

Address: 3810 Milwaukee St.
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Website: ilcwis.org



Independent Living Council of Wisconsin (ILCW)

Membership Committee Teleconference Meeting

January 4, 2022

10:30 A.M. – 12:00 P.M.

APPROVED ON FEBRUARY 7, 2022.

ILCW Membership Committee Action Items and Motion Items

A. ILCW Membership Committee Action Items

- 1. Action Item:** ILCW Chair will send onboarding document from the West Virginia Statewide Independent Living Council (SILC) for review by the membership committee.
- 2. Action Item:** ILCW Program Coordinator will edit his ILCW Applicant Interview notes to be more readable and provide them to the Membership Committee.
- 3. Action Item:** ILCW Program Coordinator will contact Angela Brenna to ask her if ILCW can hold her application for future consideration.
- 4. Action Item:** Eric Riskus will look through Midstate Independent Living Choices' (MILC's) consumer files to find strong candidates who might be available to apply to ILCW.
- 5. Action Item:** ILCW Secretary will send ILCW Program Coordinator rough drafts of the Wisconsin Independent Living Network (WILN) brochure and ILCW flyer.

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6. **Action Item:** ILCW Program Coordinator will meet with the Governor's Office of Appointments to discuss concerns regarding the accessibility of the application for council membership.
7. **Action Item:** ILCW Program Coordinator will investigate the accessibility features of Google forms and SurveyMonkey.

B. ILCW Membership Committee Motion Items

1. **Motion Item:** Jason Endres made a motion to approve the January 4, 2022 ILCW Membership Committee meeting agenda with the typos corrected. Kyle Kleist seconded the motion. ILCW Membership Committee moved unanimously to approve the agenda. Motion carried.
2. **Motion Item:** Eric Riskus made a motion to approve the August 26, 2020 ILCW Membership Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Membership Committee moved unanimously to approve the agenda. Motion carried.
3. **Motion Item:** Kyle Kleist made a motion to invite LySandra Owens to the next Executive Committee meeting to meet the Council. Chris Wood seconded the motion. ILCW Membership Committee moved unanimously to invite LySandra Owens to the next Executive Committee Meeting. Motion carried.
4. **Motion Item:** Eric Riskus made a motion to adjourn the ILCW Membership Committee Meeting. Chris Wood Seconded the Motion. ILCW Membership Committee voted unanimously to adjourn. Motion carried.

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C. ILCW Membership Committee Meeting Minutes

I. Welcome and Introductions, Randi Johnson, ILCW Secretary

ILCW Membership Committee Members Present: Eric Riskus; Jason Endres; Randi Johnson; Kyle Kleist; Christopher Wood; and Michael Donahue.

ILCW Membership Committee Member(s) Absent; Excused (*): N/A

Guest(s): N/A

ILCW Support Staff Present: Tyler Wilcox, Program Coordinator.

II. The meeting was called to order at 10:34 A.M. by Randi Johnson, ILCW Secretary

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 812 6653 3581. The meeting was also available via [Zoom](#).

III. Review and Approve January 4, 2022 ILCW Membership Committee Meeting Agenda

- Jason Endres made a motion to approve the January 4, 2022 ILCW Membership Committee meeting agenda. ILCW Membership Committee discussed corrections needed on the agenda. Jason Endres Made a Motion to approve the amended January 4, 2022 ILCW Membership Committee meeting agenda. Kyle Kleist seconded the motion. ILCW Membership Committee moved unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve August 26, 2020 ILCW Membership Committee Meeting Minutes

- ILCW Secretary is still working on Action Items 1 and 2.

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- ILCW Chair will send onboarding document from the West Virginia Statewide Independent Living Council (SILC) for review by the membership committee. See Action Item 1.
- Eric Riskus made a motion to approve the August 26, 2020 ILCW Membership Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Membership Committee moved unanimously to approve the agenda. 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. Public comment closed at 10:43 A.M.

VI. Discuss Current Applications

- There are two applicants who wish to be members of the council.
 - ILCW Program Coordinator was asked to interview applicants by ILCW Chair; both interviews were completed prior to the ILCW Membership Committee Meeting.
 - ILCW Program Coordinator will edit his ILCW Applicant Interview notes to be more readable and provide them to the Membership Committee. See Action Item 2.
 - Angela Brenna would be a good candidate. She works for a state agency, which would put the council out of balance. We will hold her application until there are more people on the council that do not work for state agencies or Independent Living Centers (ILCs).
 - ILCW Program Coordinator will contact Angela Brenna to ask her if ILCW can hold her application for future consideration. See Action Item 3.

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- LySandra Owens is very enthusiastic to join ILCW.
 - She has been researching the council and had some good insights during the interview.
 - LySandra is a former ILC employee.
 - LySandra will also bring some diversity to the board.
 - LySandra has a disability that is not currently well represented on the Council.
 - LySandra lives in a region not currently represented on the council.
 - LySandra represents a racial group that is not represented on the council.
 - LySandra is unemployed and should be able to devote time to ILCW.
 - Kyle Kleist made a motion to invite LySandra Owens to the next Executive Committee meeting to meet the Council. Chris Wood seconded the motion. ILCW Membership Committee moved unanimously to invite LySandra Owens to the next Executive Committee Meeting. Motion carried. See Motion Item 3.

VII. Review Recruitment Strategies

- According to ILCW by-laws, full voting membership is 11 persons.
- ILCW should utilize more of the Independent Living and Advocacy network to find people who would be good additions to the council.
 - Midstate Independent Living Choices' (MILC) service area is unrepresented.

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- Eric Riskus will look through MILC's consumer files to find strong candidates who might be available to apply to ILCW. See Action Item 4.
- Disability Rights Wisconsin (DRW) may have consumers or staff who would be good additions to the council.
 - ILCW Program Coordinator may have a contact at DRW that can recommend some candidates.
- Other non-profit organizations may also have members or consumers who are interested in joining ILCW
 - People First.
 - Board for People with Developmental Disabilities.
 - Community Action.
- ILCW should have a flyer or brochure with information about what the council does and how to apply.
 - ILCW Secretary will send ILCW Program Coordinator rough drafts of the Wisconsin Independent Living Network (WILN) brochure and ILCW flyer. See Action Item 5.
- A standing meeting will improve ILCW Membership Committee's ability to communicate regarding the recruitment process.
 - ILCW Membership Committee will meet the 1st Monday of each month from 2:00 P.M. – 2:30 P.M.

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VIII. Review Application Process

- The current process is a little difficult for applicants and the Council.
 - It may be possible to change this in the future.
 - ILCW should focus on filling vacancies at this time.
- The application on the Governors website is not accessible.
 - The application can time-out and will close the application if someone takes too long to answer a question.
 - The page is not accessible for persons using Dragon or other dictation software.
- Having the questions in .pdf format may make the application process easier for persons who have difficulty accessing the web application.
- ILCW Program Coordinator will meet with the Governor's Office of Appointments to discuss concerns regarding the accessibility of the application for council membership. See Action Item 6.

IX. Review Current Board Composition

- The full board has 11 voting members.
 - This can be increased in the by-laws if there is greater interest in membership.
- 51% or more of the board, including non-voting members, must have disabilities, not work at a state agency, nor an ILC.
- ILCW Program Coordinator developed a demographics survey to better determine the boards current make-up and to help with more targeted recruitment efforts.
 - The current version of the survey was made using Google forms. SurveyMonkey may work better.

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- ILCW Program Coordinator will investigate the accessibility features of Google forms and SurveyMonkey. See Action Item 7.
- The survey should include a map of Wisconsin that clearly shows each of the 8 ILCs' service areas.

X. Adjourn

- Eric Riskus made a motion to adjourn the ILCW Membership Committee Meeting. Chris Wood Seconded the Motion. ILCW Membership Committee voted unanimously to adjourn. Motion carried. See Motion Item 4.

Meeting Adjourned at 12:00 P.M.