

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW) Executive Committee Teleconference Meeting

Friday, February 12, 2021

2:30 P.M. to 4:00 P.M.

Approved: March 4, 2021.

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Michael Donahue will updated the budget and Council's project spending through the end of the FFY 2021 to present to the full Council at the ILCW Quarterly meeting on February 15-16, 2021.
- 2. Action Item:** Randi Johnson will make changes discussed to the RFP for fiscal staff, and will send the RFP out to full Council for review prior to the ILCW Quarterly Meeting on February 15-16, 2021.
- 3. Action Item:** Randi Johnson will make changes discussed to the RFP for a web developer and will send out to full Council for review prior to the ILCW Quarterly Meeting on February 15-16, 2021.

B. Executive Committee Motion Items

- 1. Motion Item:** Jason Beloungy made a motion to approve the February 12, 2021 Executive Committee meeting agenda. Stephanie Birmingham seconded the motion. Motion carried.
- 2. Motion Item:** Stephanie Birmingham made a motion to approve the February 4, 2021 Executive Committee meeting minutes. Jason Beloungy seconded the motion. Motion carried.
- 3. Motion Item:** Stephanie Birmingham made a motion to approve the RFP for fiscal staff as amended. Jason Beloungy seconded the motion. Motion carried.
- 4. Motion Item:** Michael Donahue made a motion to adjourn the meeting. Jason Beloungy seconded the motion. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, Chairperson

Executive Committee Members Present: Jason Endres; Jason Beloungy; Stephanie Birmingham; and Michael Donahue.

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

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Guest(s): Randi Johnson, Member At-Large, ILCW and Jerry McCloskey, Member At-Large, ILCW.

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

II. The meeting was called to order at 2:30 P.M. by Jason Endres, Chairperson.

The meeting was available via teleconference by calling (646) 558-8656 and with Meeting ID: 861 8445 9189. The meeting was also available via [Zoom](#).

III. Review and Approval of Executive Committee February 12, 2021 Meeting Agenda

- Jason Beloungy made a motion to approve the February 12, 2021 Executive Committee meeting agenda. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve February 4, 2021 Executive Committee Meeting Minutes

- Stephanie Birmingham made a motion to approve the February 4, 2021 Executive Committee meeting minutes. Jason Beloungy seconded the motion. 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. Discuss and Review Federal Fiscal Year 2021 Financials

- Michael Donahue, ILCW's Treasurer, led a discussion on ILCW's Federal Fiscal Year (FFY) 2021 financials and updating the projected budget to reflect actual costs for the year.
 - The Executive Committee discussed adding the cost of Group Power Training totaling \$750 to the conference fees budget line item.
 - Michael Donahue will updated the budget and Council's project spending through the end of the FFY 2021 to present to the full Council at the ILCW Quarterly meeting on February 15-16, 2021. See Action Item 1.

VII. Discuss Group Power Training and ILRU Training

- The Executive Committee discussed Group Power Leadership Training and one-on-one coaching sessions as well as group sessions. ILCW Officers, Stephanie Birmingham, Michael Donahue, and Jason Endres, agreed that the training information was beneficial and they would continue to participate in the one-on-



one sessions, group training, and confirmed the Council's FFY 2021 budget would be updated to include these training fees.

VIII. Discuss ILCW Request for Proposal (RFP) for Fiscal Staff Update

- The Executive Committee reviewed the RFP for fiscal staff. The Executive Committee agreed to minor edits that included moving language from the *Cost Proposal section* to the second paragraph of the document.
 - Stephanie Birmingham made a motion to approve the RFP for fiscal staff as amended. Jason Beloungy seconded the motion. Motion carried. See Motion Item 3.
 - Randi Johnson will make changes discussed to the RFP for fiscal staff, and will send the RFP out to full Council for review prior to the ILCW Quarterly Meeting on February 15-16, 2021. See Action Item 2.

IX. Discuss Web Developer Staff Update

- The Executive Committee reviewed RFP for a web developer. The Executive Committee agreed the major job duties would include website maintenance and updates. The RFP will also include language about familiarity of website development for future website development.
- The Executive Committee agreed upon a similar recruitment timeline as the RFP for fiscal staff.
 - Randi Johnson will make changes discussed to the RFP for a web developer and will send out to full Council for review prior to the ILCW Quarterly Meeting on February 15-16, 2021. See Action Item 3.

X. Discuss Program Coordinator Staff Duties and Supervision

- The Executive Committee did not get to this agenda item.

XI. Discuss ILCW Executive Committee Meeting Agenda Items for March 4, 2021

- The Executive Committee did not get to this agenda item.

XII. Adjourn

- Michael Donahue made a motion to adjourn the meeting. Jason Beloungy seconded the motion. Motion carried. See Motion Item 4.

The meeting adjourned at 4:06 P.M.