

Address: 3810 Milwaukee St.
Madison, WI 53714

Phone: 608-575-9293

Website: ilcwis.org



Independent Living Council of Wisconsin (ILCW)

August Quarterly Teleconference Meeting

Monday, August 16, 2021

10:00 A.M. to 1:00 PM

Approved September 30, 2021.

Action Items and Motion Items

A. Action Items

1. **Action Item:** Michael Donahue will send Jason Belongy information on the 3 current ILCW Go Daddy website domains.
2. **Action Item:** Kyle Kleist will email Randi Johnson information about Options for Independent Living Website Developer; *Prophit* located out of Green Bay.
3. **Action Item:** Jason Belongy will touch base with *Powder Keg*, a web developer business located in Madison, regarding submitting an RFP or Bid for IL Network website development.
4. **Action Item:** Jason Belongy and Randi Johnson will work on gathering 3 bids for the Website Developer.
5. **Action Item:** Michael Donahue stated he would update the response to the Letter of Fiscal Concern between ILCW and the DSE, and work on setting up an ILCW Financial Committee meeting to work on updating fiscal policies. ILCW Full Council agreed that Michael will send the response to the Letter of Fiscal Concern between ILCW and the DSE by Friday, August 20, 2021.
6. **Action Item:** DHS Support staff will send out a Doodle Poll for dates for availability to schedule an ILCW Full Council meeting prior to September 30, 2021.
7. **Action Item:** Maureen Ryan will send out a Doodle Poll to members of ILCW, WCILC and DSE/DHS to find a new date for the IL Network Retreat prior to October 1, 2021.

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B. Motion Items

1. **Motion Item:** Kyle Kleist made a motion approve the August ILCW quarterly meeting agenda with the addition of Agenda Item III, *Discussion with Molly Berenson, Kollath* on Day 2. Michael Donahue seconded the motion. Motion carried.
2. **Motion Item:** Jason Beloungy made a motion to approve the May quarterly meeting minutes. Kyle Kleist seconded the motion. Motion carried.
3. **Motion Item:** Jason Beloungy made a motion to accept the Revised FFY 2021 Quarter 3 Financial Report. Randi Johnson seconded the motion. Motion carried.
4. **Motion Item:** Jason Beloungy made a motion to allow the ILCW Executive Committee to review and approve 3 solicited Website Developer bids no later than August 31, 2021; and move ahead with one bid for the development of a new joint IL Network Website and domain. Scott Lubber seconded the motion. Motion Carried.
5. **Motion Item:** Michael Donahue made a motion that the secured document and scanning services, pending ILCW Executive Committee approval, will be purchased through Access to Independence Scanning Services. Randi Johnson seconded the motion. Motion Carried.
6. **Motion Item:** Michael Donahue made a motion to move forward with a qualified third party unbiased trainer to train ILCW's future Program Coordinator position and Executive Committee members on non-profit financial management and fiscal responsibilities. Randi Johnson seconded the motion. Motion carried.
7. **Motion Item:** Michael Donahue made a motion to move forward with scheduling an ILCW Full Council meeting prior to September 30, 2021 to review and approve the FFY 2022 Financial Budget. Randi Johnson seconded the motion. Motion carried.
8. **Motion Item:** Jason Beloungy made a motion to adjourn the meeting on August 16, 2021 and to reconvene the meeting on August 17, 2021 at 10:00 A.M. Kyle Kleist seconded the motion. Motion carried.
9. **Motion Item:** Michael Donahue made a motion to approve the proposed ILCW FFY 2022 Financial Budget for the amount of \$122,452.63, and of that amount, ILCW will expend the estimated carryover from FFY 2021 of \$11,429 of Part B funds, \$51,453 of FFY 2022 Part B funds and FFY 2022 \$60,000 of DVR I&E funds. The remaining FFY 2022 Part B funds of \$50,330.00 will be passed

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through equally to the eight Wisconsin ILCs following the mechanism set forth in the 2021-2023 SPIL. Kyle Kleist seconded the motion. Motion carried.

10. Kyle Kleist made a motion to adjourn the meeting on August 17, 2021. Eric Riskus seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, Chairperson

Council Members Present: Jason Endres; Michael Donahue; Scott Luber; Jason Beloungy; Kyle Kleist; Eric Riskus; and Randi Johnson.

Council Member(s) Absent (*Excused): Chris Wood*

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

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

Guest: Maureen Ryan, Wisconsin Coalition of Independent Living Centers (WCILC)

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 10:01 A.M. on August 16, 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 August Quarterly Meeting Agenda

- Kyle Kleist made a motion approve the August ILCW quarterly meeting agenda with the addition of Agenda Item III, Discussion with Molly Berenson, Kollath on Day 2. Michael Donahue seconded the motion. Motion carried. See Motion Item 1.

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IV. Review and Approve May Quarterly Meeting Minutes

- Jason Beloungy made a motion to approve the May quarterly meeting minutes. Kyle Kleist 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. Review Federal Fiscal Year (FFY) 2021 Budget

- The Council discussed underspending within the FFY 2021 Budget, and the need to spend down funding before September 30, 2021.
 - Based on feedback from the Designated State Entity (DSE) and DVR, Council discussed moving all expenses into Innovation & Expansion (I&E) Funds, as these funds are not able to be carried over to FFY 2022.
- The Council discussed spending funds on collaborative IL Network Website; secure mail scanning services; additional scanning services for record keeping and new equipment for the Program Coordinator (eg. laptop, docking station, printer/fax/scanner, two monitors).
 - Sarah Lincoln shared that DVR has no intent to reduce I&E funds; however, will look at the budget and ensure that \$60,000 is appropriate. Also stressed the importance of having the I&E funding spent down prior to September 30, 2021.
- The Council discussed the ILCW FFY 2021 Quarter 3 Financial Report
 - Michael Donahue explained that revisions were completed due to the need to move funding into the I&E profile to assist with spending down I&E funds prior to September 30, 2021.
 - Jason Beloungy made a motion to accept the Revised FFY 2021 Quarter 3 Financial Report. Randi Johnson seconded the motion. Motion carried. See Motion Item 3.

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VII. Discuss ILCW RFP for Website Developer

- The Council discussed the Website Developer position and the potential of an inclusive IL Network Website, instead of separate websites, to have a central access point for people with disabilities.
 - Long-term goal would be for the Website Developer to create the IL Network Website, and Program Coordinator or Council Member would then assist with maintaining the website.
 - The Council Discussed not setting a limit on funds for the website developer and utilizing I&E funds for development.
 - The Council discussed currently having three different domains for the ILCW Website and to look into terminating or redirecting to the new domain when it becomes available.
 - Michael Donahue will send Jason Belongy information on the 3 current ILCW Go Daddy website domains. See Action Item 1.
 - Kyle Kleist will email Randi Johnson information about Options for Independent Living Website Developer; *Prophit* located out of Green Bay. See Action Item 2.
 - Jason Belongy will touch base with Powder Keg, a web developer business located in Madison regarding submitting an RFP or Bid for website development. See Action Item 3.
 - Jason Belongy and Randi Johnson will work on gathering 3 bids for the Website Developer. See Action Item 4.
 - Jason Belongy made a motion to allow the ILCW Executive Committee to review and approve 3 solicited Website Developer bids no later than August 31, 2021; and move ahead with one bid for the development of a new joint IL Network Website and domain. Scott Luber seconded the motion. Motion Carried. See Motion Item 4.



VIII. Discuss Response Letter of Financial Concerns to Designated State Entity (DSE)

- The Council discussed the Fiscal Letter of Concern and Response between ILCW and the DSE. Discussed planning for FFY 2022 and being accountable for items listed in the letter and response. The following actions were taken as a result and in regards to some of the responses to the Fiscal Letter of Concern:
 - Michael Donahue made a motion that the secured document and scanning services, pending ILCW Executive Committee approval, will be purchased through Access to Independence Scanning Services. Randi Johnson seconded the motion. Motion Carried. See Motion Item 5.
 - Michael Donahue made a motion to move forward with a qualified third party unbiased trainer to train ILCW's future Program Coordinator position and Executive Committee members on non-profit financial management and fiscal responsibilities. Randi Johnson seconded the motion. Motion carried. See Motion Item 6.
 - Michael Donahue stated he would update the response to the Letter of Fiscal Concern between ILCW and the DSE, and work on setting up an ILCW Financial Committee meeting to work on updating fiscal policies. ILCW Full Council agreed that Michael will send the response to the Letter of Fiscal Concern between ILCW and the DSE by Friday, August 20, 2021. See Action Item 5
- DHS Support Staff encouraged ILCW to always seek out 3 bids or quotes for services. Reminded ILCW that documentation will need to be completed for any instances where three bids or quotes for service are unable to be found.

IX. Discuss and Approve ILCW Financial Budget for FFY 2022

- The Council reviewed the FFY 2022 ILCW Financial Budget, and discussed the need to set up a Full Council meeting prior to September 30, 2021 to approve the FFY 2022 budget based on actual costs.
- Michael Donahue emailed out proposed FFY 2022 Budget for review, and will carryover this discussion to tomorrow, August 17, 2021 due to Full Council not having time to review document prior to today's Quarterly Meeting.

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- Michael Donahue made a motion to move forward with scheduling an ILCW Full Council meeting prior to September 30, 2021 to review and approve the FFY 2022 Financial Budget. Randi Johnson seconded the motion. Motion carried. See Motion Item 7.
- DHS Support staff will send out a Doodle Poll for dates for availability to schedule an ILCW Full Council meeting prior to September 30, 2021. See Action Item 6.

X. Discuss Fiscal Staff Updates

- Michael Donahue shared with the Council that ILCW will be utilizing Professional Employer Organization (PEO) Services through *Sustainable HR*, whom works hand-in-hand with Kollath.

XI. Discuss Program Coordinator Position Updates

- The Council discussed Program Coordinator Position Updates. A candidate was offered the Program Coordinator position; however, didn't accept the position.
 - Randi Johnson suggested broadening the job posting since the posting itself seemed hard to find, which in turn, delay in hiring.
 - Discussed updating the timeline for hiring and also including remote work verses reporting to a regional office or Madison; however stressing the importance of meeting in-person and traveling when the Full Council starts meeting in-person again.
 - The Council discussed modifying training and orientation activities to have the first week be in Madison for training and orientation or being flexible with virtual training and orientation. Council agreed that finalizing these details will need to wait until an application is hired.

XII. Adjourn (Reconvene on Tuesday, August 17, 2021 at 10:00 A.M.)

- Jason Beloungy made a motion to adjourn the meeting on August 16, 2021 and to reconvene the meeting on August 17, 2021 at 10:00 A.M. Kyle Kleist seconded the motion. Motion carried. See Motion Item 8.

The meeting adjourned at 12:57 P.M.

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Independent Living Council of Wisconsin (ILCW)

August Teleconference Meeting

Tuesday, August 17, 2021

10:00 A.M. to 1:00 PM

I. Welcome and Introductions, Jason Endres, Chairperson

Council Members Present: Jason Endres; Michael Donahue; Scott Luber; Jason Belongy; Kyle Kleist; Eric Riskus; and Randi Johnson.

Council Member(s) Absent (*Excused): Chris Wood*

Council Liaisons Present: Taqwanya Smith, Department of Transportation and Sarah Lincoln, Department of Vocational Rehabilitation; Amber Mullett, Department of Health Services (DHS).

Council Liaison(s) Absent (*Excused): Not applicable.

Guest: Maureen Ryan, Wisconsin Coalition of Independent Living Centers (WCILC); and Molly Berenson, Kollath.

DHS Support Staff Present: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR) and Ashley Walker, DHS, BADR.

II. Reconvene August Quarterly Meeting

The meeting reconvened was called to order at 10:02 A.M. on August 17, 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](#).

XIII. Liaison Updates

- **Department of Transportation (DOT), Taqwanya Smith:** See Submitted Liaison Report.
- **Division of Vocational Rehabilitation (DVR), Sarah Lincoln:** DVR offices are open and encouraging individuals with disabilities to sign up for services. Masks are required for staff, but optional for consumers. Budget updated Items: Project Search continues to be funded, addition of a Employment Support Coordination related to ACT 178, CIE Competitive Integrated Employment, increase in general purpose revenue dollars, CAP moving from Department of Agriculture, Trade and Consumer Protection (DATCP) to Disability Rights Wisconsin (DRW).

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- **Department of Health Services (DHS), Amber Mullett:** DHS continues to monitor COVID-19 progress; 149 jobs will be posted over the next several weeks for project positions. The COVID-19 Response Team will be moving back into Division of Public Health (DPH). DPH has key priority and project areas: Health Equity and COVID response; also continues to focus on high quality services at DHS and keeping staff safe and avoiding staff turnover. Equity and Public Recovery focused grants are a priority. DHS continues to provide support and encourages participation in the Aging and Disability Network Forums. Encourages cross collaboration, and one-on-one consultations and bring in IL for COVID-19 response.
- **Designated State Entity (DSE), Lisa Sobczyk:** DSE issued a Letter is fiscal concern in May 2021. The ILCW Council responded with a broad response, so DSE issued letter back to gain more specifics. The deadline is Friday, August 20, 2021. DSe stressed the importance of approving money to be released to the centers prior to October 1, 2021. The IL Network is moving forward with an IL Network Retreat, however, DSE notified the network that no DSE staff will be able to participate. DSE recommended postponing the IL Retreat, but due to timelines, will support if the network decides to move forward without the DSE. The Administration for Community Living (ACL) has not released an instrument to submit annual PPR. DSE encourages ILCW to reconfirm numbers and move forward with assuming normal December 2021 timeline for completing PPR: need narrative for goals and financials done by Thanksgiving time to give enough time to ensure accuracy.

III. Discussion with Molly Berenson, Kollath

- Molly Berenson attend the ILCW meeting and introduced herself as the new Bookkeeper for ILCW.

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IV. Report from Wisconsin Coalition of Independent Living Centers (WCILC) and Independent Living Centers (ILCs)

- ***WCILC Chair, Jason Beloungy and WCILC Executive Director, Maureen Ryan:*** ILCs efforts to increase funding in the State Biennial Budget were unsuccessful. The IL Network is currently looking for other avenues to move forward through assembly and the Aging and Long-term Care Committees. The overarching goal is to secure \$580,000 of base funding per ILC.
- WCILC continues to meet monthly and encouraging vaccination and masking. Focusing on the education for people with disabilities around COVID-19 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 and offer in-person services, as needed.
- Wisconsin Independent Living Network (WILN) continues to meet ongoing and work on advocacy efforts around long-term care, health care, transportation, and mental health. WILN also is creating awareness on issues regarding voting, diversity, equity and inclusion.
- WCILC and ILCs will be partnering with Equity by Design located in Madison, to develop long-term strategies and training centered on inclusion and diversity.
- An Assistive Technology and Home Modification 3 day certification training was offered to IL staff by Gerald Hay from Independence First in May 2021. All 8 ILCs have trained individuals in partnership with IRIS, Children's Waiver, DVR, and Family Care. The next step is to develop a manual and best practices that will be used internally and potentially as a national model.
- IL Days is hoping to be an in-person event in 2022; however, has not been decided on as of yet. The IL Network is discussion the option of possible moving the date to later in the year due to it not being a biennial budget year.
- Maureen Ryan will be retiring from the National Council on Independent Living (NCIL) Board in 2022. NCIL has announced a new Executive Director, Reyma McCoy McDeid.
- The ILCs are using a new database system called CILS First. ILCs are currently in the process of changing over to the new database; currently 7 out of 8 ILCs have changed over to CILS First.



V. Discuss and Approve ILCW Financial Budget for FFY 2022

- The Council continued their discussion on the ILCW FFY 2022 Financial Budget. Michael Donahue went over the proposed FFY 2022 Budget and projected expenses.
 - Michael Donahue discussed approximately \$11,429 of Part B FFY 2021 funding that will need to be carried over to FFY 2022 due to underspending and the need to spend down DVR I&E funds prior to October 1, 2021.
 - The Council discussed reducing their Part B budget and passing through funds to all either ILCs to assist with funding IL core services.
 - Michael Donahue made a motion to approve the proposed ILCW FFY 2022 Financial Budget for the amount of \$122,452.63, and of that amount, ILCW will expend the estimated carryover from FFY 2021 of \$11,429 of Part B funds, \$51,453 of FFY 2022 Part B funds and FFY 2022 \$60,000 of DVR I&E funds. The remaining FFY 2022 Part B funds of \$50,330.00 will be passed through equally to the eight Wisconsin ILCs following the mechanism set forth in the 2021-2023 SPIL. Kyle Kleist seconded the motion. Motion carried. See Motion Item 9.

VI. Review and Discuss SPIL, 2021-2023 Goals and Monitoring

- **Quarterly Reporting Data**
 - The Council discussed and reviewed the SPIL Tracking Tool Quarterly Reports from ILCW and WCILC.
- **SPIL Committee Membership and Next Steps**
 - The Council discussed the need to have an active SPIL Committee. Randi Johnson volunteered to be a point of contact for anyone interested in joining the Committee.
 - ILCW Council members that volunteered to be a part of the SPIL Committee: Randi Johnson; Jason Beloungy; Jason Endres; Kyle Kleist; Maureen Ryan. DSE representative: Lisa Sobczyk.
 - Maureen Ryan stated she would check with WCILC membership to see if anyone else wants to join the Committee.

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VII. Discuss Independent Living (IL) Network Retreat Updates and Planning

- The Council discussed the need for representation from ILCW, WCILC and DSE to be at the IL Network Retreat, per the SPIL requirements; and the need to have the retreat prior to October 1, 2021 to assist with expenses being documented in FFY 2021.
- Maureen Ryan will send out a Doodle Poll to members of ILCW, WCILC and DSE/DHS to find a new date for the IL Network Retreat prior to October 1, 2021. See Action Item 7.

VIII. Discuss ILCW Membership Recruitment

- The Council did not get to this agenda item. This agenda item will be discussed at the next ILCW Executive Committee Meeting on September 2, 2021.

IX. Discuss ILCW Appointment to the Wisconsin Rehabilitation Council

- The Council discussed Kyle Kleist volunteering to be the ILCW representative to the Wisconsin Rehabilitation Council (WRC); and filling out the application for appointment.

X. Review 2022 ILCW Quarterly Meeting Dates

- The Council discussed continuing to meet virtual for 2021; and setting up virtual and in-person tentative Quarterly Meetings in calendar year 2022:
 - February 21-22, 2022 (virtual)
 - May 16-17, 2022 (virtual)
 - August 15-16, 2022 (in-person with a virtual option)
 - November 21-22, 2022 (in-person with a virtual option)

XI. Adjourn

- Kyle Kleist made a motion to adjourn the meeting on August 17, 2021. Eric Riskus seconded the motion. Motion carried. See Motion Item 10.

The meeting adjourned at 1:06 P.M.