



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

**Thursday, April 9, 2020
11:00 A.M. to 1:00 P.M.**

APPROVED April 28, 2020.

SPIL Development Committee Action Items and Motion Items

A. SPIL Committee Action Items

1. **Action Item:** A group of SPIL Committee members volunteered to work on goal 4. Stephanie Birmingham will send out a follow-up email to set up a teleconference meeting at a time that works best for the workgroup to draft goal 4.
2. **Action Item:** Lisa Sobczyk will work with Maureen Ryan on objectives (Section 1.3 of the SPIL) after all SMART goals are approved by the Independent Living Centers (ILCs).
3. **Action Item:** Stephanie Birmingham will send out an email request to all ILCW members to see if anyone would be willing to assist in drafting section 1.5 of the SPIL.
4. **Action Item:** Maureen Ryan will updated current list of councils/workgroups that have IL Network participation, and a paragraph defining the continual representation and collaboration on these councils by the IL Network in Section 2.3.
5. **Action Item:** Lisa Sobczyk will complete the "Oversight Process" and "Oversight Entity" section of 3.1 of SPIL.
6. **Action Item:** Maureen Ryan will add explanation about 2008 IL funding increase and the importance of maintaining the current level of services, importance of increasing base funding, and increasing services to underserved populations in section 3.2 of SPIL.
7. **Action Item:** Stephanie Birmingham will send out an email request to all ILCW members to see if anyone would be willing to assist in completing Section 5.1 of the SPIL.

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- 8. Action Item:** Sue Premo will email a Doodle poll to ILCW Executive Committee members to set up a teleconference meeting to specifically address section 5.2 and 5.3 of the SPIL.



B. SPIL Committee Motion Items

- 1. Motion Item:** A motion was made by Maureen Ryan to approve the April SPIL Committee meeting agenda. The motion was seconded by Kathie Knoble-Iverson. Motion carried.
- 2. Motion Item:** A motion was made by Sue Premo to approve the March SPIL Committee meeting minutes. The motion was seconded by Jason Endres. Motion carried.
- 3. Motion Item:** A motion was made by Jason Beloungy to adjourn the meeting. The motion was seconded by Marci Boucher. Motion carried.

C. SPIL Committee Meeting Minutes

I. Welcome and Introductions, Stephanie Birmingham, Chairperson

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

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

II. 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: 275709868. The meeting was also available via Zoom.

III. Review and Approval of April SPIL Committee Meeting Agenda

- A motion was made by Maureen Ryan to approve the April SPIL Committee meeting agenda. The motion was seconded by Kathie Knoble-Iverson. Motion carried. See Motion Item 1.

IV. Review and Approve March SPIL Committee Meeting Minutes

- A motion was made by Sue Premo to approve the March SPIL Development Committee meeting minutes. The motion was seconded by Jason Endres. Motion carried. 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. Review Current Draft of the SPIL 2021-2023

- Stephanie Birmingham lead the discussion on the document entitled, 'Remaining needs for SPIL' that referenced the last draft of the SPIL, dated 4-6-2020.
- The SPIL draft was discussed per sections that still needed work. See sections below.

1.1 Mission

- Committee members discussed if DSE/DSU is a part of the Independent Living (IL) Network.
 - Maureen Ryan brought up wording in the SPIL that the DSE is a strong partner with the IL Network, but not included in the network.
 - SPIL Committee members agreed to this language.

1.2 Goals

- Current goals outlined in the SPIL have not been approved by the Independent Living Centers (ILCs). Maureen Ryan stated she is waiting on language for goal four to be drafted so she can send all the goals to the ILCs for comment and approval. Goal 4 is a collaborative goal for the IL Network.
- Committee members discussed ideas for goal 4 including cross-training, united outreach presence, websites, retreats and having a strong network through collaboration.
- Once the goals are complete, Lisa Sobczyk stated she would be willing to work with a small group on making the goals meet the SMART (Specific, Measurable, Attainable, Relevant, and Time-based) format.
- Sue Premo suggested language for goal 4 as follows: '*Strengthen IL network to better serve the needs of individuals with disabilities in Wisconsin.*' She also recommended that goal 4 objectives center on increasing knowledge, cross-training, and united outreach activities of the IL Network.



- Committee members that volunteered to work on goal 4 are as follows: Jason Beloungy; Sue Premo; Stephanie Birmingham; and Michael Donahue. DSE support will be provided by Lisa Sobczyk and Ashley Walker. Stephanie will send out a follow-up email to set up a teleconference meeting at a time that works best for the workgroup to draft goal 4. See Action Item 1.

1.3 Objectives

- Stephanie Birmingham highlighted “What is a SMART goal’ and reiterated the need to complete goals in section 1.2 before moving forward to working on objectives.
- Lisa Sobczyk will work with Maureen Ryan on objectives after all SMART goals are approved by the ILCs. See Action Item 2.

1.4 Financial Plan

- Maureen Ryan stated that this section may need more explanation of the State match including both state funds and in-kind staff time. Maureen Ryan also suggested that the equitable funding language be added here.
- No changes to financial tables at this time.

1.5 Evaluation

- Stephanie Birmingham highlighted that Section 1.5 needs to be reworked, and is contingent upon Sections 1.2 (Goals) and 1.3 (Objectives).
 - Maureen Ryan added that this section is about evaluating the overall SPIL, and ILCW members need to be involved in developing this section.
 - Stephanie Birmingham will send out an email request to all ILCW members to see if anyone would be willing to assist in drafting section 1.5 of the SPIL, after other sections (1.2 and 1.3) are completed. See Action Item 3.

2.2 Outreach

- Stephanie Birmingham highlighted Section 2.2 needing definitions of: *Unserved and Underserved*; *Targeted Populations*; and now these are determined.

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- Lisa Sobczyk stated that data matching by the Bureau of Aging and Disability demographer was in process. Once completed definitions for underserved could be drafted by the IL Network.
- Maureen Ryan stated that data and methodology used to determine target populations will be completed during the first year of SPIL. Then this methodology will be evaluated in years 2 and 3 of the SPIL.
- Maureen Ryan suggested stating the current process that is place for now in this section of the SPIL.

2.3 Collaboration

- Stephanie Birmingham stated that Section 2.3 is linked to goal 4 and should address collaboration between the IL Network and DSE.
- Maureen Ryan spoke about members of the IL Network already being on councils and workgroups throughout the state and nation; recommended putting together a statement of continual representation of the IL Network on councils and workgroups, and how information is shared from these councils with the State Independent Living Council (SILC).
- Maureen Ryan will updated current list of councils/workgroups that have IL Network participation, and a paragraph defining the continual representation and collaboration on these councils by the IL Network. See Action Item 4.

3.1 Network of Centers

- Lisa Sobczyk volunteered to complete the “Oversight Process” and “Oversight Entity” areas of Section of 3.1. See Action Item 5.
- The SPIL Committee discussed establishing a priority list of where carryover or extra funding should go with the SILC being listed first and ILCs being listed second. If funds go to SILC they will be awarded to ILCW. If funds go to ILCs, they will be directed either to ILCs or the Wisconsin Coalition of Independent Living Centers depending on the SPIL activities. This priority of funding list should also be listed in Section 3.2.

3.2 Expansion and Adjustment of Network

- Lisa Sobczyk specified that this section needs to address all funding and wording for this section will be taken from previous sections (when they are completed).

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- It was stated that this section should focus on three goals related to expansion or adjustment: 1) all current ILCs receiving base funding of \$580,000 per ILC; 2) Creating methodology for underserved and targeted populations and distributing extra funding based on these needs; and 3) Using data to determine there is not a need for a ninth ILC but possible reallocation of counties or more satellite offices of current ILCs being needed to meet needs of underserved.
- Maureen Ryan spoke about highlighting the 2008 Independent Living funding increase as a good starting point for measuring current level of services and underserved populations. Maureen Ryan will add explanation about 2008 IL funding increase and the importance of maintaining the current level of services, importance of increasing base funding, and strategies for increasing services to underserved populations. See Action Item 6.

5.1 Establishment of SILC

- The SPIL Committee discussed using consistent language throughout the SPIL addressing SILC as being part of the 501(c) 3 organization known as ILCW.
- Maureen Ryan highlighted the need to develop a 501(c) 3 process, as well as an SILC process in this section.
- Lisa Sobczyk stated that DSE cannot assist with non-profit roles and responsibilities, such as HR management, financial management, and organizational policies and procedures.
- Stephanie Birmingham will send out an email request to all ILCW members to see if anyone would be willing to assist in completing Section 5.1 of the SPIL. See Action Item 7.

5.2 SILC Resource Plan and 5.3 Maintenance of SILC

- SPIL Committee members discussed the need for ILCW Executive Committee members to complete these sections.
- Sue Premo will email a Doodle poll to ILCW Executive Committee members to set up a teleconference meeting to specifically address section 5.2 and 5.3 of the SPIL. See Action Item 8.

Signatures (8 ILC Directors, DSE, and SILC Chair)

- Lisa Sobczyk suggested using DocuSign to collect signatures.

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- Maureen Ryan suggested working on the signatures page early since all signatures need to be on one document.

VII. Review SPIL Development Timeline

- The SPIL Committee discussed timeline for completing a final draft of the SPIL. Stephanie Birmingham highlighted goals needing to be completed and approved first, before moving forward to other sections as other sections build off of the goals. See Action Item 1.
- The SPIL Committee agreed that the workgroup working on Section 1.2 (Goals) would need to have those completed by April 14th and all other work on sections of the SPIL would need to be completed by April 20th.

VIII. Discuss Public Hearing and Documents

- The SPIL Committee discussed meeting the week of April 27th to finalize changes to the SPIL draft and having a public hearing the first week in May.
- The SPIL Committee also discussed SPIL on its website for the public and to receive comments via mail, email, or survey for 30 days.
- Jerry McCloskey stated that ILCW doesn't currently have a landline, and instead, he and Michael Donahue have ILCW's cell phones. Council will need to select one phone number to be listed related to SPIL and comments.
- Mail is being mailed to Jerry McCloskey by Access to Independence staff.

IX. Adjourn

- A motion was made by Jason Beloungy to adjourn the meeting. The motion was seconded by Marci Boucher, Motion carried. See Motion Item 3

The meeting adjourned at 1:09 P.M.