

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW)

Executive Committee Teleconference Meeting

Thursday, March 4, 2021

1:00 P.M. to 2:30 P.M.

Approved: April 8, 2021.

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** The Executive Committee made the decision to move forward with the de-obligation of Federal Fiscal Year 2021 Part B, Title VII funds to all 8 ILCs (instead of 5).
- 2. Action Item:** The DSE will move forward with de-obligating the ILCW FFY 2021 Part B, Title VII funding to Wisconsin's 8 ILCs.
- 3. Action Item:** Randi Johnson will follow-up with any potential ILCW membership inquiries and report back to the Executive Committee on April 8, 2021.
- 4. Action Item:** Jason Endres will send out an email to ILCW Full Membership to inquire about any interest in the Vice Chair position. This item will be on the May 17-18, 2021 Quarterly Meeting agenda.
- 5. Action Item:** Jason Endres and Randi Johnson will work together to create a list of businesses to send the RFP for Fiscal Staff, and will have the RFP out to those businesses by March 12, 2021 and a deadline for response by April 2, 2021.
- 6. Action Item:** The RFP for Program Coordinator Staff agenda item will move to the April 8, 2021 Executive Committee Meeting agenda.
- 7. Action Item:** The RFP for Website Developer agenda item will move to the April 8, 2021 Executive Committee Meeting agenda.

B. Executive Committee Motion Items

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

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C. Executive Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, Chairperson

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

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

Guest(s): Not applicable.

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

II. The meeting was called to order at 1:08 P.M. by Jason Endres, Chairperson.

The meeting was available via teleconference by calling (646) 558-8656 and with Meeting ID: 989 3150 2148. The meeting was also available via [Zoom](#).

III. Review and Approval of Executive Committee March 4, 2021 Meeting Agenda

- Michael Donahue made a motion to approve the March 4, 2021 Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve February 12, 2021 Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the February 12, 2021 Executive Committee meeting minutes. Michael Donahue 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 Correspondence from Administration for Community Living (ACL) Regarding SPIL, 2021-2023

- The Executive Committee discussed the correspondence with Jason Endres and ACL, related to the de-obligation of Federal Fiscal Year 2021 Part B, Title VII funds to 5 of the 8 ILCs that received less CARES ACT funding.
- In response to Jason Endres' email, ACL requested a list of additional clarification information and referred to a possible SPIL Amendment and Public Hearing.

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- Due to the amount of time it takes to de-obligated/re-obligate funding and the current correspondence with ACL, the Executive Committee made the decision to move forward with the de-obligation of Federal Fiscal Year 2021 Part B, Title VII funds to all 8 ILCs (instead of 5). See Action Item 1.
- The DSE will move forward with de-obligating the ILCW FFY 2021 Part B, Title VII funding to Wisconsin's 8 ILCs. See Action Item 2.

VII. Discuss Council Membership Updates

- The Executive Committee discussed ILCW Membership vacancies and recruitment.
 - Randi Johnson reached out to a potential applicant referred by staff at Access to Independence (ATI); however, has not heard back yet.
 - Stephanie Birmingham informed the Executive Committee of her resignation effective March 5, 2021; her roll as Vice Chair will need to be filled.
 - Jason Beloungy informed Executive Committee about the interest from Kyle Kleist, Executive Director from Center for Independent Living for Western Wisconsin (CILWW), to join ILCW.
 - Executive Committee discussed a potential recruitment named Sandra Weiss, who was on the SILC board in Florida, and has since relocated to Wisconsin.
 - Randi Johnson will follow-up with any potential ILCW membership inquiries and report back to the Executive Committee on April 8, 2021. Action Item 3.
 - Jason Endres will send out an email to ILCW Full Membership to inquire about any interest in the Vice Chair position. This item will be on the May 17-18, 2021 Quarterly Meeting agenda. Action Item 4.

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VIII. Discuss and Review Proposals in Response to Request for Proposal (RFP) for Fiscal Staff

- The RFP for Fiscal Staff was emailed out to all 8 ILCs with the deadline of March 1, 2021 to respond. As of today, no ILCs have responded.
- The Executive Committee discussed outsourcing the RFP for Fiscal Staff beyond the ILCs. Discussed connecting with the local Chamber of Commerce, employment related websites (such as Indeed) and other non-profit websites. Michael Donahue stated he will also reach out to ILCW's current audit firm to see about any recommendations for Fiscal Staff.
 - Jason Endres and Randi Johnson will work together to create a list of businesses to send the RFP for Fiscal Staff, and will have the RFP out to those business by March 12, 2021 and a deadline for response by April 2, 2021. See Action Item 5.
- The Executive Committee discussed the proposals coming through the ILCW Gmail email account and Jason Endres will be the initial point of contact. Michael Donahue shared that he would be able to answer any questions related to the position.

IX. Discuss RFP for Program Coordinator Staff

- Jason Beloungy informed Executive Committee that he was working with Maureen Ryan to finalize language in the RFP and the recruitment process.
- The RFP for Program Coordinator Staff agenda item will move to the April 8, 2021 Executive Committee Meeting agenda. See Action Item 6.

X. Discuss RFP for Website Developer

- The ILCW Executive Committee did not get to this agenda item.
- The RFP for Website Developer agenda item will move to the April 8, 2021 Executive Committee Meeting agenda. See Action Item 7.

XI. Adjourn

- Stephanie Birmingham made a motion to adjourn the meeting. Michael Donahue seconded the motion. Motion carried. See Motion Item 3.

The meeting adjourned at 2:35 P.M.