC is still needs clarification about consumers served and committee membership.



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- The SPIL Committee discussed the importance of having a Memorandum of Understanding (MOU) in place with the Designated State Entity for administrative staff support needed by the SILC.
- Jerry McCloskey will respond to ACL's program officer's questions about the PPR by Friday, May 1, 2020. See Action Item 7.

### **VIII. Adjourn**

- A motion was made by Sue Premo to adjourn the meeting. The motion was seconded by Jason Endres, Motion carried. See Motion Item 4.

**The meeting Adjourn at 1:10 P.M.**