



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

Monday, November 16, 2020  
9:00 A.M. to 12:00 PM

APPROVED FEBRUARY 15, 2021.

### Action Items and Motion Items

#### A. Action Items

- 1. Action Item:** ILCW decided to add discussion of FFY 2021 budget line items of Independent Living Days and Network Training to the ILCW's Executive Committee meeting agenda on December 3, 2020 for further discussion.
- 2. Action Item:** DHS support staff will add Membership and Orientation materials to ILCW's LiveBinder. ILCW Officers or ILCW members will update these documents on an ongoing basis.
- 3. Action Item:** Stephanie Birmingham will complete the approved revisions to ILCW's by-laws. The final by-laws will be sent out to the ILCW's Council members and DSE support staff for record keeping.
- 4. Action Item:** ILCW's Executive Committee will be meeting on December 3, 2020 to discuss the ILCW's 501(c)3 status. The Executive Committee will provide recommendations and the full Council will further discuss this at the next ILCW quarterly meeting.
- 5. Action Item:** DHS support staff will email all ILCW members ILCW 2021 quarterly meetings dates and Zoom meeting calendar invites.

#### B. Motion Items

- 1. Motion Item:** Michael Donahue made a motion approve the November quarterly meeting. Michael Donahue then asked to amend the November quarterly meeting agenda to include Discussion of ILCW staff position on November 16, 2020. Chris Woods seconded the motion to approve the November quarterly meeting agenda as amended. Motion carried.
- 2. Motion Item:** Stephanie Birmingham made a motion to approve the September quarterly meeting minutes. Chris Woods seconded the motion. Motion carried.
- 3. Motion Item:** Stephanie Birmingham made a motion to adjourn the meeting on November 16, 2020 and to reconvene the meeting on November 17, 2020 at 9:00 A.M. Chris Woods seconded the motion. Motion carried.



- 4. Motion Item:** Stephanie Birmingham made a motion to adjourn the meeting on November 17, 2020. Jason Beloungy seconded the motion. Motion carried.

### **C. Meeting Minutes**

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

**Council Members Present:** Jason Endres; Jerry McCloskey; Michael Donahue; Stephanie Birmingham; Tom Benziger; Scott Lubber; Chris Woods; Jason Beloungy; and Randi Johnson.

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

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

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

**Guests:** Not applicable.

**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 9:03 A.M. on November 16, 2020 by Jason Endres, Chairperson.**

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 926 3637 0808 and via [Zoom](#).

#### **III. Review and Approval of November Quarterly Meeting Agenda**

- Michael Donahue made a motion approve the November quarterly meeting. Michael Donahue then asked to amend the November quarterly meeting agenda to include Discussion of ILCW staff position on November 16, 2020. Chris Woods seconded the motion to approve the November quarterly meeting agenda as amended. Motion carried. See Motion Item 1.

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

- Stephanie Birmingham made a motion to approve the September quarterly meeting minutes. The motion was seconded by Chris Woods. 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 was received.



## **VI. Review and Discuss ILCW Financials for 2020 and 2021**

- Michael Donahue, ILCW Treasurer, shared the Federal Fiscal Year (FFY) 2020 Quarter 4, Part B Report and FFY 2021 Grant Continuation Packet Budget.
- Stephanie Birmingham, ILCW Vice-Chair, stated that she had received notice from the Wisconsin Coalition of Independent Living Centers (WCILC) that Independent Living (IL) Days will no longer be offered in-person or virtually due to the amount of coordination required. ILC staff are continuing to focus priority on COVID-19 response.
- ILCW discussed the FFY 2021 budget the line items for IL Days and Network Training totaling \$14,550.
  - ILCW decided to add this as an agenda item to the ILCW's Executive Committee meeting agenda on December 3, 2020 for further discussion. See Action Item 1.

## **VII. Discuss ILCW Council Membership and Orientation**

- Randi Johnson updated ILCW members on actions that have been taking place regarding council membership and orientation. Randi Johnson worked with DHS support staff to create an accessible membership recruitment flyer. The flyer was emailed out to all of Wisconsin's Independent Living Centers' leadership. Randi Johnson also reached out to three individuals directly regarding their interested in joining the Council.
- ILCW Council discussed the addition of an online storage system, LiveBinder, to help store all ILCW documents, including membership training and orientation materials, and overall Council function. Jason Endres, ILCW Chair, created a free account. The Council discussed LiveBinder usage, utilizing it as an administrator, and also a viewer.
- DHS support staff will add Membership and Orientation materials to ILCW's LiveBinder. ILCW Officers or ILCW members will update these documents on an ongoing basis. See Action Item 2.
- ILCW discussed current membership and needing a minimum of two new members to be in compliance with their by-laws. According to the Council's recently revised by-laws.
- Stephanie Birmingham will complete the approved revisions to ILCW's by-laws. The final by-laws will be sent out to the ILCW's Council members and DSE support staff for record keeping. See Action Item 3.



## VIII. Discuss Vacant Secretary Position

- ILCW discussed the Secretary position and how the responsibilities of the Secretary position as outlined in the Council's by-laws. No nominations or appointments were made at this time.

## IX. Discuss ILCW Staff

- ILCW discussed the need to hire a paid staff person.
- Jason Beloungy stated that the Wisconsin Coalition of Independent Living Centers (WCILC) had drafted a Request for Proposal (RFP) to provide staff support to ILCW and assist with member training and orientation. However, the WCILC board was interested in ILCW dissolving their 501(c)3 status before proceeding with the RFP due to the complex nature of the 501(c)3 status and the high burnout rate of the board and past staff.
- ILCW discussed the options related to keeping or dissolving their 501(c)3 status, and the challenges when recruiting staff because the skills needed to manage a state council are different from those needed to manage a 501(c)3/ ILCW agreed that their top priority was to oversee the State Plan for Independent Living and related Systems Advocacy Work, which can be done without ILCW being a 501(c)3.
- ILCW's Executive Committee will be meeting on December 3, 2020 to discuss the ILCW's 501(c)3 status. The Executive Committee will provide recommendations and the full Council will further discuss this at the next ILCW quarterly meeting. See Action Item 4.

## X. Liaison Updates

- ***Department of Transportation (DOT), Taqwanya Smith***
  - WisDOT is assembling a new committee of department representatives to continue implementation of the Americans with Disabilities (ADA) Transition Plan.
  - The 2020 Update to the ADA Transition Plan was published and sent out for public comment on August 27, 2020. The public comment period ended on September 25, 2020. However, WisDOT welcomes comments on the update at any time.

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- WisDOT's oversight agency, the Federal Highway Administration, began conducting an ADA 30<sup>th</sup> Anniversary webinar series in July 2020. The series runs from July through December 2020. [Registration link:](https://apttech.adobeconnect.com/innovations_and_technology/event/event_info.html) ([https://apttech.adobeconnect.com/innovations\\_and\\_technology/event/event\\_info.html](https://apttech.adobeconnect.com/innovations_and_technology/event/event_info.html)).
- The Office of Business Opportunity and Equity Compliance, which includes the ADA Program, welcomed a new director on September 28, 2020.
- ***Division of Vocational Rehabilitation (DVR), Sarah Lincoln***
  - DVR services are continuing to be offered to consumers. There continues to be a reduction in DVR applicant rates due to COVID-19.
  - DVR continues to encourage service providers to offer remote services whenever possible.
- ***Department of Health Services (DHS), Lisa Sobczyk***
  - Amber Mullett will be returning to the Office for the Promotion for Independent Living (OPIL) from her reassignment in January 2021.
  - Mandatory Public Records Training required by the Governor's Office has been emailed to ILCW Members and should be completed by December 31, 2020.
  - Other items being collaboratively worked on by the Independent Living Network and Designated State Entity (DSE), which is DHS include: Council by-laws; SPIL, 2021-2023 revisions requested by Administration of Community Living (ACL); SPIL Public Hearing on December 2, 2020; and the Council's Federal Fiscal Year 2020 Program Performance Report (PPR) to ACL.

## **XI. Adjourn (Reconvene on Tuesday, November 17, 2020 at 9:00 A.M.0**

- Stephanie Birmingham made a motion to adjourn the meeting on November 16, 2020 and to reconvene the meeting on November 17, 2020 at 9:00 A.M. Chris Woods seconded the motion. Motion carried. See Motion Item 3.

**The meeting adjourned at 11:19 A.M.**



## **Independent Living Council of Wisconsin (ILCW)**

### **November Teleconference Meeting**

**Tuesday, November 17, 2020**

**9:00 A.M. to 12:00 PM**

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

**Council Members Present:** Jason Endres; Jerry McCloskey; Michael Donahue; Stephanie Birmingham; Chris Woods; Jason Beloungy; and Randi Johnson.

**Council Member(s) Excused (\*):** Tom Benziger and Scott Luber.

**Council Liaisons Present:** Taqwanya Smith, Department of Transportation.

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

**Guests:** Not applicable.

**DHS Support Staff Present:** Lisa Sobczyk, DHS, BADR and Ashley Walker, DHS, BADR.

#### **XIII. Reconvene November Quarterly Meeting**

**The meeting reconvened was called to order at 9:03 A.M. on November 17, 2020 by Jason Endres, Chairperson.**

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 926 3637 0808 and via [Zoom](#).

#### **XIV. Discuss 2021-2023 SPIL Goals and Objectives**

- Stephanie Birmingham, SPIL Committee Chair, discussed next steps for submitting the revised SPIL, 2021-2023.
  - ILCW officers will connect with Regina Blye prior to the December 2, 2020 Public Hearing to gain clarification on revisions. A cover letter and the revised SPIL with track changes will be sent to ACL when submitting the final SPIL draft for approval.
- The 2021-2023 SPIL Tracker will be a standing agenda item at all ILCW Quarterly meetings.

#### **XV. Discuss 2020 Program Performance Report (PPR)**

- Jason Endres, ILCW Chair, shared that he, Jason Beloungy, and Michael Donahue met and have begun drafting the narrative sections of the PPR and

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2020 highlights in the PPR. DHS support staff reviewed and approved the finance sections of the PPR.

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- Jason Endres, Jason Beloungy, and Michael Donahue will be meeting November 20, 2020 to continue working on the PPR. When completed, Jason Endres will send the PPR to the DSE for review. The final draft of the PPR be sent to all Council members.

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

- Jason Beloungy shared updates from WCILC and ILCs.
- COVID-19 update: ILCs have been continuing to respond to consumer needs and continue to work virtually, with limited staff in the office.
  - ILCs have been working on infrastructure updates and policies regarding staff working remotely and to address challenges providing services virtually.
  - Lots of time has been spent on navigating services in a virtual world. There has been a reduction of services provided, and it might take more time to serve consumers. In turn, this has impacted funding and fee-for-service revenues. ILCs are exploring virtual fee-for-service work, including contactless assistive technology service and home modification assessments.
  - IL Days will not happening in 2021 due to the time spent combating COVID-19 and ILC staff not having the capacity to do extra work.
- WCILC continues to monitor topics and advocacy issues such as Long-Term Integrated Care, Mental Health, Transportation, Racial Equity, and creating strategic plans which include Diversity, Equity, and Inclusion.
- Revisions to Quality Indicators for Independent Living Services (QUILS) tool and QUILS manual are two projects that will be on hold for 2021.

#### **XVII. Discuss 2021 ILCW Quarterly Meeting Dates**

- ILCW discussed 2021 ILCW Quarterly meeting dates. Times will remain 9:00 AM- 12:00 PM on both days.
- 2021 Quarterly meeting dates are as follows:
  - February 15-16, 2021;
  - May 17-18, 2021;
  - August 16-17, 2021; and
  - November 15-16, 2021.



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- DHS support staff will email all ILCW members ILCW 2021 quarterly meetings dates and Zoom meeting calendar invites. See Action Item 5.

#### **XVIII. Adjourn**

- Stephanie Birmingham made a motion to adjourn the meeting on November 17, 2020. Jason Beloungy seconded the motion. Motion carried. See Motion Item 4.

**The meeting adjourned at 10:36 A.M.**