

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



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

March 14, 2022

2:00 P.M. – 3:30 P.M.

APPROVED MAY 5, 2022

### **Action Items and Motion Items**

#### **A. Action Items**

- 1. Action Item:** ILCW Program Coordinator, ILCW Chair, and Jason Belongy will meet to discuss and revise the ILCW Program Coordinator work plan.
- 2. Action Item:** ILCW Chair will complete a draft of the performance evaluation tool and email it to the Executive Committee by end of day Monday, March 21, 2022.
- 3. Action Item:** Jason Belongy will provide ILCW Program Coordinator's information to the Access to Independence board member to discuss the process for setting up Google Docs for document storage.
- 4. Action Item:** ILCW Program Coordinator will look for a checklist of accommodations needed to ensure that in-person meetings are accessible.
- 5. Action Item:** ILCW Program Coordinator will develop a survey for ILCW, WILN, and the Designated State Entity (DSE) to determine if people would be comfortable meeting in person, and what precautions they would like to have in place for an in-person meeting.
- 6. Action Item:** ILCW Program Coordinator will develop a poll to determine what activities should be included for a network retreat.
- 7. Action Item:** ILCW Program Coordinator will complete Statewide Independent Living Council (SILC) Congress registration for all attendees and will use his corporate credit card to pay the registration fees.

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## **B. Motion Items**

- 1. Motion Item:** Randi Johnson made a motion to approve the March 14, 2022 ILCW Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the February 14, 2022 ILCW Executive Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried.
- 3. Motion Item:** Randi Johnson made a motion to adjourn the March 14, 2022 ILCW Executive Committee meeting. Jason Beloungy seconded the motion. Motion carried.

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## **C. Meeting Minutes**

### **I. Welcome and Introductions, Jason Endres, ILCW Chair**

**Members Present:** Randi Johnson; Scott Lubber; Kyle Kleist; and Jason Beloungy.

**Member(s) Absent; Excused (\*):** None.

**ILCW Staff:** Tyler Wilcox, ILCW Program Coordinator.

### **II. The meeting was called to order at 2:02 P.M. by Jason Endres, ILCW Chair**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 814 1680 739. The meeting was also available via [Zoom](#).

### **III. Review and Approve March 14, 2022 ILCW Executive Committee Meeting Agenda**

- Randi Johnson made a motion to approve the March 14, 2022 ILCW Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve (date) ILCW Executive Committee Meeting Minutes**

- Jason Beloungy made a motion to approve the February 14, 2022 ILCW Executive Committee meeting minutes. Kyle Kleist 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; public comment closed at 2:07 P.M.

### **VI. Review and Discuss ILCW Program Coordinator Work Plan**

- The current work plan is functioning more like a checklist. It may need some updating to address broader goals.

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- ILCW Program Coordinator, ILCW Chair, and Jason Beloungy will meet to discuss and revise the ILCW Program Coordinator work plan. See Action Item 1.

## **VII. Discuss process for ILCW Program Coordinator Performance Review**

- ILCW Program Coordinator performance review must be completed 180 days after hire date. Current Program Coordinator's review must be completed on or before April 27, 2022.
  - Kyle Kleist and Jason Beloungy have sent copies of their staff evaluation tools to ILCW Chair for review.
    - Both tools can be used for development of an ILCW performance evaluation.
    - All ILCW Executive Committee members should have input for the evaluation. ILCW Chair will collect feedback from members to complete review.
    - ILCW Program Coordinator should complete self-evaluation.
    - After the evaluation tool is approved, ILCW Executive Committee will finalize timelines for review process at the next Executive Committee Meeting, April 7, 2022.
  - ILCW Chair will complete a draft of the performance evaluation tool and email it to the Executive Committee by end of day Monday, March 21, 2022. See Action Item 2.

## **VIII. Discuss Cloud Storage Needs for ILCW**

- Currently using Live Binders to store documents that should be accessible to the entire council.
  - The free version only allows for 100 megabytes (MB) of storage.
  - The system is somewhat difficult to use.
  - Live Binders works fine for permanent storage but does not address needs for collaboration.
- OneDrive is readily available and accessible. It is well designed for collaborative use.

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- There is a Google Suite designed for non-profits that is inexpensive, or possibly free. It seems to be relatively inexpensive and accessible. Access to Independence is currently using this platform and it is working well for them.
  - Jason Beloungy will provide ILCW Program Coordinator's information to the Access to Independence board member to discuss the process for setting up Google Docs for document storage. See Action Item 3.

### **IX. Discuss Guidance for Conducting In-Person Meetings**

- August 2022 seems to be the safest option for holding an in-person meeting. A hybrid model using the Zoom platform might be the best way to allow everyone's participation if someone is unable to travel.
- Center for Independent Living Western Wisconsin (CILWW) is willing to host.
  - ILCW Program Coordinator will look for a checklist of accommodations needed to ensure that in-person meetings are accessible. See Action Item 4.

### **X. Discuss Wisconsin Independent Living Network (WILN) Retreat**

- ILCW should take the initial steps to determine what the intent of the retreat will be and what we want to accomplish. The retreat should not focus on training so that it does not end up being a second Independent Living (IL) Days.
  - ILCW, WILN and Designated State Entity (DSE) should have a joint workgroup to discuss the retreat and start planning.
- ILCW Program Coordinator will develop a survey for ILCW, WILN, and the Designated State Entity (DSE) to determine if people would be comfortable meeting in person, and what precautions they would like to have in place for an in-person meeting. See Action Item 5.
- ILCW Program Coordinator will develop a poll to determine what activities should be included for a network retreat. See Action Item 6.

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## **XI. Review Budget and Timeline for Expenses**

- Statewide Independent Living Council (SILC) Congress is the timeliest expense currently. ILCW Executive Committee must decide who is going so registration can be completed, and to determine how to
  - ILCW Chair, Jason Beloungy, ILCW Secretary, and ILCW Program Coordinator will be attending SILC Congress.
  - LySandra Owens expressed interest but was not sure she would be able to attend.
    - LySandra may find more value in attending SILC Congress next year after she has had some time to learn more about ILCW.
  - ILCW Chair will need a personal attendant to join him.
    - ILCW can pay for ILCW Chair's attendant's airfare using funds budgeted for Americans with Disabilities Act (ADA) accommodations.
  - ILCW Secretary will need a personal attendant to join her.
    - ILCW can pay for ILCW Secretary's attendant's airfare using funds budgeted for ADA accommodations.
  - Each attendee should purchase their airfare and hotel accommodations separately to minimize confusion.
  - ILCW Program Coordinator will complete Statewide Independent Living Council (SILC) Congress registration for all attendees and will use his corporate credit card to pay the registration fees. See Action Item 7.

## **XII. Adjourn**

- Randi Johnson made a motion to adjourn the March 14, 2022 ILCW Executive Committee meeting. Jason Beloungy seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 3:17 P.M.**