

Address: 3810 Milwaukee St.
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Website: ilcwis.org



Independent Living Council of Wisconsin (ILCW)

Financial Committee Teleconference Meeting

January 28, 2022

11:00 A.M. – 1:00 P.M.

APPROVED APRIL 22, 2022

ILCW Financial Committee Action Items and Motion Items

A. ILCW Financial Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will announce ILCW Treasurer's resignation at the Federal Fiscal Year (FFY) 2022 Quarter 2 full council meeting.
- 2. Action Item:** The auditor will write a letter to the full council and present the findings of the audit at the FFY 2022 Quarter 2 Meeting.
- 3. Action Item:** ILCW Program Coordinator will work with Kollath CPA to complete the Quarterly Financial Report.
- 4. Action Item:** ILCW Program Coordinator will work with Wisconsin Coalition of Independent Living Centers (WCILC) to determine how much money will be needed for the IL Days event.
- 5. Action Item:** ILCW Program Coordinator will review the budget and budget items with Kollath CPA to provide a more thorough explanation and discussion of expenses at the next Executive Committee meeting.

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B. ILCW Financial Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the January 28, 2022 ILCW Financial Committee meeting agenda. Jason Beloungy seconded the motion. ILCW Financial Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the November 5, 2021 ILCW Financial Committee meeting minutes. Jason Beloungy seconded the motion. ILCW Financial Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to accept the audit report as delivered by Dianna Lutter and recommend full board approval at the FFY Quarter 2 full council meeting. Kyle Kleist seconded the motion. ILCW Financial Committee voted unanimously to accept the audit report and recommend full board approval. Motion carried.
- 4. Motion Item:** Jason Beloungy made a motion recommend the Executive Committee approve to accept the ACL grant funds with the intention to divide them equally among the ILCs that accept the grant money intended for ILCs. Kyle Kleist seconded the motion. ILCW Finance Committee moved unanimously to accept the ACL Workforce Grant award. Motion Carried.
- 5. Motion Item:** Jason Beloungy made a motion to adjourn the ILCW Financial Committee Meeting. Kyle Kleist seconded the motion. ILCW Financial Committee moved unanimously to adjourn the meeting. Motion Carried.

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C. ILCW Financial Committee Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Financial Committee Members Present: Jason Beloungy; Jason Endres; and Kyle Kleist.

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

Guest(s): Dianna Lutter, Ritz-Holman CPA; and Molly Berenson, Kollath CPA.

ILCW Staff Present: Tyler Wilcox, Program Coordinator

Captioner: Margo Lucas

II. The meeting was called to order at 11:01 A.M. by Jason Endres, ILCW Chairperson

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 886 3937 0321. The meeting was also available via [Zoom](#).

III. Review and Approve January 28, 2022 ILCW Financial Committee Meeting Agenda

- Funding from the Administration for Community Living's (ACL) "Expanding the Public Health Workforce within the Independent Living Services (ILS) Disability Networks" grant will be discussed during the discussion of the budget.
- Kyle Kleist made a motion to approve the January 28, 2022 ILCW Financial Committee meeting agenda. Jason Beloungy seconded the motion. ILCW Financial Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

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IV. Review and Approve November 5, 2021 ILCW Financial Committee Meeting Minutes

- Kyle Kleist made a motion to approve the November 5, 2021 ILCW Financial Committee meeting minutes. Jason Beloungy seconded the motion. ILCW Financial Committee voted unanimously to approve the 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 closed at 11:11 A.M.

VI. Notice of Councilperson Resignation

- Michael Donahue resigned as Treasurer and from the council on January 24, 2022.
- A new Treasurer will be needed. Either current or new members may be appropriate to fill the position.
- ILCW Program Coordinator will announce ILCW Treasurer's resignation at the Federal Fiscal Year (FFY) 2022 Quarter 2 full council meeting. See Action Item 1.

VII. Review and Discuss Draft Audit Report with Diana Luttmann of Ritz-Holman to Recommend Full Council Approval at the FFY 2022 Quarter 2 Meeting

- ILCW is doing well financially.
 - There was an increase in liabilities in 2021 due to the purchase of the new Wisconsin Independent Living Network (WILN) website.
 - The cost of the website will be amortized over three years, which will be reflected as a \$5,000 expense over the next three years.

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- ILCW has \$39,000 in assets and \$13,000 in liabilities.
- FFY 2021 was a low expense year due to both a lack of travel, and the absence of a staff person.
- The key risks for ILCW are maintaining the budget, and making sure reporting is completed in a timely manner.
- There were no causes for concern in the audit; everything is complete and classified correctly.
- The auditor will write a letter to the full council and present the findings of the audit at the FFY 2022 Quarter 2 Meeting. See Action Item 2.
- Jason Beloungy made a motion to accept the audit report as delivered by Dianna Lutter and recommend full board approval at the FFY Quarter 2 full council meeting. Kyle Kleist seconded the motion. ILCW Financial Committee voted unanimously to accept the audit report and recommend full board approval. Motion carried. See Motion Item 3.

VIII. Review Quarterly Financial Report to Recommend for Full Council Approval at FFY 2022 Quarter 2 Meeting

- The Quarterly Financial report was not completed at the time of the meeting. The Executive Committee can review and make a recommendation for approval at the next Executive Committee meeting, February 3, 2022.
- ILCW Program Coordinator will work with Kollath CPA to complete the Quarterly Financial Report. See Action Item 3.

IX. Review and Discuss Quarter 2 Budget Amendment Proposed at the Quarter 1 Finance Committee Meeting for Approval by the Full Council at FFY 2022 Quarter 2 Meeting

- Independent Living (IL) Days will be virtual this year.

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- ILCW committed \$10,000 to IL Days; the program will likely not need this much funding.
 - ILCW Program Coordinator will work with Wisconsin Coalition of Independent Living Centers (WCILC) to determine how much money will be needed for the IL Days event. See Action Item 4.
- The carry-over will need to be spent before anything else, and there appears to be a surplus of funding at this time. Some more work on the FFY 2022 Quarter 2 Budget Amendment is needed before it can be approved.
- Review and approval of the Quarter 2 Budget Amendment should be moved to the next Executive Committee meeting.
- The Administration for Community Living (ACL) is providing a grant to all interested Independent Living Centers (ILCs), Designated State Entities (DSEs), Boards for Persons with Developmental Disabilities, and Protection and Advocacy (P&A) service providers.
 - The money is intended to increase the size of the health care workforce and must be used to increase full-time equivalents (FTEs).
 - Attendant care is specifically not allowable for the purposes of this grant.
 - ILCs that accept the funding will get at least \$104,069; DSEs that accept the funding will get at least \$80,000.
 - The final award amount will depend on how many centers accept the funding.
 - Some ILCs in Wisconsin may not accept the funding.
- Jason Belongy made a motion recommend the Executive Committee approve to accept the ACL grant funds with the intention to divide them equally among the ILCs that accept the grant money intended for ILCs. Kyle Kleist

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seconded the motion. ILCW Finance Committee moved unanimously to accept the ACL Workforce Grant award. Motion Carried. See Motion Item 4.

X. Review Expenses

- Expenses are approximately what was expected at this time.
- ILCW Program Coordinator will review the budget and budget items with Kollath CPA to provide a more thorough explanation and discussion of expenses at the next Executive Committee meeting. See Action Item 5.

XI. Review Community Aids Reporting System (CARS) Submissions for Accuracy and Timeliness

- There are not any concerns regarding CARS reporting currently.
- This item will also be discussed at the next Financial Committee meeting.

XII. Discuss Statewide Independent Living Council (SILC) Congress

- SILC congress will cost about \$2,000 per person. ILCW can afford to send three people to the SILC Congress.
- ILCW Program Coordinator, ILCW Chair, and ILCW ILC Representative will gain the most from the congress and would be the best use of the funds available for this event.

XIII. Discuss Resources to be Utilized for Continued Financial Efficacy

- This item will be discussed at the next Financial Committee meeting.

XIV. Adjourn

- Jason Beloungy made a motion to adjourn the ILCW Financial Committee Meeting. Kyle Kleist seconded the motion. ILCW Financial Committee moved unanimously to adjourn the meeting. Motion carried. See Motion Item 5.

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Meeting Adjourned at 12:30 P.M.