

Address: 3810 Milwaukee St.  
Madison, WI 53714

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Website: [ilcwis.org](http://ilcwis.org)



## Independent Living Council of Wisconsin (ILCW) November Quarterly Teleconference Meeting

Monday, February 15, 2021  
10:00 A.M. to 1:00 PM

Approved May 17, 2021

### Action Items and Motion Items

#### A. Action Items

1. **Action Item:** Jason Endres will email Jackie Borchardt regarding next steps for appointing Wisconsin Rehabilitation Council (WRC) Representative.
2. **Action Item:** Jason Endres will email Flora Csontos to let her know that Becky Hebda will be appointed to the ILCW as the Wisconsin Rehabilitation Council (WRC) Representative.
3. **Action Item:** Randi Johnson will send out Request for Proposal (RFP) for fiscal staff to all Independent Living Centers' (ILCs) leadership staff by February 19, 2021.
4. **Action Item:** Randi Johnson will email the RFP for a website developer to the full Council for review by February 26, 2021. The draft RFP will be reviewed and discussed at the ILCW Executive Committee meeting on March 4, 2021.
5. **Action Item:** Jason Endres will draft correspondence to ACL to confirm that de-obligated funds can be dispersed to 5 of the 8 ILCs based on the approved State Plan for Independent Living, 2021-2023. Correspondence will request a response prior to the next ILCW Executive Committee meeting on March 4, 2021.

#### B. Motion Items

1. **Motion Item:** Michael Donahue made a motion approve the February ILCW Quarterly Meeting agenda as amended. Stephanie Birmingham seconded the motion. Motion carried.
2. **Motion Item:** Stephanie Birmingham made a motion to approve the October ILCW Council Meeting minutes. Chris Wood seconded the motion. Motion carried.
3. **Motion Item:** Stephanie Birmingham made a motion to approve the November ILCW Quarterly Meeting minutes. Jason Beloungy seconded the motion. Motion carried.
4. **Motion Item:** Michael Donahue made a motion to appoint Randi Johnson to the vacant ILCW Secretary position. Chris Wood seconded the motion. Motion carried.

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5. **Motion Item:** Chris Wood made a motion to adjourn the meeting on February 15, 2021 and to reconvene the meeting on February 16, 2021 at 10:00 A.M. Randi Johnson seconded the motion. Motion carried.
6. **Motion Item:** Stephanie Birmingham made a motion to set the Bookkeeper/Legal Fees budget line item in the Federal Fiscal Year 2021 Council budget at \$11,000.00. Randi Johnson seconded the motion. Motion carried.
7. **Motion Item:** Stephanie Birmingham made a motion to approve the RFP for fiscal staff and to send the RFP ILC leadership staff. Jason Beloungy seconded the motion. Motion carried.
8. **Motion Item:** Jason Beloungy made a motion to for the full Council to allow the ILCW Executive Committee to finalize the RFP for a website developer at the March 4, 2021 Executive Committee meeting. Chris Wood seconded the motion. Motion carried.
9. **Motion Item:** Jason Beloungy made the motion to approve the revised Program Coordinator job description. Michael Donahue seconded the motion. Motion carried.
10. **Motion Item:** Randi Johnson made a motion to request an RFP from the Wisconsin Coalition of Independent Living Centers (WCILC) for recruitment, onboarding, orientation and training of the ILCW Program Coordinator position, with the budget to not exceed \$5,000. Stephanie Birmingham seconded the motion. Motion carried.
11. **Motion Item:** Jason Beloungy made a motion to approve the Council's updated FFY 2021 budget totaling \$74,488 and de-obligate \$87,295 of Title VII, Part B funds from the State Independent Living Council (SILC) for FFY 2021. Stephanie Birmingham seconded the motion. Motion carried.
12. **Motion Item:** Randi Johnson made a motion to allocate the \$87,295 in SILC FFY 2021 de-obligated Title VII, Part B funds to the five ILCs that received minimal amounts of CARES Act funding (Independent Living Resources, Midstate Independent Living Choices, North Country Independent Living, Options to Independent Living, and Society's Assets, Inc.) contingent upon the Administration for Community Living's Program Officer approval. Jason Beloungy seconded the motion. Motion carried.
13. **Motion Item:** Jason Beloungy made a motion to adjourn the meeting on February 16, 2021. Randi Johnson seconded the motion. Motion carried.



## C. Meeting Minutes

### I. Welcome and Introductions, Jason Endres, Chairperson

**Council Members Present:** Jason Endres; Jerry McCloskey; Michael Donahue; Stephanie Birmingham; Scott Lubber; Chris Wood; Jason Beloungy; and Randi Johnson.

**Council Member(s) Excused (\*):** Not applicable.

**Council Liaisons Present:** Taqwanya Smith, Department of Transportation and Sarah Lincoln, Department of Vocational Rehabilitation.

**Council Liaison(s) Excused (\*):** Amber Mullett\*, Department of Health Services (DHS).

**Guests:** Maureen Ryan, Wisconsin Coalition for Independent Living Centers; Diana Luttmann, Ritz Holman L.L.P.; and Ramsey Lee, Member-At-Large, Governor's Committee for People with Disabilities.

**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 10:02 A.M. on February 15, 2021 by Jason Endres, Chairperson.**

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 828 2693 5104 and via [Zoom](#).

### III. Review and Approval of February Quarterly Meeting Agenda

- Michael Donahue made a motion approve the February ILCW Quarterly Meeting agenda. Stephanie Birmingham seconded the motion.
  - The Council discussed amending the agenda to add the following items to the agenda: *Discuss the Wisconsin Rehabilitation Council (WRC) Representative Appointment* and *Discuss ILCW RFP for Program Coordinator*.
    - Michael Donahue made a motion approve the February ILCW Quarterly Meeting agenda as amended. Stephanie Birmingham seconded the motion. See Motion Item 1.

### IV. Review and Approve October Full Council Meeting Minutes

- Stephanie Birmingham made a motion to approve the October ILCW Full Council Meeting minutes. Chris Wood seconded the motion. Motion carried. See Motion Item 2.



## **V. Review and Approve November Quarterly Meeting Minutes**

- Stephanie Birmingham made a motion to approve the November ILCW Quarterly Meeting minutes. Jason Beloungy seconded the motion. Motion carried. See Motion Item 3.

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

- Ramsey Lee shared that Disability Advocacy Day will be virtual on March 21, 2021 and registration is open on February 15, 2021.
- Ramsey Lee also voiced concerns with the unemployment insurance online system being inaccessible for people with disabilities.

## **VII. Review and Discuss ILCW Financials for 2020 and 2021**

- Michael Donahue, ILCW's Treasurer, led a discussion on ILCW's Federal Fiscal Year (FFY) 2021 financials which included projected costs for the year, including possible unforeseen costs, and proposed some budget modifications.
  - The Council discussed a request from Wisconsin Coalition of Independent Living Centers (WCILC) to determine the amount of ILCW underspending that would be de-obligated from the State Independent Living Council's FFY 2021 budget and allocated to the Independent Living Centers (ILCs) by the end of February 2021. WCILC also requested that the underspending be allocated to the 5 ILCs that received minimal amounts CARES Act funding.
- The Council decided to postpone this discussion to February 16, 2021, day two of the ILCW Quarterly Meeting, to allow the Council more time for review of this request and discussion.

## **VIII. Discuss ILCW Fiscal Year 2020 Audit**

- An overview of the fiscal year 2020 audit was given by Diana Luttmann with Ritz Holman LLP, C.P.A.
- Recommendations for improvement included:
  - Closing books each month;
  - Completing and reviewing a reconciliation of bank accounts on a monthly basis; and
  - Submitting CARS reports on time to DHS for reimbursement.

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- Other recommendations included:
  - Obtaining an updated lease agreement from Access to Independence; and
  - If a staff is hired in the future, not allowing reimbursement for medical costs (recommendation would be to either pay higher wages or offer health insurance).
- The Council agreed that Diana Luttmann did a nice job of summarizing the fiscal year 2020 audit and there was no other discussion.

## IX. Discuss Vacant Secretary Position

- The Council discussed the vacant Secretary position and the necessity to fill the position based on current ILCW by-laws. Randi Johnson voiced interest in taking on the position.
- Michael Donahue made a motion to appoint Randi Johnson to the vacant ILCW Secretary position. Chris Wood seconded the motion. Motion Carried. See Motion Item 4.

## X. Liaison Updates

- **Department of Transportation (DOT), Taqwanya Smith:** Connect 2050 (<https://connect2050.wisconsin.gov>) is the current update to the federally required statewide long-range multimodal transportation plan. Comments are being accepted throughout the planning process. A second round of public involvement and the [draft plan](#) is anticipated by summer of 2021. The Wisconsin Rail Plan 2050 planning process is underway. Wisconsin Rail Plan 2050 is the statewide long-range rail transportation plan. The entire planning process is scheduled to be completed by January 2022. It will include an equity review of the plan focusing on communities in the state who are traditionally underserved by transportation. For example, seniors and people with disabilities.
- **Division of Vocational Rehabilitation (DVR), Sarah Lincoln:** DVR services are continuing to be offered to consumers. There continues to be a reduction in DVR applicant rates due to COVID-19.
- **Department of Health Services (DHS), Lisa Sobczyk:** Amber Mullett has returned to the Office for the Promotion for Independent Living (OPIL) as Section Chief. Lisa Sobczyk will be out on medical leave beginning March 15, 2021. BADR hired a Health Equity Consultant that is housed in the Office for Physical Disabilities and Independent Living, Katherine Cullinan. OPIL is currently supporting four governor appointed disability councils/committees, and

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collaborating on some major policy initiatives that affect the lives of people with disabilities statewide.

**XI. Discuss ILCW Request for Proposal (RFP) for Fiscal Staff**

- The Council did not get to this agenda item. Agenda item moved to February 16, 2021.

**XII. Discuss ILCW RFP for Website Developer**

- The Council did not get to this agenda item. Agenda item moved to February 16, 2021.

**XIII. Adjourn (Reconvene on Tuesday, February 16, 2021 at 10:00 A.M.)**

- Chris Wood made a motion to adjourn the meeting on February 15, 2021 and to reconvene the meeting on February 16, 2021 at 10:00 A.M. Randi Johnson seconded the motion. Motion carried. See Motion Item 5.
- **The meeting adjourned at 12:27 P.M.**

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## **Independent Living Council of Wisconsin (ILCW) November Teleconference Meeting**

**Tuesday, February 16, 2021  
10:00 A.M. to 1:00 PM**

### **I. Welcome and Introductions, Jason Endres, Chairperson**

**Council Members Present:** Jason Endres; Jerry McCloskey; Michael Donahue; Stephanie Birmingham; Chris Wood; Jason Beloungy; and Randi Johnson.

**Council Member(s) Excused (\*):** Scott Luber.

**Council Liaisons Present:** Taqwanya Smith, Department of Transportation and Sarah Lincoln, Division of Vocational Rehabilitation.

**Council Liaison(s) Excused (\*):** Amber Mullett\*, Department of Health Services (DHS).

**Guests:** Not applicable.

**DHS Support Staff Present:** Lisa Sobczyk, DHS, BADR and Ashley Walker, DHS, BADR.

### **II. Reconvene February Quarterly Meeting**

**The meeting reconvened was called to order at 10:02 A.M. on February 16, 2021 by Jason Endres, Chairperson.**

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 828 3911 3074 and via [Zoom](#).

### **III. Report from Wisconsin Coalition of Independent Living Centers (WCILC) and Independent Living Centers (ILCs)**

- Jason Beloungy shared that ILCs are focusing on the education for people with disabilities around the vaccine rollout and advocacy efforts around accessibility, transportation, and access to registering for the COVID-19 vaccine. ILCs continue to gather COVID-19 related information per county and keep consumers informed on new information.
- Kathie Knoble-Iverson, Executive Director of Independent Living Resources (ILR) is retiring in March 2021. Sara Eckland was hired as ILR's new Executive Director.

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#### **IV. Discuss the Wisconsin Rehabilitation Council (WRC) Representative Appointment**

- Stephanie Birmingham shared that she had received an email from Jackie Borchardt, Director of Operations, Vision Forward Association, stating that a WRC Member named Becky Hebda, had expressed interest in joining the Council as the WRC Representative.
  - Jason Endres will email Jackie Borchardt and Becky Hebda regarding next steps for appointing Wisconsin Rehabilitation Council (WRC) Representative. See Action Item 1.
  - Jason Endres will email Flora Csontos to let her know that Becky Hebda will be appointed to the Council as the Wisconsin Rehabilitation Council (WRC) Representative. See Action Item 2.

#### **V. Discuss ILCW Request for Proposal (RFP) for Fiscal Staff**

- The Council reviewed the RFP for fiscal staff and discussed hourly wage for this work ranging from \$75-\$100 per hour.
  - Stephanie Birmingham made a motion to set the Bookkeeper/Legal Fees budget line item in the Federal Fiscal Year 2021 Council budget at \$11,000.00. Randi Johnson seconded the motion. Motion carried. See Motion Item 6.
  - Stephanie Birmingham made a motion to approve the RFP for fiscal staff and to send the RFP to ILC leadership staff. Jason Beloungy seconded the motion. Motion carried. See Motion Item 7.
  - Randi Johnson will send out Request for Proposal (RFP) for fiscal staff to all Independent Living Centers' (ILCs) leadership staff by February 19, 2021.
  - See Action Item 3.

#### **VI. Discuss ILCW RFP for a Website Developer**

- Randi Johnson will email the RFP for a website developer to the full Council for review by February 26, 2021. The draft RFP will be reviewed and discussed at the ILCW Executive Committee meeting on March 4, 2021. See Action Item 4.
  - Jason Beloungy made a motion for the full Council to allow the ILCW Executive Committee to finalize the RFP for a website developer at the March 4, 2021 Executive Committee meeting. Chris Wood seconded the motion. Motion carried. See Motion Item 8.





## **VII. Discuss ILCW RFP for Program Coordinator**

- The Council discussed the need to hire a paid Program Coordinator and reviewed the revised position job description.
  - Jason Belongy made the motion to approve the revised Program Coordinator job description. Michael Donahue seconded the motion. Motion carried. See Motion Item 9.
- Jason Belongy stated that the Wisconsin Coalition of Independent Living Centers (WCILC) had drafted an RFP to provide staff support to ILCW and assist with recruitment, training, and orientation of a Program Coordinator at an estimated cost of \$2,500. Maureen Ryan, WCILC Director, would be responsible for recruitment and also assist with the application screening and interview process.
  - Randi Johnson made a motion to request an RFP from the Wisconsin Coalition of Independent Living Centers (WCILC) for recruitment, onboarding, orientation and training of the ILCW Program Coordinator position, with the budget to not exceed \$5,000. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 10.

## **VIII. Review and Discuss ILCW Financials for 2021**

- Michael Donahue, ILCW's Treasurer, led a discussion on ILCW's Federal Fiscal Year (FFY) 2021 financials.
  - The Council discussed increasing the budget line item for Accounting/Bookkeeping Staff and discussed increasing the Medical Benefits for the Program Coordinator position to \$2,000; which is a \$400 per month stipend for 5 months.
  - The Council concluded that the total yearly operational budget total for FFY 2021 with changes would be \$74,488.
  - Jason Belongy made a motion to approve the Council's updated FFY 2021 budget totaling \$74,488 and de-obligate \$87,295 of Title VII, Part B funds from the State Independent Living Council (SILC) for FFY 2021. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 11.
- The Council continued discussion WCILC's request to determine the amount of underspending that would be de-obligated from the SILC's FFY 2021 budget and allocated to the Independent Living Centers (ILCs) by the end of February 2021. WCILC also requested that the underspending be allocated to the 5 ILCs that received minimal amounts of CARES Act funding.

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- Randi Johnson made a motion to allocate the \$87,295 in SILC FFY 2021 de-obligated Title VII, Part B funds to the five ILCs that received minimal amounts of CARES Act funding (Independent Living Resources, Midstate Independent Living Choices, North Country Independent Living, Options to Independent Living, and Society's Assets, Inc.) contingent upon the Administration for Community Living's Program Officer approval. Jason Belongy seconded the motion. Motion carried. See Motion Item 12.
- Jason Endres will draft correspondence to ACL to confirm that de-obligated funds can be dispersed to 5 of the 8 ILCs based on the approved State Plan for Independent Living, 2021-2023. Correspondence will request a response prior to the next ILCW Executive Committee meeting on March 4, 2021. See Action Item 5.

**IX. Review and Discuss 2021-2023 SPIL Goals and Objectives**

- The Council did not get to this agenda item.

**X. Review 2021 ILCW Quarterly Meeting Dates**

- The Council did not get to this agenda item.

**XI. Virtual Tour of Center for Independent Living of Western Wisconsin**

- The Council did not get to this agenda item.

**XII. Adjourn**

- Jason Belongy made a motion to adjourn the meeting on February 16, 2021. Randi Johnson seconded the motion. Motion carried. See Motion Item 13.

**The meeting adjourned at 12:51 P.M.**