

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



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

Monday, May 17, 2021  
10:00 A.M. to 1:00 PM

Approved August 16, 2021

### Action Items and Motion Items

#### A. Action Items

1. **Action Item:** Michael Donahue and Jason Endres will write and send a letter to Professional Interpreting Enterprise (PIE) requesting invoices for services be sent within 30-60 days of the initial service date.
2. **Action Item:** Michael Donahue will notify Kollath of the Council's decision to move forward with awarding their firm the new Independent Living Council of Wisconsin (ILCW) Bookkeeper position; as well as work with the current Bookkeeper during the transition process.
3. **Action Item:** ILCW agreed that any member can submit potential interview questions or thoughts about the hiring process to Jason Beloungy by May 28, 2021.
4. **Action Item:** DHS support staff will send Executive Committee members a copy of the interview questions ILCW utilized during the recruitment of the previous Program Coordinator position.
5. **Action Item:** Jason Endres will draft a Letter of Engagement detailing the Wisconsin Coalition of Independent Living Center's Scope of Work in recruiting ILCW's Program Coordinators. Jason Endres will share the letter with full Council for feedback prior to the June 3, 2021 Executive Committee Meeting.
6. **Action Item:** Randi Johnson will be the lead on updating progress on Goal 4 in the SPIL Tracker on a quarterly basis.
7. **Action Item:** Jason Endres will reach out to Jill Nyberg from North Country Independent Living, regarding a person interested in joining the State Independent Living Council from northern Wisconsin.

#### B. Motion Items

1. **Motion Item:** Jason Beloungy made a motion approve the May ILCW quarterly meeting agenda. Jerry McCloskey seconded the motion. Motion carried.
2. **Motion Item:** Randi Johnson made a motion to approve the February quarterly meeting minutes. Chris Wood seconded the motion. Motion carried.

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



3. **Motion Item:** Scott Luber made a motion to approve the amended Federal Fiscal Year (FFY) 2020 4<sup>th</sup> quarter financial report, and the FFY 2021 2<sup>nd</sup> quarter financial report. Kyle Kleist seconded the motion. Motion carried.
4. **Motion Item:** Kyle Kleist made a motion to award Kollath the ILCW Bookkeeper contract. Randi Johnson seconded the motion. Motion carried.
5. **Motion Item:** Scott Luber made a motion to approve the revised ILCW personnel policies handbook. Chris Wood seconded the motion. Motion carried.
6. **Motion Item:** Scott Luber made a motion to adjourn the meeting on May 17, 2021 and to reconvene the meeting on May 18, 2021 at 10:00 A.M. Randi Johnson seconded the motion. Motion carried.
7. **Motion Item:** Kyle Kleist made a motion to adjourn the meeting on May 18, 2021. Jerry McCloskey seconded the motion. Motion carried.

### **C. Meeting Minutes**

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

**Council Members Present:** Jason Endres; Jerry McCloskey; Michael Donahue; Scott Luber; Chris Wood; Jason Beloungy; Kyle Kleist; and Randi Johnson.

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

**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).

**CART Services:** Margo Lucas.

**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 May 17, 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 May Quarterly Meeting Agenda**

Jason Beloungy made a motion approve the May ILCW quarterly meeting agenda. Jerry McCloskey seconded the motion. Motion carried. See Motion Item 1.



#### **IV. Review and Approve February Quarterly Meeting Minutes**

- Randi Johnson made a motion to approve the February quarterly meeting minutes. Chris Wood 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. Election of ILCW Officers**

- Jason Endres shared the results of the ILCW Officer Election:
  - Vice-Chair: Scott Luber;
  - Vice-Chair Elect: Kyle Kleist; and
  - Secretary: Randi Johnson.

#### **VII. Feedback from ILC/WCILC Collaborative Meeting**

- ILCW Executive Committee Members shared with the full Council information from a meeting with the Wisconsin Coalition of Independent Living Centers (WCILC) Executive Committee, ILCW's Executive Committee, and the Designated State Entity (DSE) on held on May 5, 2021.
  - ILCW Executive Committee Members stated that the meeting was positive and agreed on timelines, next steps, and action items that are necessary and need to be completed by the Council in order to support the Independent Living Network. ILCW will continue to with communication and collaboration with WCILC and the DSE going forward.
  - The Council discussed developing a decision tree or log for communications; utilizing tools available in ILCW's LiveBinder, and developing new tools and utilizing new strategies as necessary.

#### **VIII. Review and Approve ILCW Financial Budget for 2021**

- Michael Donahue led discussion on ILCW's Federal Fiscal Year (FFY) 2021 2<sup>nd</sup> quarter budget and financial report. The financial report included projected costs through the end of FFY 2021.
- Michael Donahue also reported to the Council that it had received invoices for interpreting services provided in FFY 2020. The Council discussed the late invoices received for interpreting services during FFY 2020; and the need to consult the auditor on how to record these expenses accurately.

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



- Michael Donahue shared that the FFY 2020 financial report, and state it had been amended to include these late invoices for interpreting services.
  - Scott Luber made a motion to approve the amended Federal Fiscal Year (FFY) 2020 4th quarter financial report, and the FFY 2021 2nd quarter financial report. Kyle Kleist seconded the motion. Motion carried. See Motion Item 3.
- Michael Donahue and Jason Endres will write and send a letter to Professional Interpreting Enterprise (PIE) requesting invoices for services be sent within 30-60 days of the initial service date. See Action Item 1.

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

- The Council discussed the RFP for a bookkeeper. The following firms have responded with a proposal: Kollath and Giersch.
  - The Council 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 possibly needing additional time from a bookkeeper during the transition from current bookkeeper and to implement recommendations from the audit.
  - Michael Donahue confirmed that both firms had positive references.
  - Kyle Kleist made a motion to award Kollath the ILCW Bookkeeper contract. Randi Johnson seconded the motion. Motion carried.
  - See Motion Item 4.
  - Michael Donahue will notify Kollath of the Council's decision to move forward with awarding their firm the new Independent Living Council of Wisconsin (ILCW) Bookkeeper position; as well as work with the current Bookkeeper during the transition process. See Action Item 2.

#### **X. Review and Approve Revised Personnel Policies**

- The Council discussed the revised ILCW personnel policies handbook with updated sections referring to non-discrimination, time off, vacation, general provisions, supervising, training, and telecommuting flexibility, as well as ensuring that that any updates made coincide with the current ILCW by-laws.
  - Scott Luber made a motion to approve the revised ILCW personnel policies handbook. Chris Wood seconded the motion. Motion carried. See Motion Item 5.

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



## **XI. Discuss Program Coordinator Position**

- The Council discussed the supervision of the Program Coordinator position as outlined in the revised ILCW personnel policies handbook. The Program Coordinator will be supervised by the ILCW Chair.
- The Council discussed the importance of having obligations, tasks, and duties being clear outlined and understandable.
- The Council also discussed the need for routine and ongoing communication at regular check-ins on a weekly or bi-weekly basis.
- The Council reviewed the timeline and process for recruitment of the Program Coordinator position.
- The Executive Committee will review templates, interview questions, and create a plan for reviewing resumes and conducting interviews. The Council discussed having a closed session during the next Executive Committee meeting to discuss the interview questions and how applicants will be rated.
  - ILCW agreed that any member can submit potential interview questions or thoughts about the hiring process to Jason Beloungy by May 28, 2021. See Action Item 3.
  - DHS support staff will send Executive Committee members a copy of the interview questions ILCW utilized during the recruitment of the previous Program Coordinator position. See Action Item 4.
  - Jason Beloungy stated that WCILC will be posting the ILCW Program Coordinator position within the next two weeks. It is ILCW's hope that a Program Coordinator will be hired within the next two months.
- ILCW discussed WCILC's Scope of Work and role at a recruiter versus a member of the Interview panel for the Program Coordinator position.
  - Chris Wood stated that it would be wise to lean on WCILC for advice, but to avoid any potential conflicts of interest, ILCW members would need to be the primary decision maker when it came to interviewing and hiring a Program Coordinator.
  - The full Council agreed to move forward with drafting a Letter of Engagement regarding WCILC's Scope of Work prior to the June 3, 2021 Executive Committee Meeting.
    - Jason Endres will draft a Letter of Engagement detailing the Wisconsin Coalition of Independent Living Center's Scope of Work in recruiting ILCW's Program Coordinators. Jason Endres will share

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



the letter with full Council for feedback prior to the June 3, 2021 Executive Committee Meeting. See Action Item 5.

**XII. Adjourn (Reconvene on Tuesday, May 18, 2021 at 10:00 A.M.)**

- Scott Luber made a motion to adjourn the meeting on May 17, 2021 and to reconvene the meeting on May 18, 2021 at 10:00 A.M. Randi Johnson seconded the motion. Motion carried. See Motion Item 6.

**The meeting adjourned at 12:44 P.M.**

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



## Independent Living Council of Wisconsin (ILCW) May Teleconference Meeting

Tuesday, May 18, 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; Scott Luber; Chris Wood; Jason Beloungy; Kyle Kleist; and Randi Johnson.

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

**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).

**CART Services:** Margo Lucas.

**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 May Quarterly Meeting

The meeting reconvened was called to order at 10:03 A.M. on May 18, 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. Discuss ILCW RFP for Website Developer

- The Council discussed holding off on hiring a Website Developer until after the Program Coordinator position is filled.
  - Michael Donahue will continue to post meeting notices and minutes to ILCW's Website.
  - Randi Johnson will upload Council documents to ILCW's Livebinder.

### XIII. Liaison Updates

- **Department of Transportation (DOT), Taqwanya Smith:** [Connect 2050](https://connect2050.wisconsin.gov) (<https://connect2050.wisconsin.gov>) is the update to the federally required statewide long-range multimodal transportation plan. Public 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

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



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 (e.g. seniors and people with disabilities).

- **Division of Vocational Rehabilitation (DVR), Sarah Lincoln:** DVR services are continuing to be offered to consumers and in-person on a case-by-case basis. Offices currently allow 10% capacity and encourage telecommuting. The Increasing Competitive Integrated Employment Joint Plan State Fiscal Year 2022-2023 is seeking stakeholder input (<https://dwd.wisconsin.gov/dvr/cie-announcement.pdf>; <https://docs.legis.wisconsin.gov/2017/related/acts/178>; <https://dwd.wisconsin.gov/dvr/partners/cie/pdf/cie-draft-joint-plan-22-33.pdf>).
- **Department of Health Services (DHS), Lisa Sobczyk:** The Children's Waiver and Medicaid Managed Care Quality Strategy have been posted to the DHS' website for public comment. A Letter of Concern was issued to LCW regarding financial management and ILCW needs to submit a plan in writing to the DSE by July 31, 2021. Corrections will need to be completed by September 30, 2021. DHS may request a Corrective Action Plan if these concerns are not addressed.

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

- **WCILC Chair, Jason Beloungy:** ILCs are 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 is being offered to IL staff by Gerald Hay from Independence First. All 8 ILCs have trained individuals in partnership with IRIS, Children's Waiver, DVR, and Family Care.



Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



- The IL Network would like to focus on having an IL retreat as outlined in SPIL Goal 4, and would like accomplished before September 30, 2021. Jason Endres, Michael Donahue, Chris Wood, and Randi Johnson agreed to be a part of a workgroup to help organize the retreat.
- The ILCs are using a new database system called CILS First. ILCs are currently in the process of changing over to the new database.

#### **V. Review and Discuss SPIL, 2021-2023 Goals and Monitoring**

- **Goals 1-3, Lead: Wisconsin Coalition of Independent Living Centers (WCILC)**
  - Jason Beloungy explained 2<sup>nd</sup> quarter SPIL tracker date for SPIL goals 1-3.
- **Goal 4, Lead: ILCW**
  - Randi Johnson will be the lead on updating progress on Goal 4 in the SPIL Tracker on a quarterly basis. See Action Item 6.

#### **VI. Discuss ILCW Membership Recruitment**

- The Council discussed membership recruitment and appointments.
  - Erik Riskus, from Midstate Independent Living Choices (MILC), is currently in the process of being appointed to ILCW.
  - Jason Endres will reach out to Jill Nyberg from North Country Independent Living, regarding a person interested in joining the State Independent Living Council from northern Wisconsin. See Action Item 7.
- **Orientation and Training**
  - The Orientation and Training Checklist has been updated with timelines for new members, and is located in ILCW's LiveBinder.
- **LiveBinder**
  - DHS support staff provided an overview of the LiveBinder online storage system and answered questions about logging into the LiveBinder and viewing documents.
  - Michael Donahue also stated that he recently had provided an overview of LiveBinder to Randi Johnson and Jason Endres.

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



## **VII. Review 2021 ILCW Quarterly Meeting Dates**

- The Council discussed 2021 quarterly meeting dates:
  - August 16-17, 2021; and
  - November 15-16, 2021.
    - The Council discussed continuing to meet virtual for 2021; and setting up tentative in-person quarterly meetings in calendar year 2022.

## **VIII. Adjourn**

- Kyle Kleist made a motion to adjourn the meeting on May 18, 2021. Jerry McCloskey seconded the motion. Motion carried. See Motion Item 7.

**The meeting adjourned at 12:21 P.M.**