

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



Independent Living Council of Wisconsin (ILCW) February Quarterly Teleconference Meeting

February 21-22, 2022

10:00 A.M. – 1:00 P.M.

APPROVED MAY 23, 2022

Action Items and Motion Items

A. Action Items

- 1. Action Item:** ILCW Program Coordinator, Molly Berenson, and Jason Beloungy will meet to discuss how best to expend the Part B Carryover funding and bring their suggestions to the next day's full council meeting.
- 2. Action Item:** ILCW Program Coordinator will get copies of each ILC's letter of assurance for the "Expanding the Public Health Workforce within the Disability Networks: Independent Living Services" (PHW ILS) funding from the Administration for Community Living (ACL).
- 3. Action Item:** ILCW Program Coordinator will download Adobe Illustrator to complete graphic work needed to update the ILCW recruitment flyer.
- 4. Action Item:** ILCW Chair will send an email to ILC Directors to request a copy of their staff evaluation tools.
- 5. Action Item:** Kyle Kleist will send ILCW Chair a copy of Center for Independent Living Western Wisconsin's (CILWW's) staff evaluation tool.
- 6. Action Item:** ILCW Program Coordinator will send his work plan to the Executive Committee for discussion at the next Executive Committee meeting March 3, 2022.
- 7. Action Item:** ILCW Program Coordinator will email all members whose terms are ending to ask if they wish to continue serving on the council for a second term.

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- 8. Action Item:** ILCW Program Coordinator will updated the Grant Continuation Packet to show the expenditure of Part B Carry-Over funds on ILCW staff salary and related expenses.
- 9. Action Item:** Jason Endres will search for a video that explains Robert’s Rules and send it to ILCW Program Coordinator for review if found.
- 10. Action Item:** ILCW Program Coordinator will add ILCW Governance training to the March 7, 2022 Membership Meeting agenda.
- 11. Action Item:** ILCW Program Coordinator will contact the Governor’s Office of Appointments to recommend appointment of LySandra Owens and Angela Brenna to the council on behalf of ILCW.

B. Motion Items

- 1. Motion Item:** Eric Riskus made a motion to approve the February 2022 Full Council meeting agenda. Jason Beloungy seconded the motion. ILCW moved unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the November 2021 Full Council meeting minutes. Eric Riskus seconded the motion. ILCW Moved unanimously to approve the November 2021 meeting minutes. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to approve the Audit Report completed by Diana Luttmann. Scott Luber seconded the motion. ILCW moved unanimously to approve the audit report. Motion carried.
- 4. Motion Item:** Eric Riskus made a motion to approve the FFY 2022 Quarter 1 Financial Report. Jason Beloungy seconded the motion. ILCW moved unanimously to approve the FFY Quarter 1 Financial Report. Motion carried.
- 5. Motion Item:** Jason Beloungy made a motion to adjourn the ILCW February 2022 meeting for the day, to reconvene at 10:00 A.M. Tuesday, February 22, 2022. Chris Wood Seconded the motions. ILCW moved unanimously to adjourn for the day. Motion carried.

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- 6. Motion Item:** Randi Johnson made a motion to distribute the “Expanding the Public Health Workforce within the Disability Networks: Independent Living Services” (PHW ILS) funding equally amongst Wisconsin’s eight Independent Living Centers. Chris Wood seconded the motion. Motion Carried.
- 7. Motion Item:** Christopher Wood made a motion to use the Part B carryover funds for Council staff salary and related expenses. Kyle Kleist seconded the motion. Motion carried.
- 8. Motion Item:** Jason Beloungy made a motion to adjourn the February 2022 Full Council meeting. Chris Wood seconded the motion. ILCW moved unanimously to adjourn. Motion carried.

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Monday February 21, 2022

C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

Members Present: Jason Endres; Eric Riskus; Jason Beloungy; Kyle Kleist; Randi Johnson; Scott Lubber; and Christopher Wood.

Member(s) Absent; Excused (*):

Council Liaisons Present: Taqwanya Smith, Department of Transportation (DOT); and Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

Captioner: Margo Lucas, Seeing the World Limited Liability Corporation (LCC).

Guest(s): Jason Glozier, Wisconsin Council of Independent Living Centers (WCILC); Diana Luttmann, Certified Public Accountant (CPA), RitzHolman CPAs LCC; Molly Berenson, CPA, Kollath & Associates CPA LCC; Ashley Walker, DHS, BADR; LySandra Owens; and Angela Brenna.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 10:03 A.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 821 7853 1716. The meeting was also available via [Zoom](#).

III. Review and Approve February 2022 Full Council Meeting Agenda

- Eric Riskus made a motion to approve the February 2022 Full Council meeting agenda. Jason Beloungy seconded the motion. ILCW moved unanimously to approve the agenda. Motion carried. See Motion Item 1.

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IV. Review and Approve November 2021 Full Council Meeting Minutes

- Kyle Kleist made a motion to approve the November 2021 Full Council meeting minutes. Eric Riskus seconded the motion. ILCW Moved unanimously to approve the November 2021 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 ended at 10:13 A.M.

VI. Notice of Council Person Resignation

- Michael Donahue, ILCW Treasurer, resigned as ILCW council member and Treasurer on January 28, 2022.

VII. Introduce Candidates for Council Membership

- LySandra Owens introduced herself to ILCW.
 - LySandra has physical disabilities and low vision. She has had disabilities since she was in her 20s. She worked at Society's Assets, Incorporated (SAI), Racine's Independent Living Center (ILC). She has also had services provided by SAI.
 - LySandra may be interested in becoming ILCW Treasurer.
- Angela Brenna Introduced herself to ILCW.
 - Angela graduated from University of Wisconsin, Eau Claire. She majored in social work. Angela became a paraplegic when she was 19 years old. Angela used to work at Center for Independent Living Western Wisconsin (CILWW).
- ILCW Council will vote to approve the candidates on the second day of the February 2022 Full Council meeting, Tuesday, February 22, 2022.

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VIII. Review and Approve Audit Report Completed by Dianna Luttmann of RitzHolman, Certified Public Accountants (CPAs)

- The Audit Report is in draft form because it must be approved by ILCW full council.
- There were no findings on the current audit. ILCW can operate for about 12 months with its current funding. ILCW can operate for about 8 months after paying off all outstanding balances.
- ILCW does not have any debt.
- There are no concerns regarding ILCWs finances at this time.
- Kyle Kleist made a motion to approve the Audit Report completed by Diana Luttmann. Scott Luber seconded the motion. ILCW moved unanimously to approve the audit report. Motion carried. See Motion Item 3.

IX. Review and Approve Federal Fiscal Year (FFY) 2022 Quarter 1 Financial Report

- Currently ILCW is on-track with its spending.
 - Some minor adjustments have been made. These were anticipated and did not greatly affect the budget.
 - ILCW had funds that were not fully expended in FFY 2021. The addition of a staff person should help ensure that all funds are spent by the end of this fiscal year.
- Eric Riskus made a motion to approve the FFY 2022 Quarter 1 Financial Report. Jason Beloungy seconded the motion. ILCW moved unanimously to approve the FFY Quarter 1 Financial Report. Motion carried. See Motion Item 4.

X. Review and Discuss FFY 2022 Budget

- An updated Grant Continuation packet was sent to ILCW.
 - The Part B Carryover from FFY 2021 should be expended first. Next the Innovation and Expansion (I&E) funding should be expended. Finally, Part B funding should be used.

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- The new Grant Continuation packet includes Part B carryover, which is not included in the current budget.
- ILCW Program Coordinator, Molly Berenson, and Jason Beloungy will meet to discuss how best to expend the Part B Carryover funding and bring their suggestions to the next day's full council meeting. See Action Item 1.
- Further discussion regarding FFY 2022 Budget tabled until ILCW reconvenes on Tuesday, February 22, 2022.

XI. Discuss and Approve Distribution of "Expanding the Public Health Workforce within the Disability Networks: Independent Living Services" (PHW ILS) Funding from the Administration for Community Living (ACL)

- PHW ILS Part B grant award amounts have not been determined yet. The award amount will depend on how many Designated State Entities (DSEs) accept the funds from ACL.
 - There is no state match associated with the PHW ILS funds.
 - All 8 Wisconsin Independent Living Centers (ILCs) have said that they will be accepting the Part C PHW ILDS funds.
 - ILCW Program Coordinator will get copies of each ILC's letter of assurance for the "Expanding the Public Health Workforce within the Disability Networks: Independent Living Services" (PHW ILS) funding from the Administration for Community Living (ACL). See Action Item 2.
- Use of the PHW ILS funds may require a SPIL amendment.
- Further discussion on the PHW ILS grant funds tabled until ILCW reconvenes on Tuesday, February 22, 2022.

XII. Discuss Updates from ILCW Liaisons

- Department of Transportation (DOT) presented by Taqwanya Smith, DOT.

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- The Wisconsin Department of Transportation (WisDOT) Americans with Disabilities Act (ADA) transition plan went out of public comment in the fall of 2021. It was sent to the federal highway administration and has been approved.
 - DOT is working toward updating and improving curb ramps on public highways.
 - DOT received 16 comments regarding durable medical equipment (DME), training, accessibility, and website accessibility.
- Division of Vocational Rehabilitation (DVR)
 - DVR Liaison was not present for the February 2022 Full Council meeting.
- Department of Health Services (DHS)
 - DSH Liaison was not present for the February 2022 Full Council Meeting. Lisa Sobczyk provided a DHS update.
 - The Division of Public Health (DPH) has two new Deputy Administrators, Jonette Arms, former Aging and Disability Resource Center Director, and Anna Benton, following the retirement of Chuck Warzecha. The position was made into two positions to accommodate the additional funding workload that DPH is currently experiencing.
 - A list of providers that can give in-home COVID vaccinations and testing has been developed
 - Office for the Promotion of Independent Living (OPIL) is doing strategic planning.
- Designated State Entity (DSE) presented by Lisa Sobczyk, DHS, Bureau of Aging and Disability Resources (BADR).
 - The DSE continues to request that the Independent Living Center (ILC) General Purpose Revenue (GPR) state match funds do not lapse at the end of the state fiscal year and remain available for the two-year state budget cycle but has not been

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successful in getting this changed the past two state budgets. This may be an area for advocacy by the Network in addition to the ILC GPR increase request.

- The DSE has hired a Budget and Policy Analyst to assist OPIL with financial contracts, budget management, and grant opportunities.
- Office for the Promotion of Independent Living (OPIL) is doing strategic planning.
- An ILC and BADR contract call was held on February 18, 2022. ILC directors, DSE, and ILCW were present at the call to discuss current funding. The next call will be in May 2022, prior to the release of the 2023 state grant continuation packets.

XIII. Discuss Updates from ILCW Program Coordinator

- ILCW Program Coordinator was asked to research graphics editing software so that he can build flyers and other materials for ILCW.
 - There are several options available at different price points, including a free option.
 - Adobe Illustrator is more expensive than the others. However, it has better accessibility features and has more cross-platform support.
 - ILCW may undertake some other projects that need graphic design work, including an update of the logo and work on the webpage.
 - ILCW Program Coordinator will download Adobe Illustrator to complete graphic work needed to update the ILCW recruitment flyer. See Action Item 3.
- ILCW may have the ability to send one or two more people to SILC congress. ILCW members should decide if they would like to go and report back the ILCW Program Coordinator. A final decision will be made at the Executive Committee Meeting March 3, 2022.

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- SILC Congress Coincides with the May 2022 Full Council meeting. The May 2022 Full Council meeting will be moved to May 23 and May 24, 2022.
- ILCW Program Coordinator should have a work review in April.
 - Executive Committee should determine what tool they will be using to evaluate Program Coordinators performance. Looking at other staff evaluation tools will
 - ILCW Chair will send an email to ILC Directors to request a copy of their staff evaluation tools. See Action Item 4.
 - Kyle Kleist will send ILCW Chair a copy of Center for Independent Living Wester Wisconsin's (CILWW's) staff evaluation tool. See Action Item 5.
 - Executive Committee should also review and evaluate Program Coordinator's work plan.
 - ILCW Program Coordinator will send his work plan to the Executive Committee for discussion at the next Executive Committee meeting March 3, 2022. See Action Item 6.

XIV. Discuss Officer Elections and Nominations Committee

- Officer Elections will be held at the May quarterly meeting. It is an even-numbered year, so ILCW must vote on Chair, Vice-Chair, and Vice-Chair elect. A new Treasurer must be selected to complete the remainder of Michael Donahue's term which is currently vacant.
 - ILCW By-Laws do not allow for the chair to appoint officer positions.
 - Collecting nominations and running the officer elections should be completed by the Membership Committee.
- Some ILCW Members' terms will end July 1, 2022. All members are in their first term. ILCW will need to determine who wishes to continue the council.

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- ILCW Program Coordinator will email all members whose terms are ending to ask if they wish to continue serving on the council for a second term. See Action Item 7.

XV. Adjourn for the Day

- Jason Beloungy made a motion to adjourn the ILCW February 2022 meeting for the day, to reconvene at 10:00 A.M. Tuesday, February 22, 2022. Chris Wood Seconded the motions. ILCW moved unanimously to adjourn for the day. Motion carried. See Motion Item 5.

Meeting Adjourned at 12:53 P.M.

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Tuesday February 22, 2022

D. Meeting Minutes

XVI. Roll Call Initiated by Jason Endres, ILCW Chair

Members Present: Jason Endres; Jason Beloungy; Kyle Kleist; Randi Johnson; and Christopher Wood.

Member(s) Absent; Excused (*): *Erick Riskus; and *Scott Luber.

Council Liaisons Present: Taqwanya Smith, Department of Transportation (DOT); and Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

Captioner: Margo Lucas, Seeing the World Limited Liability Corporation (LCC).

Guest(s): Jason Glozier, Wisconsin Council of Independent Living Centers (WCILC); Maureen Ryan, WCILC; and Ashley Walker, DHS, BADR.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

XVII. The meeting was reconvened and called to order at 10:04 A.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 821 7853 1716. The meeting was also available via [Zoom](#).

XVIII. Vote on Distribution of "Expanding the Public Health Workforce within the Disability Networks: Independent Living Services" (PHW ILS) Funding from the Administration for Community Living (ACL)

- Randi Johnson made a motion to distribute the "Expanding the Public Health Workforce within the Disability Networks: Independent Living Services" (PHW ILS) funding equally amongst Wisconsin's eight Independent Living Centers. Chris Wood seconded the motion. Motion Carried. See Motion Item 6.

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XIX. Vote on use of Part B Carry-Over Funds and Completion of the Grant Continuation Packet

- A budget amendment is not necessary currently. Approval is needed to expend the Part B Carry-Over funding and update the Grant Continuation Packet to show how it will be used.
- Part B carryover funding can be used to pay for ILCW staff salary to guarantee that the funds are fully expended.
- ILCW Program Coordinator will update the Grant Continuation Packet to show the expenditure of Part B carryover funds on ILCW staff salary and related expenses. See Action Item 8.
- Christopher Wood made a motion to use the Part B carryover funds for Council staff salary and related expenses. Kyle Kleist seconded the motion. Motion carried. See Motion Item 7.

XX. Training and Review of ILCW Governance

- A review of by-laws and Robert's Rules of Order would be beneficial for the council. A training outside of the usual quarterly meetings may be more appropriate for these topics.
 - The Membership Committee should look at this and determine who would lead the trainings and what a good timeframe would look like.
 - There is a video available that explains Robert's Rules very well.
 - Jason Endres will search for a video that explains Robert's Rules and send it to ILCW Program Coordinator for review if found. See Action Item 9.
 - ILCW Program Coordinator will add ILCW Governance training to the March 7, 2022 Membership Meeting agenda. See Action Item 10.

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XXI. Vote on Appointment of Candidates to the ILCW Council

- ILCW voted unanimously to recommend LySandra Owen's appointment to the council.
- ILCW voted unanimously to recommend Angela Brenna's appointment to the council.
- ILCW Program Coordinator will contact the Governor's Office of Appointments to recommend appointment of LySandra Owens and Angela Brenna to the council on behalf of ILCW. See Action Item 11.

XXII. Discuss Timeline for Resuming In-Person ILCW Full Council Meeting

- Center for Independent Living of Western Wisconsin (CILWW) is next in the rotation for an in-person meeting and is willing to host an in-person meeting.
- ILCW will plan to meet in-person at CILWW for the August 2022 Quarterly Meeting.

XXIII. Discuss FFY 2021 Program Performance Report (PPR)

- ILCW Program Coordinator provided a discussion and review of the FFY 2022 PPR.

XXIV. Discuss SPIL Goals

- ILCW Program Coordinator provided a discussion regarding progress toward the 2021-2023 SPIL.
 - ILCs have not met their goals yet. This is expected because there has only been one quarter this year. However, they appear to be on-track for completion of the goals by the end of the fiscal year.
 - ILCW should plan a retreat for the Wisconsin Independent Living Network (WILN). This could take place at the same time as the August 2022 Full Council meeting. CILWW is willing to host the retreat.
- The PHW ILS funding may require a SPIL amendment.

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XXV. Discuss Professional Development Training Opportunities Needed by WILN

- ILCW Membership Committee should investigate what training would be most beneficial to the council and WILN and report to the full council at the May 2022 meeting.

XXVI. Discuss Digital and Cloud Document Storage Solutions

- ILCW has need of digital storage for easy access by the council members and retention of important information.
 - Multiple solutions may be necessary, ILCW Executive Committee should identify the council's needs and report back to the full council at the May 2022 Quarterly meeting.

XXVII. Adjourn

- Jason Beloungy made a motion to adjourn the February 2022 Full Council meeting. Chris Wood seconded the motion. ILCW moved unanimously to adjourn. Motion carried. See Motion Item 8.

Meeting Adjourned at 12:58 P.M.