

Address: 3810 Milwaukee St.  
Madison, WI 53714

Phone: 608-575-9293

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



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

Monday, November 15-16, 2021  
10:00 A.M. – 1:00 P.M.

APPROVED FEBRUARY 21, 2022

### Action Items and Motion Items

#### A. Action Items

- 1. Action Item:** DHS Support Staff will meet with David Knuth from the Department of Vocational Rehabilitation (DVR) for guidance regarding ILCW's underspending of Innovation and Expansion (I&E) funds in Federal Fiscal Year (FFY) 2021.
- 2. Action Item:** ILCW Program Coordinator will provide the Council with updates regarding Independent Living (IL) Days, including confirmation that the event will be held prior to the February 2022 ILCW Quarterly meeting.
- 3. Action Item:** DVR Liaison will provide ILCW with a link to the November 22, 2021 Division of Vocational Rehabilitation (DVR) stakeholder meeting.
- 4. Action Item:** DVR Liaison will provide ILCW with a breakdown of Workforce Development Area (WDA) Pre-Employment Transition Services (Pre-ETS) expenditures.
- 5. Action Item:** DHS Liaison will share updates, information, meeting times, as they become available for the Medicaid expansion project stakeholder input.
- 6. Action Item:** The Designated State Entity (DSE) will follow up with David Knuth with DVR to see if they want the Program Performance Reports as submitted or DVR would prefer to receive the PPRs once approved and finalized by the Administration for Community Living (ACL).
- 7. Action Item:** Jason Beloungy will follow up with Independent Living Centers (ILCs) and inform them that DSE in-person compliance visits may begin soon; visits will be based on the new compliance tool developed by ACL.
- 8. Action Item:** ILCW Program Coordinators will coordinate and propose a presentation with Jason Glozier at IL Days during the next IL Days Planning Committee meeting.
- 9. Action Item:** ILCW Program Coordinator will provide ILCW recommendations to the IL Days Planning Committee at their next meeting.

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## **B. Motion Items**

- 1. Motion Item:** Eric Riskus made a motion to approve the November, ILCW Quarterly meeting agenda. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the September 30, 2021, ILCW Full Council meeting minutes. Eric Riskus seconded the motion. Motion carried.
- 3. Motion Item:** Christopher Wood made a motion to approve FFY 2021 Quarter 4 Financial report and Narrative. Eric Riskus seconded the motion. Motion carried.
- 4. Motion Item:** Christopher Wood made a motion to adjourn the meeting on November 15, 2021, and reconvene the meeting on November 16, 2021 at 10:00 A.M. Kyle Kleist seconded the motion. Motion carried.

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November 15, 2021

## **C. Meeting Minutes**

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

**Council Members Present:** Jason Endres; Jason Beloungy; Randi Johnson; Michael Donahue; and, Eric Riskus.

**Council Member(s) (Absent Excused\*):** Scott Luber\*

**Council Liaisons Present:** Taqwanya Smith, Department of Transportation (DOT); Sarah Kuehn, Department of Workforce Development (DWD), Department of Vocational Rehabilitation (DVR)

**Guest(s):** Jason Glozier, Wisconsin Coalition of Independent Living Centers (WICILC)

**DHS Support Staff Present:** Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); and, Lisa Sobczyk DHS, BADER.

### **II. The meeting was called to order at 10:03 a.m. by Jason Endress, Chairperson.**

The meeting was available via teleconference by calling (669) 254-5252 and with Meeting ID: 161 461 0854. The meeting was also available via [Zoom](#)

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

- Eric Riskus made a motion to approve the November ILCW Quarterly meeting agenda. Jason Beloungy seconded the motion. Motion Carried. See Motion Item 1.

### **IV. Review and Approve September 30, 2021 Full Council Meeting Minutes**

- Kyle Kleist made a motion to approve the September 30, 2021 ILCW Full Council meeting minutes. Eric Riskus 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 was received.

### **VI. Review and Approve Federal Fiscal Year (FFY) 2021 Quarter 4 Financial Report and Narrative**

- The Council reviewed the FFY 2021 Quarter 4 Financial Report and Narrative.
  - Michael Donahue led the discussions regarding the financial report and narrative.

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- The auditor recommended that funds be moved to later in the year, which accounts for the disparity between this and the previous financial reports. This change is reflected in the narrative.
  - There were some late CARS reports last year, which caused some irregularities in funding. ILCW has hired a bookkeeper, and CARS reports should be completed on time moving forward.
  - There will be a carry-over from Part B funds in the amount of \$11,429.
- Christopher Wood made a motion to approve the final FFY 2021 Quarter 4 Financial report and Narrative as presented by ILCW's treasurer Michael Donahue. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

## **VII. Discuss FFY 2022 ILCW Financials**

- The Council discussed the FFY 2022 ILCW Financial outlook.
  - ILCW underspent Innovation and Expansion (I&E) grant funds in FFY 2021; this could cause some issues with inter-agency reporting. DHS Support Staff will ask David Knuth with the Department of Vocational Rehabilitation (DVR) for guidance regarding underspending. See Action Item 1.
  - The Executive Committee advised that the Part B carryover funds be provided to the Wisconsin Coalition of Independent Living Centers (WIILC) to help pay for the IL Days. However, it is unclear if this event will be held due to concerns regarding COVID-19.
    - ILCW Program Coordinator will provide ILCW with updates regarding IL Days, including confirmation that the event will be held prior to the February 2022 ILCW Quarterly meeting. See Action Item 2.
  - DHS Support Staff discussed timelines for spending the Title VII, Part B carryover funds.
    - Part B carryover funds from FFY 2021 should be expended first, then I&E grant funds, and then FFY 2022 Title VII, Part B funds.

## **VIII. Liaison Updates**

- Taqwanya Smith, Wisconsin Department of Transportation (DOT), provided the following update:

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- Wisconsin DOT has submitted their annual transition plan report and are awaiting recommendations from the federal government. Following receipt of recommendations, DOT will begin working on public comments.
- Sarah Kuehn, Division of Vocational Rehabilitation (DVR), provided the following updates:
  - The DVR policy manual needs some updates to reflect changes required by the Workforce Innovation and Opportunities Act (WIOA). There will be a stakeholder meeting to discuss these changes on November 22, 2021, from 11:00 A.M. – 12:00 P.M. Sarah will provide ILCW with the link to this meeting. See Action Item 3.
    - There is a revised definition of “post-employment services” that can be provided during the 90 day follow along period.
    - There is a change in policy regarding students, 14–21 years old, enrolled in high school or post-secondary education. This does not change how services are provided, but how allocations can be made.
    - Service agreements will no longer require a consumer’s signature; consumers may now complete the service agreement via verbal, electronic, or letter agreement.
    - During review of the policy manual DVR found repetitive language that will be deleted and/or reworded. There were also several broken links due to changes to DVRs website.
  - DVR has had fewer referrals over the past year.
    - COVID-19 has impacted the job market; many persons can find work without assistance of DVR.
    - Fewer students have elected to use DVR’s services, likely due to COVID-19. DVR outreach is currently targeting this population, especially through the school system.
  - 15% of DVRs funds are earmarked for Pre-Employment Transition Services (Pre-ETS.) and must be expended. All funds for Fiscal Year 2021 have been expended, including the carry-over from the prior year’s shortfall.
    - DVR has a dashboard to show how much funding each Workforce Development Areas (WDA) has expended. DVR Liaison will provide

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ILCW with a breakdown of WDA Pre-ETS expenditures. See Action Item 4.

- DVR is adopting a hybrid model for provision of services. Both in-person and virtual platforms are being utilized.
- Lisa Sobczyk, DHS, BADR, provided the following updates for DHS:
  - DHS is in the process of awarding funds from American recovery act and stimulus packages to service providers.
    - Several grant opportunities exist; Aging and Disability Resource Centers, ILCs, and other community organizations many have an interest in applying to these grant opportunities.
  - DHS met with ILCW Program Coordinator to discuss Office for the Promotion of Independent Living's (OPIL) long-term strategic goals including contracting with community organizations to deliver services to blind and visually impaired and Deaf and hard of hearing populations.
  - OPIL is strongly advocating for the creation of an Office of Accessibility related to state agency websites, apps, documents, and communications. Minnesota's Office for Accessibility is a best practice model.
  - The Aging and Disability Network will be holding a forum on Wednesday, November 17, 2021 to discuss present and future services, training, technical assistance, and collaboration across the network. ILCW and ILCs are encouraged to attend.
  - DHS's application to spend increased Medicaid funds from the American Rescue Plan Act 2021 to expand Home and Community Based Services was approved.
    - These funds will be used to increase provision of services to those in need of personal care services, but do not meet current program eligibility.
    - DHS will continue to share information, updates, and meeting times as they become available. See Action Item 5.
- Lisa Sobczyk, DHS, BADR provided Designated State Entity (DSE) updates.
  - The FFY 2020 Program Performance Report (PPR) for ILCW was submitted on time. To date ACL has not approved the report or provided any feedback. This typically takes 30-60 days.

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- The DSE will follow up with David Knuth with DVR regarding the PPR and whether DVR wants a copy of the draft or approved and final report. See Action Item 6.
- ILCW and DSE should begin working on FFY 2021 PPR as soon as possible.
  - Jason Beloungy reported that the FFY 2021 PPR is due January 31, 2022. He received this information from ACL.
- There is no FFY 2021 dropdown on the current PPR homepage.
  - Until the drop down is available, working from a “paper” copy of the report would be prudent. ILCW and DSE will work together to determine how best to move forward.
- The Office for Physical Disabilities and Independent Living’s staff and workload is growing, and as a result the office’s capacity is becoming more limited. The DSE is recommending review of the Memorandum of Understanding (MOU) between ILCW and the DSE to determine what support is needed going forward as ILCW now has a Program Coordinator.
- ACL recently drafted a compliance tool for DSEs to conduct compliance visits with ILCs and SILCs. The tool has been tested in the field over the past year. The DSE will resume compliance visits once the tool is finalized as compliance visits have not been conducted in recent times.
  - Jason Beloungy will followup with ILCs to inform them that the DSE will conduct in-person compliance visits; visits will be based on the new compliance tool developed by ACL. See Action Item 7.

## **IX. ILCW Program Coordinator update**

- Tyler Wilcox provided ILCW with the following updates:
  - ILCW needs to increase the activities of its committees.
    - SPIL committee has an upcoming meeting December 1, 2021.
    - Membership committee needs to resume meeting soon.
      - There are two applications from the Governor’s Appointments Office waiting Council review.

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- Randi Johnson has too many other obligations; she cannot continue to chair this committee.
- Christopher Wood would like to be on the committee but does not wish to chair.
- Eric Riskus would like to be on the committee but does not wish to chair.
- The onboarding and training process should be reviewed following recruitment. A needs/skills assessment will help the Council select members, improve diversity, and reduce the risk of tokenism.
- IL Days Planning committee has decided that IL Days will be cancelled if it is deemed not safe to hold the event in-person.
  - The Council discussed why a hybrid model for IL Days would not be feasible.
- A presentation about the SILC and SPIL at IL Days was proposed. This can also be used to introduce the new ILCW Program Coordinator and new Wisconsin Coalition of Independent Living Centers (WCILC) Executive Director.
  - ILCW Program Coordinator will coordinate and propose a presentation with Jason Glozier at IL Days during the next IL Days Planning Committee meeting. See Action Item 8.
- Jason Beloungy asked the questions sent by the IL Planning Days Committee:
  - Question 1: Is 1 hour and 15 minutes an appropriate time for break-out sessions?
    - ILCW agreed that this was appropriate.
  - Question 2: Should there be a social hour, if so when should it be held?
    - ILCW agreed that the social hour is valuable. It should be held after the break-out sessions and include the Relentless Badger award ceremony. Hors D'oeuvres should be provided.



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- ILCW also recommends a seating chart for the social hour to prevent cliques from forming.
  - ILCW Program Coordinator will provide ILCW recommendations to the IL Days Planning Committee at their next meeting. See Action Item 8.
- ILCW Treasurer discussed several trainings regarding finances.
  - Michael is currently enrolled in certificate program through QuickBooks.
  - WIPFLI offers training for non-profits; ILCW Program Coordinator and ILCW Treasurer will enroll in this training together.
- ILCW Chair outlined the training that ILCW Program Coordinator has completed; ILCW Coordinator is keeping track of the trainings to share with the council.

#### **X. Discuss Absence of Board Members at November 16, 2021 Meeting**

- There will be a senate hearing for AB 8175 which will increase the ILCs annual General Purpose Revenue (GPR) and bring each ILC to a base funding level of \$580,000 per center per year.
  - Kyle Kleist, Jason Beloungy, and Eric Riskus will be at the hearing and will not be present at tomorrow's (November 16, 2021) meeting.
  - If the bill is voted out of committee, it will go to the Assembly and Senate floors.

#### **XI. Adjourn (Reconvene on Tuesday November 16, 2021 at 10:00 A.M.)**

- Christopher Wood made a motion to adjourn the meeting on November 15, 2021, and reconvene the meeting on November 16, 2021 at 10:00 A.M. Kyle Kleist seconded the motion. Motion carried. See Motion Item 5.

**The Meeting Adjourned at 12:38 P.M.**

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

### **November Quarterly Teleconference Meeting**

**Tuesday, November 16, 2021**

**10:00 A.M. – 1:00 P.M.**

**The ILCW Quarterly meeting was unable to reconvene and meet on Day 2, November 16, 2021, due to lack of quorum.**