

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW)

State Plan for Independent Living (SPIL) Committee

Teleconference Meeting

December 20, 2021

1:00 P.M. – 2:30 P.M.

APPROVED FEBRUARY 21, 2022

SPIL Committee Action Items and Motion Items

A. SPIL Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will get a copy of the outline and description of the state match for committee members to review.
- 2. Action Item:** ILCW Program Coordinator will look at past ILCW “SPIL Tracker” tools and other State Independent Living Council’s (SILC) tracking guides to determine if updates to the current “SPIL Tracker” tool would be appropriate.
- 3. Action Item:** ILCW Chair will send ILCW Program Coordinator some information from the Administration for Community Living (ACL) regarding the Program Performance Report (PPR).

B. SPIL Committee Motion Items

- 1. Motion Item:** Maureen Ryan made a motion to approve the December 20, 2021 meeting agenda. Kyle Kleist seconded the motion. Motion carried.

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2. **Motion Item:** Kyle Kleist made a motion to approve December 1, 2021 SPIL Committee meeting minutes. Deb Langham seconded the motion. Motion carried.
3. **Motion Item:** Deb Langham made a motion to adjourn the December 20, 2021 ILCW SPIL Committee meeting. Kyle Kleist seconded the motion. ILCW SPIL Committee moved unanimously to adjourn

C. ILCW SPIL Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

(Group) Members Present: Jason Endres; Kyle Kleist; Maureen Ryan; Michael Donahue; Sara Eckland; Deb Langam; and Marci Boucher.

(Group) Member(s) Absent; Excused (*): Jason Beloungy*; Randi Johnson*; Tami Frenzel*; and Lisa Sobczyk*.

Guest(s): N/A

ILCW Staff: Tyler Wilcox.

II. The meeting was called to order at 1:02 P.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 867 8498 1081. The meeting was also available via [Zoom](#).

III. Review and Approve December 20, 2021 ILCW SPIL Committee Meeting

Agenda

- Maureen Ryan made a motion to approve the December 20, 2021 meeting agenda. Kyle Kleist seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve December 1, 2021 ILCW SPIL Committee Meeting

Minutes

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- Kyle Kleist made a motion to approve December 1, 2021 SPIL Committee meeting minutes. Deb Langham 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 Progress Toward SPIL Goals

- Review of SPIL Goals should also be on full board meeting agendas.
- The Department of Health (DHS) has an outline and description of the state match.
 - ILCW Program Coordinator will get a copy of the outline and description of the state match for committee members to review. See Action Item 1.

VII. Discuss SPIL Tracker Tool

- The current SPIL Tracker tool does collect data quarterly, but data are not cumulative.
 - Quarterly data is appropriate for goals 1-3 of the SPIL.
 - A running tally of hours spent on each item would be helpful.
 - Notes for each of the goals should remain quarterly to track changes and updates.
 - ILCW's goals are tracked quarterly and then added together so they are cumulative.
 - Updating the SPIL Tracker to track cumulative data would be beneficial for the goals that ILCW is responsible for.

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- The former tool had color-coding to make it easier to see how goals were progressing. A similar, accessible, feature might be helpful.
- Looking into updates that would make the SPIL Tracker tool more clear and easier to read would be a good idea.
 - ILCW Program Coordinator will look at past ILCW “SPIL Tracker” tools and other State Independent Living Council’s (SILC) tracking guides to determine if updates to the current “SPIL Tracker” tool would be appropriate. See Action Item 2.

VIII. Review and Discuss SPIL 2021-2023 Goals and Monitoring

- The current SPIL has goals which should be completed either by the end of the year or by the end of the three-year SPIL period.
 - The goal dates were designed this way to make tracking and reporting easier than previous SPILs.
 - With goal dates at the end of the year, the council will know by the end of the fourth quarter of the Federal Fiscal Year (FFY) what goals have been completed.
- The Program Performance Report (PPR) for FFY 2021 is due January 31, 2022.
 - ILCW Program Coordinator has filled in most of the information. He will continue to make updates and work with the Designated State Entity (DSE) to ensure it is completed in a timely manner.
 - ILCW Chair will send ILCW Program Coordinator some information from the Administration for Community Living (ACL) regarding the PPR. See Action Item 3.

IX. Discuss Days and Times for Standing SPIL Committee Meetings

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- The third Monday of the month at 1 P.M. is a good time to meet for most of the committee members.
 - The committee will have a standing meeting on the third Monday of even months (e.g. February, April, June, etc.) at 1 P.M.

X. Discuss Wisconsin Independent Living Network (WILN) Retreat

- An in-person event would be best, but it is unclear if that will be possible.
 - August or September of 2022 seems to be the best time to plan for a meeting.
 - If an in-person meeting isn't possible, then there are some good opportunities to collaborate as a network using virtual platforms.
 - Review of the Quality Indicators for Independent Living (QUILS) peer-review tool.
 - Review of current Independent Living Center (ILC) service areas.
 - Review and Discussion of current SPIL, and discussion regarding development of new SPIL.
- ILCW Program Coordinator will add a discussion about hosting a WILN retreat to the ILCW Quarterly Meeting agenda.

XI. Adjourn

- Deb Langham made a motion to adjourn the December 20, 2021 ILCW SPIL Committee meeting. Kyle Kleist seconded the motion. ILCW SPIL Committee moved unanimously to adjourn. See Motion Item 3.

Meeting Adjourned at 1:58 P.M.