



Independent Living Council of Wisconsin (ILCW)
Financial Committee Teleconference Meeting
Friday, November 5, 2021
11:00 A.M. to 1:00 P.M.

Financial Committee Action Items and Motion Items

A. Financial Committee Action Items

1. **Action Item:** Michael Donahue and the ILCW Program Coordinator will identify a Wipfli on-demand training to present at the upcoming Quarterly Meeting, and look at ongoing training needs for Full Council membership.

B. Financial Committee Motion Items

1. **Motion Item:** Scott Luber made a the motion to approve the November 5, 2021 meeting agenda with the following corrections: rewording Agenda Item 4 to read; *Review and Approve Federal Fiscal Year (FFY) 2021 Quarter 4 Report*; and removing Agenda Item 8. Kyle Kleist seconded the motion. Motion carried.
2. **Motion Item:** Scott Luber made a motion to approve the September 24, 2021 ILCW Financial Committee Meeting minutes. Jason Beloungy seconded the motion. Motion Carried.
3. **Motion Item:** Jason Beloungy made the motion to approve attorney fees and payment totaling \$301.50 to Michael Best, for 2019 legal fees using discretionary money. Scott Luber seconded the motion. Motion Carried.
4. **Motion Item:** Scott Luber made a motion to recommend to the Full Council to use the estimated \$11,429 of carryover funding for allowable expenses associated with IL Days 2022. Kyle Kleist seconded the motion. Motion carried.
5. **Motion Item:** Scott Luber made a motion to approve the FFY 2021 Quarter 4 Financial Report and discussed narrative. Jason Beloungy seconded the motion. Motion carried.
6. **Motion Item:** Jason Beloungy made a motion to adjourn the meeting. Scott Luber seconded the motion. Motion carried.

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C. Financial Committee Meeting Minutes

I. Welcome and Introductions, Michael Donahue, Chairperson

Financial Committee Members Present: Michael Donahue; Jason Endres; Jason Beloungy; Scott Luber; and Kyle Kleist.

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

ILCW Program Coordinator: Tyler Wilcox

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 11:01 P.M. by Michael Donahue, Chairperson.

The meeting was available via teleconference by calling (646) 558-8656 and with Meeting ID: 815 8891 1910. The meeting was also available via [Zoom](#).

III. Review and Approval of Financial Committee November 5, 2021 Meeting Agenda

- Scott Luber made a motion to approve the November 5, 2021 meeting agenda with the following corrections: rewording Agenda Item 4 to read; *Review and Approve Federal Fiscal Year (FFY) 2021 Quarter 4 Report*; and removing Agenda Item 8. Kyle Kleist seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve September 24, 2021 ILCW Financial Committee Meeting Minutes

- Scott Luber made a motion to approve the September 24, 2021 ILCW Financial Committee Meeting minutes. Jason Beloungy 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 and Approve Federal Fiscal Year (FFY) 2021 Quarter 4 Report

- The Committee reviewed the FFY 2021 Financials, Quarter 4 financial report, and ensured accuracy with matching to Quick Books reporting.

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- Michael Donahue stated that invoices were coming through for attorney fees from 2019 for \$301.50 for Michael Best. Michael Donahue explained that these fees were linked to the prior ILCW Program Coordinator's position.
 - Jason Beloungy made the motion to approve attorney fees and payment totaling \$301.50 to Michael Best, for 2019 legal fees using discretionary money. Scott Luber seconded the motion. Motion Carried. See Motion Item 3.

VII. Review and Approve FFY 2021 Narrative

- The Committee reviewed the FFY 2021 Narrative, and the Letter of Fiscal Concern response to the DSE.

VIII. Review ILCW Financial Policy Changes

- The Committee reviewed fiscal policy changes referred to in the Letter of Fiscal Concern response to the DSE.
 - Michael Donahue led discussion on changes that were made including adding bill.com language, audit and purchasing language, mail receipts, credit card authorization, payroll and reconciliation with deadlines.

IX. Discuss and Recommend Wipfli On-Demand Webinar Training Materials

- The Committee discussed free trainings being offered through Wipfli on a variety of fiscal topics.
 - The Committee discussed full membership also having access to the trainings, and the benefit of utilizing these trainings. The Committee discussed the following trainings;
 - <https://help.bill.com/hc/en-us/articles/360043797191-Bill-com-training-and-tutorials>
 - <https://www.501commons.org/resources/tools-and-best-practices/financial-management>
 - <https://www.propelnonprofits.org/upcoming-trainings/>
 - <https://www.wholewhale.com/tips/nonprofit-financial-management-training/>
 - Michael Donahue and the ILCW Program Coordinator will identify a Wipfli on-demand training to present at the upcoming Quarterly Meeting and look at ongoing training needs for Full Council membership. See Action Item 1.

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X. Review and Approve FFY 2021 Quarter 4 Financial Report with Narrative

- The Committee reviewed the FFY 2021 Quarter 4 Report, carryover funding from FFY 2021 and narratives.
 - The Committee discussed moving the carryover funding from FFY 2021 of an estimated \$11,429 to help pay for the IL Days event scheduled for 2022.
 - Scott Luber made a motion to recommend to the Full Council to use the estimated \$11,429 of carryover funding for allowable expenses associated with IL Days 2022. Kyle Kleist seconded the motion. Motion carried. See Motion 4.
 - Scott Luber made a motion to approve the FFY 2021 Quarter 4 Financial Report and discussed narrative. Jason Beloungy seconded the motion. Motion carried. See Motion Item 5.

XI. Review ILCW Bank Reconciliation and CARS Submission

- The Committee reviewed ILCW bank reconciliations and CARS submissions in relation to timeliness, accuracy and current and expected monthly costs.

XII. Review FFY 2022 Grant Continuation Packet

- The FFY 2022 Grant Continuation Packet was submitted to the Designated State Entity (DSE) by the deadline on October 15, 2021.

XIII. Adjourn

- Jason Beloungy made a motion to adjourn the meeting. Scott Luber seconded the motion. Motion carried. See Motion Item 6.

The meeting adjourned at 12:15 P.M.