

Address: 3810 Milwaukee St.
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Website: ilcwis.org



Independent Living Council of Wisconsin (ILCW)

Executive Committee Teleconference Meeting

Thursday, June 3, 2021

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

Approved July 1, 2021

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Jason Belongy will connect with Maureen Ryan to discuss her part in onboarding and orientation of Program Coordinator Staff.
- 2. Action Item:** Jason Endres will connect with Designated State Entity (DSE) to determine their role in onboarding and orientation of Program Coordinator.
- 3. Action Item:** Jason Belongy will draft a list of interview questions for the Program Coordinator position, and will send the completed list to Maureen Ryan by June 18, 2021. All input from Executive Committee members will need to be submitted to Jason Belongy by June 11, 2021.

B. Executive Committee Motion Items

- 1. Motion Item:** Randi Johnson made a motion to approve the June 3, 2021 Executive Committee meeting agenda. Michael Donahue seconded the motion. Motion carried.
- 2. Motion Item:** Michael Donahue made a motion to approve the May 6, 2021 Executive Committee meeting minutes. Randi Johnson seconded the motion. Motion carried.
- 3. Motion Item:** Scott Luber made a motion to adjourn the meeting. Kyle Kleist seconded the motion. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, Chairperson

Executive Committee Members Present: Jason Endres; Jason Belongy; Randi Johnson; Scott Luber; Kyle Kleist and Michael Donahue.

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

Guest(s): Not applicable.

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

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II. The meeting was called to order at 1:02 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 June 3, 2021 Meeting Agenda

- Randi Johnson made a motion to approve the June 3, 2021 Executive Committee meeting agenda. Michael Donahue seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve May 6, 2021 Executive Committee Meeting Minutes

- Michael Donahue made a motion to approve the May 6, 2021 Executive Committee meeting minutes. 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 ILCW Program Coordinator Staff Recruitment

- The Executive Committee discussed Program Coordinator Staff recruitment; which includes onboarding, orientation, training and supervision.
- Randi Johnson stated she emailed Jason Endres the recruitment letter and he will review prior to sending it to the entire Executive Committee.
 - The Executive Committee discussed a recruitment timeline; which includes the applications deadline, interview and scoring process for interviews. Maureen Ryan will be assisting with scheduling interviews; followed by the interview team conducting virtual interviews.
 - The Executive Committee discussed posting the job ad by the end of next week, June 11, 2021; and closing the applications deadline by July 9, 2021. Projected start date of Program Coordinator would tentatively be Mid-August 2021.
 - The Executive Committee discussed the interview team being Jason Belungy, Maureen Ryan, Jason Endres and Randi Johnson; while all employment applications would be reviewed by the Full Executive Committee.

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- DHS Support Staff suggested setting up a private tab in LiveBinder for Executive Committee Members that will be storage for resumes and applications.
- The Executive Committee discussed onboarding, orientation and training of Program Coordinator staff; including financial discussions and the difference between 501c3 and Council obligations.
 - Jason Beloungy and Kyle Kleist volunteered to assist with onboarding and orientation of new Program Coordinator Staff.
 - Jason Beloungy will connect with Maureen Ryan to discuss her part in onboarding, orientation and training of Program Coordinator Staff. See Action Item 1.
 - Jason Endres will connect with Designated State Entity (DSE) to determine their role in onboarding and orientation of Program Coordinator. See Action Item 2.
 - The Executive Committee discussed Michael Donahue assisting with training on any fiscal related tasks.
- The Executive Committee discussed going through the performance evaluation process as a group so that members are aware of expectations.
- Jason Endres recommended having a private folder in LiveBinder with information related to Human Resources.
- Jason Beloungy recommended moving forward with drafting interview questions so that they are ready to be submitted to Maureen Ryan by June 18, 2021. Encouraged any suggestions or questions be sent to him by June 11, 2021.
 - Jason Beloungy will draft a list of interview questions for the Program Coordinator position, and will send the completed list to Maureen Ryan by June 18, 2021. All input from Executive Committee members will need to be submitted to Jason Beloungy by June 11, 2021. See Action Item 3.

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VII. Adjourn

- Scott Luber made a motion to adjourn the meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 3.

VIII. Enter Closed Session at 2:00 P.M.: Human Resources Discussion

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

The meeting adjourned at 2:24 P.M.