



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

**Thursday, November 4, 2021**

**1:00 PM to 2:30 PM**

**Executive Committee Action Items and Motion Items**

**A. Executive Committee Action Items**

- 1. Action Item:** The Committee discussed starting to work on the 2020-2021 SILC PPR; initially looking at sections; and then going from there on having a meeting to discuss the draft.
- 2. Action Item:** The new ILCW Program Coordinator will work with the following Sub-Committee Chairs to set up future ongoing meetings; SPIL Committee; Membership Committee; Website Development Committee.

**B. Executive Committee Motion Items**

- 1. Motion Item:** Kyle Kleist made the motion to approve the November 4, 2021 meeting agenda. Jason Beloungy the motion. Motion carried.
- 2. Motion Item:** Randi Johnson made the motion to approve the October 7, 2021 Executive Committee Meeting minutes. Kyle Kleist seconded the motion.
- 3. Motion Item:** Michael Donahue made a motion to approve the office rental lease and moving it forward to the Full Council for approval. Kyle Kleist seconded the motion. Jason Beloungy obtained from the vote due to a conflict of interested. Motion carried.
- 4. Motion Item:** Kyle Kleist made the motion to adjourn the meeting. Jason Beloungy 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; Randi Johnson; Scott Luber; Kyle Kleist and Michael Donahue.

**Executive Committee Member(s) Absent Excused (\*):** N/A

**ILCW Program Coordinator:** Tyler Wilcox

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



**Guest(s):** N/A

**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 1:04 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 November 4, 2021 Meeting Agenda**

- Kyle Kleist made the motion to approve the November 4, 2021 meeting agenda. Jason Beloungy the motion. Motion carried. See Motion Item 1.

**IV. Review and Approve October 7, 2021 Executive Committee Meeting Minutes**

- Randi Johnson made the motion to approve the October 7, 2021 Executive Committee Meeting minutes. Kyle Kleist seconded the motion. Motion carried.

**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 and Discuss Program Coordinator Training and Onboarding**

- The Committee welcomed Tyler Wilcox as the new Program Coordinator that will start his position on October 26, 2021.
  - Program Coordinator Position will be working virtual and also at the office at Access to Independence in Madison, WI.
  - The Committee discussed the current format of training, and the advantage of including optional Full Council membership in training invites so that everyone is receiving the same information.

**VII. Update on Program Performance Report (PPR)**

- The Committee discussed the 2019-2020 SILC Program Performance Report (PPR). The 2019-2020 PPR was submitted to Administration for Community Living (ACL) on Friday, October 29, 2021.
  - The Committee discussed starting to work on the 2020-2021 SILC PPR; initially looking at sections; and then going from there on having a meeting to discuss the draft. See Action Item 1.

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



- Based on current timelines, the 2019-2020 will need to be ready to be submitted to ACL by December 31, 2021.

### **VIII. Review Federal Fiscal Year (FFY) 2022 Budget**

- Michael Donahue led discussion on reviewing the FFY 2022 Budget, and discussed the need to spend down DVR Innovation and Expansion (I&E) funds first.
- The Committee discussed monthly ongoing costs including office rental space, cell phone bill.
  - Reviewed the lease for office rental space; rent being held at \$309.00/month.
  - Discussed the cost of IL Network Web Development and ongoing maintenance. The following ongoing charges were identified:
    - Kollath Certified Public Accountant (CPA), monthly; \$585.00
    - Zoom service charge, annually; \$163.00
    - Zoom, monthly; \$100.00
- Michael Donahue made a motion to approve the office rental lease and moving it forward to the Full Council for approval. Kyle Kleist seconded the motion. Jason Belongy obtained from the vote due to a conflict of interested. Motion carried. See Motion Item 3.

### **IX. Discuss ILCW Committee Membership and Meetings**

- The Committee discussed ILCW Committee membership and setting up future meetings for the following Committees: SPIL Committee; Membership Committee; Website Development Committee.
  - Discussed approaching Council members that have not volunteered for a committee to become engaged.
  - Reviewed the process for recruitment and onboarding new members.
  - Website development committee is currently still meeting.
- The new ILCW Program Coordinator will work with the following Sub-Committee Chairs to set up future ongoing meetings; SPIL Committee; Membership Committee; Website Development Committee. See Action Item 2.

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



## **X. Adjourn**

- Kyle Kleist made the motion to adjourn the meeting. Jason Beloungy seconded the motion. Motion carried. See Motion Item 4.

**Meeting Adjourned at 2:30 PM**