

Address: 3810 Milwaukee St.
Madison, WI 53714
Phone: (608) 575-9293
Website: ilcwis.org



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

February 14, 2022

2:30 P.M. – 4:00 P.M.

APPROVED MARCH 14, 2022

ILCW Executive Committee Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will send meeting information so Angela Brenna may introduce herself to the full council during the first day of the ILCW Quarterly Meeting on Monday, February 21, 2022.
- 2. Action Item:** Jason Beloungy will send a checklist for orientation of new members to the ILCW Program Coordinator for updates.
- 3. Action Item:** ILCW Program Coordinator will seek guidance from ILCW's professional employer organization (PEO), Sustainable HR, on how to make up for the missed Martin Luther King, Jr. Day holiday.
- 4. Action Item:** Jason Beloungy will request a cost estimate for IL Days from the Wisconsin Coalition of Independent Living Centers (WCILC).
- 5. Action Item:** ILCW Program Coordinator will add a discussion regarding the Statewide Independent Living Council (SILC) Congress to the agenda for the ILCW Quarter 2 Meeting in February.

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B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the February 14, 2022 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. ILCW Executive Committee moved unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Jason Belongy made a motion to approve the January 6, 2022 ILCW Executive Committee meeting minutes. Randi Johnson seconded the motion. ILCW Executive Committee Moved unanimously to approve the January 6, 2022 meeting minutes. Motion carried.
- 3. Motion Item:** Jason Belongy made a motion for ILCW Chair to provide the PEO with whatever documentation is necessary to ensure the ILCW Program Coordinator receives all benefits he is eligible for. Kyle Kleist seconded the motion. ILCW voted unanimously to carry the motion. Motion carried.
- 4. Motion Item:** Randi Johnson made a motion for the ILCW Executive Committee to recommend that the full board disperse the ACL public workforce grant funds evenly to the centers that also accept the funding. Jason Belongy and Kyle Kleist abstained from voting due to conflicts of interest. Jason Endres seconded the motion. ILCW Executive Committee voted unanimously to carry the motion. Motion carried.
- 5. Motion Item:** Jason Belongy made a motion to adjourn the February 14, 2022 ILCW Executive Committee meeting. Randi Johnson seconded the motion. ILCW Executive Committee moved unanimously to adjourn. Motion arried.

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C. ILCW Executive Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Executive Committee Members Present: Randi Johnson; Kyle Kleist; and Jason Beloungy.

ILCW Executive Committee Member(s) Absent; Excused (*): Scott Luber*.

Guest(s): Angela Brenna.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 2:30 P.M. by Jason Endres, ILCW Chair

6. The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 814 1688 0739. The meeting was also available via [Zoom](#).

III. Review and Approve February 14, 2022 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the February 14, 2022 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. ILCW Executive Committee moved unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve January 6, 2022 ILCW Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the January 6, 2022 ILCW Executive Committee meeting minutes. Randi Johnson seconded the motion. ILCW Executive Committee Moved unanimously to approve the January 6, 2022 meeting minutes. 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. Public comment period closed at 2:37 P.M.

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VI. Discuss Potential Council Member Appointments

- Angela Brenna provided the Executive Committee with a brief introduction.
 - Angela lives in River Falls, Wisconsin and worked at the Center for Independent Living Western Wisconsin (CILWW) for 12 years. She has experience with advocacy, benefits programs, and Independent Living. Angela is also a person with a disability and uses a manual wheelchair.
 - Currently Angela works for the Wisconsin Department of Health Services (DHS), in the Office of the Secretary. Her agency is separate from the Bureau of Aging and Disability Resources (BADR) and the Designated State Entity (DSE.) She also is not involved in any finances.
 - Angela resides in CILWW's service area.
 - The full council will be voting on new councilmembers on the second day of the ILCW Quarterly Meeting on February 22, 2022.
 - ILCW Program Coordinator will send meeting information so Angela Brenna may introduce herself to the full council during the first day of the ILCW Quarterly Meeting on Monday, February 21, 2022. See Action Item 1.
- The membership committee is focusing on recruitment and onboarding of new council members.
 - A flyer has been developed for the recruitment efforts. ILCW Program coordinator is making some updates to the flyer. The flyer will be sent to Independent Living Centers (ILCs) and other stakeholders. It can also be used on social media.
 - ILCW Program Coordinator will be mostly responsible for orientation and onboarding of new ILCW members. Other council members may be asked to help.

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- Jason Beloungy will send a checklist for orientation of new members to the ILCW Program Coordinator for updates. See Action Item 2.

VII. Discuss Vacation, Sick, and Holiday Time Policy for ILCW Program Coordinator

- ILCW Program Coordinator did not use the Martin Luther King, Jr. Day holiday.
 - ILCW Program Coordinator will seek guidance from ILCW's professional employer organization (PEO), Sustainable HR, on how to make up for the missed Martin Luther King, Jr. Day holiday. See Action Item 3.
- ILCW Program Coordinator has been accruing 3.08 hours of Paid-Time Off (PTO) per pay period.
 - The PEO is not distinguishing between Vacation and Sick time and is using PTO.
 - The offer letter signed by the ILCW Program Coordinator states that the Program Coordinator is "eligible to being acquiring PTO...at 3.08 hours per pay period." The PEO is basing their calculations on the offer letter.
 - According to the ILCW Employee Handbook, the accrual rate should be 3.08 hours of Vacation Time, and 5.24 hours of Sick Time per pay period.
 - Jason Beloungy made a motion for ILCW Chair to provide the PEO with whatever documentation is necessary to ensure the ILCW Program Coordinator receives all benefits he is eligible for. Kyle Kleist seconded the motion. ILCW voted unanimously to carry the motion. Motion carried. See Motion Item 3.

VIII. Discuss "Expanding the Public Health Workforce within the Disability Networks: Independent Living Services" Funding from the Administration for Community Living (ACL)

- The Designated State Entity (DSE) sent a letter of assurance accepting the grant funding to ACL earlier this month.

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- The Independent Living Services (ILS) grant will be at least \$80,000. The full amount will depend on how many DSEs accept the funds. The due date for the letters of assurance is February 25, 2022. ILCW does not expect to know the full amount of the grant until after that date.
- The funding requires the creation of new Full-Time Equivalents and must be used for payroll or direct costs related to employment. The funding is also limited in scope and must be used to increase the public health workforce to improve COVID response and relief efforts.
 - ILCW does not have a current need to add additional FTEs and can not provide any direct services.
 - The funds should be passed through to the ILCs and divided between those that are accepting the ACL funding for Independent Living Centers.
 - This may also give the ILCs who are accepting the funding the ability to partner with other agencies.
 - At the time of the meeting, 7 of 8 centers have committed to accepting the grant. The 8th center is still deliberating.
- Randi Johnson made a motion for the ILCW Executive Committee to recommend that the full board disperse the ACL public workforce grant funds evenly to the centers that also accept the funding. Jason Beloungy and Kyle Kleist abstained from voting due to conflicts of interest. Jason Endres seconded the motion. ILCW Executive Committee voted unanimously to carry the motion. Motion carried. See Motion Item 4.

IX. Discuss Federal Fiscal Year (FFY) 2022 Quarter 1 Report

- ILCW Program Coordinator provided a discussion of the Quarter 1 financial report. There are no major concerns with regards to the report currently.

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X. Review Community Aids Reporting System (CARS) Submissions

- ILCW Program Coordinator is receiving financial reports from the bookkeeper in a timely manner. He has submitted CARS reports by the deadline or earlier since taking over this duty.

XI. Review Expenses

- ILCW's expenses seem to be in order, and there has not been anything unexpected. The Executive Committee and Program Coordinator will continue to monitor expenses and adjust when and if necessary.
- Independent Living (IL) Days will likely not cost as much because it will be a virtual event. American Sign Language (ASL) interpreters and Communication Access Realtime Translation (CART) services will be most of the expense.
 - Jason Beloungy will request a cost estimate for IL Days from the Wisconsin Coalition of Independent Living Centers (WCILC). See Action Item 4.

XII. Discuss Statewide Independent Living Council (SILC) Congress

- Because IL Days will not require as much funding, it may be possible for another council member to attend.
 - ILCW Program Coordinator will add a discussion regarding the Statewide Independent Living Council (SILC) Congress to the agenda for the ILCW Quarter 2 Meeting in February. See Action Item 5.

XIII. Adjourn

- Jason Beloungy made a motion to adjourn the February 14, 2022 ILCW Executive Committee meeting. Randi Johnson seconded the motion. ILCW Executive Committee moved unanimously to adjourn. Motion carried. See Motion Item 5.

Meeting Adjourned at 4:04 P.M.