



**Independent Living Council of Wisconsin (ILCW)
Executive Committee Teleconference Meeting**

**Thursday, February 4, 2021
1:00 P.M. to 2:30 P.M.**

APPROVED FEBRAURY 12, 2021.

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** ILCW will need to review the current approved SPIL to evaluate how Part B carryover and underspending can currently be allocated and so what purposes.
- 2. Action Item:** Michael Donahue will provide an update on Council expenses and recommended changes to the FFY 2021 budget by the next ILCW Executive Committee meeting.
- 3. Action Item:** DHS support staff will send out a Zoom invite for the ILCW Executive Committee meeting on February 12, 2021.

B. Executive Committee Motion Items

- 1. Motion Item:** Stephanie Birmingham made a motion to approve the February Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the December Executive Committee meeting minutes. Stephanie Birmingham seconded the motion. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to approve the January Executive Committee meeting minutes. Stephanie Birmingham seconded the motion. Motion carried.
- 4. Motion Item:** Stephanie Birmingham made the motion to have the following ready for discussion at the ILCW Quarterly meeting on February 15-16: 1. A dollar amount determined for even distribution to the 5 ILCs identified by WCILC. 2. A list of activities in which such funds will be spent. All contingent upon ACLs concurrence interpretation of 2021-2023 SPIL. Jason Beloungy seconded the motion. Motion carried.
- 5. Motion Item:** Jason Beloungy made a motion to adjourn the meeting. Stephanie Birmingham seconded the motion. Motion carried.



C. Executive Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, Chairperson

Executive Committee Members Present: Jason Endres; Jason Beloungy; Stephanie Birmingham; and Michael Donahue.

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

Guest(s): Randi Johnson, ILCW, Member at-large; Diana Luttmann, Ritz Holman LLP.

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

II. Meeting Called to Order

The meeting was called to order at 1:01 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 February Meeting Agenda

- Stephanie Birmingham made a motion to approve the February Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve December Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the December Executive Committee meeting minutes. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 2.

V. Review and Approve January Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the January Executive Committee meeting minutes. Stephanie Birmingham 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

- No public comment was received.

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VII. Report on 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.
- 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 Executive Committee agreed that Diana Luttmann did a nice job of summarizing the FFY 2020 audit and there was no other discussion.

VIII. Discuss and Review Fiscal Year 2020 and 2021 Financials

- Michael Donahue, ILCW's Treasurer, led a discussion on ILCW's Federal Fiscal Year (FFY) 2021 financials which included projected costs for the year and proposing some budget changes to shift some expenses from Innovation and Expansion funds to Title VII, Part B funds.
 - The Executive Committee discussed a request from Wisconsin Coalition of Independent Living Centers (WCILC) to determine the amount of ILCW underspending that would be de-obligated from ILCW's FFY 2021 budget and allocated to the Independent Living Centers (ILCs) by February 2021. WCILC also requested that the underspending be allocated to the 5 ILCs that received a minimal amount CARES Act funding.
 - ILCW will need to review the current approved SPIL to evaluate how Part B carryover and underspending can currently be allocated and so what purposes. See Action Item 1.
 - Stephanie Birmingham made the motion to have the following ready for discussion at the ILCW Quarterly meeting on February 15-16: 1. A dollar amount determined by the financial workgroup for



even distribution to the 5 ILCs identified by WCILC. 2. A list of activities in which such funds will be spent. All contingent upon ACLs concurrence interpretation of 2021-2023 SPIL. Jason Belongy seconded the motion. Motion carried. See Motion Item 4.

- The Executive Committee requested Michael Donahue look further into the projected spending, including possibly unforeseen costs so that the full Council can discuss WCILC's request at the ILCW Quarterly meeting on February 15-16, 2021.
 - Michael Donahue will provide an update on Council expenses and recommended changes to the FFY 2021 budget by the next ILCW Executive Committee meeting. See Action Item 2.
 - The Executive Committee decided to schedule another Executive Committee meeting prior to ILCW's Quarterly meeting and make decisions regarding ILCW's FFY 2021 budget and to cover the agenda items that were not covered in today's Executive Committee meeting.
 - The Executive Committee Meeting scheduled the next meeting for February 12, 2021 from 2:30 P.M.-4:00 P.M.
 - DHS support staff will send out a Zoom Invite for February 12 ILCW Executive Committee Meeting. See Action Item 3.

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

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

X. Discuss Program Coordinator Staff Duties and Supervision

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

XI. Discuss Web Developer Staff Update

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

XII. Discuss W ILCW Executive Committee Meeting Agenda Items for March 4, 2021

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

XIII. Adjourn

- Jason Belongy made a motion to adjourn the meeting. Stephanie Birmingham seconded the motion. Motion carried. See Motion Item 5.

The meeting adjourned at 2:53 P.M.