

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

Executive Committee Teleconference Meeting

Thursday, July 1, 2021

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

Amended and Approved August 2, 2021

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Jason Endres will reach out to Jill Nyberg from NCIL about the status of the interested potential ILCW member from the North Country area.
- 2. Action Item:** Jason Endres and Michael Donahue will draft and send an email to the ILCW Full Council membership about voting to allow coverage through Sustainable HR PEO LLC. for health insurance, payroll, dental and \$75.00 per month for life insurance and short/long term disability; also for the Executive Committee to recommend to the Full Council to approve Sustainable HR PEO LLC as the ongoing PEO, and amend employee policies to reflect coverage of benefits; eg. health insurance premium up to 60%, disability and life insurance and dental.
- 3. Action Item:** The Executive Committee will discuss the supervision of the Program Coordinator Staff, and Task Work Plan at the August 5, 2021 Executive Committee.

B. Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the July 1, 2021 Executive Committee meeting agenda. Michael Donahue seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the June 3, 2021 Executive Committee meeting minutes. Randi Johnson seconded the motion. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion for the Executive Committee to approve the additional coverage through Sustainable HR PEO LLC. for health insurance, payroll, dental and \$75.00 per month for life insurance and short/long term disability; also for the Executive Committee to recommend to the Full Council to approve hiring Sustainable HR PEO LLC as the PEO, and amend employee policies to reflect coverage of benefits; eg. health insurance premium up to 60%, disability and life insurance and dental. Scott Lubber seconded the motion. Motion carried.
- 4. Motion Item:** Kyle Kleist made a motion to adjourn the meeting. Randi Johnson 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; Scott Luber; Kyle Kleist 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).

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 July 1, 2021 Meeting Agenda

- Kyle Kleist made a motion to approve the July 1, 2021 Executive Committee meeting agenda. Michael Donahue seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve June 3, 2021 Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the June 3, 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 Membership Recruitment

- The Executive Committee discussed ILCW membership recruitment; Kyle Kleist and Eric Riskus being the most recent appointments. The Committee discussed the importance of reviewing the ILCW Bylaws and in reference to membership.
 - Jason Endres shared that he received an inquiry through the ILCW Gmail account, and also interest from a past North Country Independent Living Center (NCIL) board member referred by Jilly Nyberg, NCIL Executive Director.

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- Jason Endres will reach out to Jill Nyberg from NCIL about the status of the interested potential ILCW member from the North Country area. See Action Item 1.

VII. Discuss Updates on ILCW Program Coordinator Staff Recruitment

• Onboarding, Orientation and Training

- The Executive Committee discussed onboarding and training of the ILCW Program Coordinator.
 - Jason Endres and Michael Donahue stated they will be a part of the training and onboarding; as well as Maureen Ryan orientating on the History of IL/ILCW; and the DSE sharing their role and guidance. DHS Support Staff will also assist with training on meeting minutes, Open Meeting Notices and meeting reminders.
 - Jason Endres and Scott Luber agreed that they would assist with orientation on the policy manual, when to report, timesheet and any other employment related human resource policies.

• Payroll and Benefits Package

- The Executive Committee discussed the option of utilizing professional services from Sustainable HR PEO LLC. for payroll, benefits and related human resource services.
 - Jason Beloungy stated that the estimated fee would be \$1,500.00 per month to use Sustainable HR PEO LLC. as a professional employer organization (PEO) for services; also the extra cost for the employer share of health insurance benefits (60% would pick up for health insurance premium) would be \$300.00 per month for single and \$1,000.00 per month for a family plan. Group life and disability coverage would also be \$75.00 per month.

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- Kyle Kleist made a motion for the Executive Committee to approve the additional coverage through Sustainable HR PEO LLC. for health insurance, payroll, dental and \$75.00 per month for life insurance and short/long term disability; also for the Executive Committee to recommend to the Full Council to approve Sustainable HR PEO LLC. as the ongoing PEO, and amend employee policies to reflect coverage of benefits; eg. health insurance premiums up to 60%, disability and life insurance and dental. Scott Luber seconded the motion. Motion carried. See Motion Item 3.
 - The Executive Committee discussed how to hold the Full Council vote on the motion item due to needing a fast turnaround; and agreed that collecting an email vote would be adequate and fall within ILCW Bylaws.
 - Jason Endres and Michael Donahue will draft and send an email to the ILCW Full Council membership about voting to allow coverage through Sustainable HR PEO LLC. For health insurance, payroll, dental and \$75.00 per month for life insurance and short/long term disability; also for the Executive Committee to recommend to the Full Council to approve hiring Sustainable HR PEO LLC. as the ongoing PEO, and amend employee policies to reflect coverage of benefits; eg. health insurance premiums up to 60%, disability and life insurance and dental. See Action Item 2.
- **Supervision of Staff**
 - The Executive Committee discussed the supervision of the Program Coordinator Staff. Jason Endres shared that he has never supervised staff before and requested guidance. The Executive Committee discussed having a Work Plan in place regarding daily, weekly, monthly and annual tasks completed by the Program Coordinator.
 - The Executive Committee will discuss the supervision of the Program Coordinator Staff, and Task Work Plan at the August 5, 2021 Executive Committee. See Action Item 3.

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VIII. Discuss Closure Letter to Current ILCW Fiscal Staff

- The Executive Committee discussed a closure letter that was sent out on June 25, 2021 to ILCW's current fiscal agent, Sheryl Kliebenstein, relieving her of her fiscal duties and transferring fiscal services to Kollath as of July 2021.
 - Michael Donahue stated he will be meeting with Kollath next week to discuss the transition.
 - Jason Beloungy recommended that Michael Donahue be in regular contact with Sheryl Kliebenstein to ensure that all outstanding invoices are completed by July 9, 2021.

IX. Adjourn

- Kyle Kleist made a motion to adjourn the meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 4.

The meeting adjourned at 2:08 P.M.