

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

Executive Committee Teleconference Meeting

Thursday, April 8, 2021

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

Approved May 6, 2021

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Michael Donahue will create a memo outlining the late FFY 2020 invoices from PIE, Inc., and will be deducting the funds from associated line items of the FFY 2021 budget.
- 2. Action Item:** The Executive Committee members were in agreement to keep the Fiscal Staff RFP open at this time in hopes of obtaining at least two more submissions. All submissions will be reviewed at the next ILCW Executive Committee Meeting on May 6, 2021.
- 3. Action Item:** DHS Support Staff will send out a Doodle Poll to WCILC Executive Committee Membership and ILCW Executive Committee Membership to gather availability and determine a date in May 2021 for a collaborative virtual meeting.
- 4. Action Item:** The personnel policy work group will develop a draft of personnel policies to review and approve at the next Executive Meeting on May 6, 2021, and move to full quarterly meeting for approval on May 17-18, 2021.
- 5. Action Item:** The RFP for Website Developer agenda item will move to the May 6, 2021 Executive Committee Meeting agenda.
- 6. Action Item:** Randi Johnson stated that she would take the lead on updating the SPIL Goals that ILCW was assigned to lead. The goals will be updated on a quarterly basis and reviewed with the ILCW Executive Committee and ILCW Full Membership.

B. Executive Committee Motion Items

- 1. Motion Item:** Jason Beloungy made a motion to approve the April 8, 2021 Executive Committee meeting agenda with the addition of adding the agenda item; *Discuss Correspondence letters between Wisconsin Coalition of Independent Living Centers (WCILC) and ILCW*, as it relates to executive business. Randi Johnson seconded the motion. Motion carried.

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2. **Motion Item:** Randi Johnson made a motion to approve the March 4, 2021 Executive Committee meeting minutes. Michael Donahue seconded the motion. Motion carried.
3. **Motion Item:** Jason Beloungy made a motion to adjourn the meeting. Michael Donahue 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; Randi Johnson; 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; Amber Mullett, DHS, BADR.

II. The meeting was called to order at 1:01 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 April 8, 2021 Meeting Agenda

- Jason Beloungy made a motion to approve the April 8, 2021 Executive Committee meeting agenda with the addition of adding the agenda item; *Discuss Correspondence letters between Wisconsin Coalition of Independent Living Centers (WCILC) and ILCW*, as it relates to executive business. Randi Johnson seconded the motion. Motion carried. See Motion Item 1.

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

- Randi Johnson made a motion to approve the March 4, 2021 Executive Committee meeting minutes. Michael Donahue seconded the motion. Motion carried. See Motion Item 2.

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V. Public Comment on the State Plan for Independent Living (SPIL), or Related to Independent Living Centers and Services

- Amber recognized the gratitude given to Independent Living Centers for their innovative strategies of service delivery during the pandemic, from Karen Timberlake, Wisconsin Department of Health Services Secretary Designee, during the last virtual Aging and Disability Network Forum meeting.

VI. Discuss Federal Fiscal Year (FFY) 2020 Late Invoices from Professional Interpreting Enterprise, Inc. (PIE)

- Michael Donahue led discussion about late invoices for interpreting services from FFY 2020 that would now need to be paid through the FFY 2021 ILCW budget.
- ILCW Executive Committee discussed current FFY 2021 budget.
- Michael Donahue will create a memo outlining the late FFY 2020 invoices from PIE, Inc., and will be deducting the funds from associated line items of the FFY 2021 budget. See Action Item 1.

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

- The Executive Committee discussed the RFP for Fiscal Staff and as of today, one organization has responded with a proposal: Kollath. Michael Donahue stated he was in communication with two more potential submissions, and suggested keeping the Fiscal Staff RFP open until the next ILCW Executive Committee meeting on May 6, 2021.
- The Executive Committee members were in agreement to keep the Fiscal Staff RFP open at this time in hopes of obtaining at least two more submissions. All submissions will be reviewed at the next ILCW Executive Committee Meeting on May 6, 2021. See Action Item 2.

VIII. Discuss ILCW Program Coordinator Staff Recruitment

- ILCW Executive Committee did not get to this agenda item.
- The personnel policy work group will develop a draft of personnel policies to review and approve at the next Executive Meeting on May 6, 2021, and move to full quarterly meeting for approval on May 17-18, 2021. See Action Item 4.

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IX. Discuss Correspondence Letters between Wisconsin Coalition of Independent Living Centers (WCILC) and ILCW

- The ILCW Executive Committee discussed the correspondence letters that were sent via email from WCILC to ILCW on March 25, 2021; and a response from ILCW to WCILC issued via email on April 6, 2021.
 - Jason Beloungy stated that the letter from WCILC listed concerns about the overall IL Network, and lack of follow through of action item and tasks by ILCW; and was meant as a objective starting point of discussion for a stronger partnership.
 - Jason Endres highlighted concerns with communication amongst the IL Network and needing to focus on what the Council was currently working towards, and the positive steps that have already been taken with the low number of ILCW Members that were currently volunteering their time.
 - Amber Mullett added that these conversations were not easy to have, yet having critical conversation about the function and capacity of IL Network showed strength, and highlighted that both WCILC and ILCW were willing to move forward together to ensure that people with disabilities in Wisconsin are able to access quality and innovative services statewide.
- The Executive Committee discussed moving forward with having a virtual meeting between the WCILC Executive Committee and the ILCW Executive Committee, to flush out next steps in supporting the IL Network and moving forward with communication and collaboration.
 - DHS Support Staff will send out a Doodle Poll to WCILC Executive Committee Membership and ILCW Executive Committee Membership to gather availability and determine a date in May 2021 for a collaborative virtual meeting. See Action Item 3.
- The Executive Committee discussed working in an official capacity with all Committee Members and adhering to ILCW Bylaws.
 - Jason Beloungy stated that he was left out of the official response to WCILC by ILCW, and requested to be included in full ILCW Executive Committee communication and also not excluded from Full Council Communication.

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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 May 6, 2021 Executive Committee Meeting agenda. See Action Item 5.

XI. Discuss and Review SPIL Monitoring and Quarterly Reporting

- The Executive Committee reviewed the SPIL Goal Tracker Tool; and discussed who would be taking the lead on updating Goals 3 and 4, since the last SPIL Committee Chair resigned from the Council.
 - Randi Johnson stated that she would take the lead on updating the SPIL Goals that ILCW was assigned to lead. The goals will be updated on a quarterly basis and reviewed with the ILCW Executive Committee and ILCW Full Membership. See Action Item 6.

XII. Adjourn

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

The meeting adjourned at 2:27 P.M.