

Address: 3810 Milwaukee St.  
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Website: [ilcwis.org](http://ilcwis.org)



## Independent Living Council of Wisconsin (ILCW)

### Executive Committee Teleconference Meeting

Thursday, May 6, 2021

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

**APPROVED: June 3, 2021.**

#### Executive Committee Action Items and Motion Items

##### A. Executive Committee Action Items

- 1. Action Item:** ILCW Executive Committee members will connect with Michael Donahue to do training on LiveBinder; including uploading documents and creating folders/subfolders.
- 2. Action Item:** The LiveBinder agenda item will move to the upcoming ILCW Quarterly Meeting agenda for discussion with Full Council Membership.
- 3. Action Item:** Jason Beloungy and Michael Donahue will work together to form a list of reference questions and connect with Kollath to request references.
- 4. Action Item:** Randi Johnson and Jason Beloungy will work collaboratively to revise the Draft RFP for Website Developer.
- 5. Action Item:** Randi Johnson will take the lead on updating the SPIL Goal's 3 and 4. 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:** Randi Johnson made a motion to approve the May 6, 2021 Executive Committee meeting agenda with the addition of adding the agenda item; *Discuss ILCW LiveBinder Document Storage*, as it relates to executive business. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the April 8, 2021 Executive Committee meeting minutes with amending Action Item 4 to read: *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.* Randi Johnson seconded the motion. Motion carried.

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3. **Motion Item:** Jason Beloungy made a motion that the Executive Committee recommends soliciting Kollath as the ILCW Fiscal Staff, based on the bid presented to the Committee, and will provide references along with the bid for the Full Council Approval during the upcoming quarterly meeting on May 17-18, 2021. Randi seconded the motion. Motion carried.
4. **Motion Item:** Randi Johnson made the motion to approve the updated Draft ILCW Personnel Policies and Procedures, and move this Draft to the Full Council for consideration and approval at the upcoming quarterly meeting on May 17-18, 2021. Jason Beloungy seconded the motion. Motion carried.
5. **Motion Item:** Jason Beloungy made a motion to adjourn the meeting. Randi Johnson 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):** Jerry McCloskey; Scott Luber

**DHS Support Staff Present:** Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Lisa Sobczyk, 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 May 6, 2021 Meeting Agenda**

- Randi Johnson made a motion to approve the May 6, 2021 Executive Committee meeting agenda with the addition of adding the agenda item; *Discuss ILCW LiveBinder Document Storage*, as it relates to executive business. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

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#### **IV. Review and Approve April 8, 2021 Executive Committee Meeting Minutes**

- Jason Beloungy made a motion to approve the April 8, 2021 Executive Committee meeting minutes with amending Action Item 4 to read: *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.* Randi Johnson 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 received.

#### **VI. Discuss Outcomes of IL Network Collaboration Meeting**

- The Executive Committee reflected on the virtual meeting between the WCILC Executive Committee, DSE and the ILCW Executive Committee that was held on May 5, 2021.
  - The Executive Committee agreed that the meeting was positive and agreed that timelines for next steps and action items would need to be necessary in supporting the IL Network and moving forward with communication and collaboration.
  - Lisa Sobczyk stated that the Letter of Fiscal Concern was emailed today to the ILCW Executive Committee, and will need further discussion in the near future to address some of the concerns listed in the letter by September 30, 2021. Lisa Sobczyk reminded Executive Committee of the DSE MOU and Assurances; the DSE supporting ILCW member accountability, SPIL goals, Fiscal and IL Network collaboration.

#### **VII. Discuss ILCW LiveBinder Document Storage**

- The Executive Committee discussed the use of the current LiveBinder online document storage system that was set up by the DSE in November, 2020.
  - The Executive Committee discussed needing further training on using LiveBinder, uploading documents and creating folders/subfolders.
  - ILCW Executive Committee members will connect with Michael Donahue to do training on LiveBinder; including uploading documents and creating folders/subfolders. See Action Item 1.

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- The LiveBinder agenda item will move to the upcoming ILCW Quarterly Meeting agenda for discussion with Full Council Membership. See Action Item 2.

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

- The Executive Committee discussed the RFP for Fiscal Staff. The following businesses have responded with a proposal: Kollath and Giersch.
  - The Executive Committee discussed Kollath having a flat rate for services; while Giersch charges a per hour rate; and the benefit of having a flat rate over an hourly rate due to the possible time needed for any corrections.
  - Jason Beloungy made a motion that the Executive Committee recommends soliciting Kollath as the ILCW Fiscal Staff, based on the bid presented to the Committee, and will provide references along with the bid for the Full Council Approval during the upcoming quarterly meeting on May 17-18, 2021. Randi seconded the motion. Motion carried. See Motion Item 3.
  - Jason Beloungy and Michael Donahue will work together to form a list of reference questions and connect with Kollath to request references. See Action Item 3.

### **IX. Discuss ILCW Program Coordinator Staff Recruitment**

- The Executive Committee discussed the updated draft personnel policies and procedures, and agreed to move these policies forward to the Full ILCW Council for review and approval.
  - Randi Johnson made the motion to approve the updated Draft ILCW Personnel Policies and Procedures, and move this Draft to the Full Council for consideration and approval at the upcoming quarterly meeting on May 17-18, 2021. Jason Beloungy seconded the motion. Motion carried. See Motion Item 4.

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## **X. Discuss RFP for Website Developer**

- The Executive Committee discussed the RFP for Website Developer and made additions and edits to the language which included:
  - Adding language about accessibility and Information and Communication Technology (ICT)
  - Qualified candidates having experience with website development and the ability to edit website content
  - Editing language about 'potential employees' to read individuals with disabilities and individuals without disabilities
  - Not capping the budget to be a certain amount.
  - Randi Johnson and Jason Beloungy will work collaboratively to revise the Draft RFP for Website Developer. See Action Item 4.

## **XI. Discuss and Review SPIL Monitoring and Quarterly Reporting**

- The Executive Committee reviewed the SPIL Goal Tracker Tool and WCILC Quarter 2 Report; and continued to discuss who would be taking the lead from ILCW on updating Goals 3 and 4, since the last SPIL Committee Chair resigned from the Council.
  - Randi Johnson will take the lead on updating the SPIL Goals 3 and 4. The goals will be updated on a quarterly basis and reviewed with the ILCW Executive Committee and ILCW Full Membership. See Action Item 5.

## **XII. Adjourn**

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

**The meeting adjourned at 2:41 P.M.**