

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



Independent Living Council of Wisconsin (ILCW) Quarterly Meeting

May 23-24, 2022
10:00 A.M. – 1:00 P.M.

APPROVED JULY 11, 2022

Action Items and Motion Items

A. ILCW Quarterly Meeting Action Items

- 1. Action Item:** The Designated State Entity (DSE) will adjust the dates in the State Plan for Independent Living (SPIL) goal tracker reporting form to allow a target completion date of 9/30/2022.
- 2. Action Item:** ILCW Program coordinator will email the State Plan for Assistive Technology (SPAT) to ILCW members for review.
- 3. Action Item:** ILCW Program Coordinator and ILCW Secretary will look at the PowderKeg contract to ensure it includes a clause that addresses accessibility related to Website Content Accessibility Guidelines.
- 4. Action Item:** ILCW Program Coordinator will share the ILCW Council Member orientation checklist with the full Council.
- 5. Action Item:** Kyle Kleist will reserve a block of hotel rooms for the August ILCW Quarterly meeting at a local hotel.
- 6. Action Item:** ILCW Program Coordinator will send the accommodations request form and request RSVPs for the in-person ILCW August Quarterly meeting.
- 7. Action Item:** ILCW Program Coordinator will assist ILCW members with both in-person and online NCIL Conference registrations, and related accommodations and travel arrangements, if applicable.
- 8. Action Item:** ILCW Program Coordinator will complete the initial set-up of a Google Workspace for Non-Profits for use by the Council.

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B. ILCW Quarterly Meeting Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the May 23-24, 2022 ILCW Quarterly meeting agenda. Randi Johnson seconded the motion. Motion carried. Motion carried.
- 2. Motion Item:** Eric Riskus made a motion to approve the February 21-22, 2022 ILCW Quarterly meeting minutes. Christopher Wood seconded the motion. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion for ILCW to approve the Federal Fiscal Year (FFY) 2022 Quarter 2 Financial Report as presented. Eric Riskus seconded the motion. Motion carried.
- 4. Motion Item:** Christopher Wood made a motion to adjourn the meeting for the day and to reconvene the meeting on May 24, 2022 at 10:00 A.M. Eric Riskus seconded the motion. Motion carried.
- 5. Motion Item:** Eric Riskus made a motion for ILCW to use Google Workspace for Non-Profits for day-to-day operations. Kyle Kleist seconded the motion. ILCW voted unanimously to use Google Workspace for Non-Profits for day-to-day operations.
- 6. Motion Item:** Jason Beloungy made a motion to adjourn the ILCW Quarterly meeting. Randi Johnson seconded the motion. Motion carried.

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C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

Members Present: Jason Endres; Randi Johnson; Christopher Wood; Eric Riskus; Angela Brenna; Kyle Kleist; LySandra Owens; and Scott Luber.

Member(s) Absent; Excused (*): Jason Beloungy*.

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

Council Liaisons Absent: Taqwanya Smith, Department of Transportation (DOT); Sara Kuehn, Division of Vocational Rehabilitation (DVR); and Amber Mullett, DHS.

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

Guest(s): Jason Glozier, Wisconsin Council of Independent Living Centers (WCILC).

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 9:59 A.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 854 4236 6688. The meeting was also available via [Zoom](#).

III. Review and Approve the May ILCW Quarterly Meeting Agenda

- Kyle Kleist made a motion to approve the May ILCW Quarterly meeting agenda. Randi Johnson seconded the motion. Motion carried. See Motion Item 1.



IV. Review and Approve the February ILCW Quarterly Meeting Minutes

- Eric Riskus made a motion to approve the February ILCW Quarterly meeting minutes. Christopher Wood 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 period ended at 10:12 A.M.

VI. Announce Results of ILCW Officer Elections

- ILCW Program Coordinator announced the results of the ILCW Officer Elections:
 - Jason Endres was elected to serve as ILCW Chair.
 - Kyle Kleist was elected to serve as ILCW Vice-Chair.
 - Eric Riskus was elected to serve as ILCW Vice-Chair Elect.
 - LySandra Owens was elected to serve as ILCW Treasurer.

VII. Review and Approve Federal Fiscal Year (FFY) 2022 Quarter 2 Financial Report

- ILCW Program Coordinator Provided a review of the FFY 2022 Quarter 2 Financial Report.
 - The year for goal completion is incorrectly identified as 2021 in the State Plan for Independent Living (SPIL) Tracker. This is a minor concern, and can be corrected easily by the Designated State Entity (DSE).

The Designated State Entity (DSE) will adjust the dates in the State Plan for Independent Living (SPIL) goal tracker reporting form to allow a target completion date of 9/30/2022. See Action Item 1.

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- Kyle Kleist made a motion for the ILCW to approve the FFY 2022 Quarter 2 Financial Report as presented. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

VIII. Review and Discuss FFY 2022 Budget

- FFY 2021 Part B Carryover funds were fully expended on ILCW staff salary and related expenses. Originally staff salary and related expenses were allocated to the Innovation and Expansion (I&E) funds. There is some concern that the I&E grant will not be fully expended by the end of the FFY.
 - The National Council on Independent Living (NCIL) conference will be in July in Washington D.C. Registration and costs associated with travel to the conference are an appropriate use of I&E funding.
 - ILCW may also be able to pay for NCIL memberships for all Council members.
 - ILCW may also be able to sponsor Independent Living Center (ILC) staff for greater representation from Wisconsin at the NCIL conference.
 - Association of Programs for Rural Independent Living (APRIL) will have a conference in Orlando, Florida in October. It may be possible to use some I&E funding to cover these costs as well; this is not guaranteed.
 - In the past excess Part B Carryover funds have been allocated to ILCs. However, these are unplanned funds and may be difficult for ILCs to expend before the end of the FFY.

IX. Discuss Updates from ILCW Liaisons

- Taqwanya Smith, Department of Transportation (DOT) was not present on May 23, 2022. In lieu of a presentation DOT provided a brief memorandum. DOT presented on May 24, 2022 to clarify and provide additional details..

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- Updates are being made to the Milwaukee Airport Rail Station which connects the Amtrak Hiawatha line that runs between Chicago and Milwaukee. Updates include elevators, a passenger bridge, an additional platform, passenger displays, and accessible parking spots. Construction will begin in fall 2022.
- The Milwaukee Downtown Intermodal Station will also be updated by the end of 2022 and a new route will be added by 2024. The new route will connect Chicago, Illinois to Oregon or Washington State.
 - Wisconsin DOT is responsible for both Milwaukee stations; Amtrak will also be updating the other eight stations in Wisconsin.
- DOT and Amtrak are open to public comment regarding these updates.
 - ILCW made several recommendations.
 - Provide for level-boarding to improve access for persons with disabilities.
 - Ensure that all updates are compliant with the Americans with Disabilities Act (ADA) accessibility standards.
 - Doors should close more slowly to allow more time for passengers with disabilities to board and debark more safely.
- Department of Health Services (DHS) ex-officio representative was not available. Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), and Designated State Entity (DSE) provided the report.
 - The State Health Assessment is out for public comment and includes research regarding incorporation with disability and social determinants of health. The public comment period is likely ending shortly.

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- The State Plan on Aging is out for public comment. The plan does not include much information regarding disabilities, even though many persons with disabilities are becoming older adults.
- The State Plan for Assistive Technology (SPAT) will be out for public comment until June 30th.
 - Three ILCs are hosting in-person public hearings.
 - ILCW Program Coordinator will email the SPAT to ILCW members for review. See Action Item 2.
- The Health Equity Advisory Committee has a plan out for public comment. It only addresses issues related to race. Health equity for persons of color with disabilities, persons of color who are older adults, persons of color with disabilities, and sexual orientation are not addressed in the plan.
- Lisa Sobczyk, DHS, BADR, provided an update for the DSE.
 - ILCs and BADR met to discuss progress with the State Fiscal Year and Federal Fiscal Year contracts.
 - Part B Public Health Workforce (PHW) grant funds are being processed. Amended grant continuation packets should be out for signatures to accept the PHW funding in the next couple of weeks.
 - The state received about \$130,000 in Part B PHW grant funds. Each center should receive around \$11,000 - \$12,000.
 - State Grant Continuation Packets for the State Fiscal Year (SFY) 2023 should be sent out by June 2022.
 - BADR will host another ILC-BADR contract call in August.

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- The DSE will begin conducting on-site compliance visits soon. Their goal is to have two completed by the end of Federal Fiscal Year (FFY) 2022, and all eight centers completed by the end of FFY 2024.
- The Program Performance Report (PPR) should be completed before the end of November of this year to allow time for review before submission to the Administration on Community Living (ACL).
- Jason Glozier, Wisconsin Coalition of Independent Living Centers (WCILC) Director provided an update for WCILC.
 - The Quality Indicators for Independent Living Services (QIILS) peer review scheduled for 2022 is complete.
 - All eight ILCs are on-target with their State Plan for Independent Living (SPIL) goals.
 - IL Days will be held in February next year so there is a greater chance that we will be able to speak with senators and representatives while they are in session.
 - Options was successful in an advocacy effort with Representative Sortwell who is now in talks to author a braided transportation bill and is working on developing a coordinated transportation commission.
 - The Wisconsin Independent Living Network (WILN) website is in the design phase and should be ready to go live in a few months.
 - WCILC will begin strategic planning in September.

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X. Discuss Updates from ILCW Program Coordinator

- ILCW Program Coordinator provided updates.
 - ILCW Program Coordinator is working on the WILN website.
 - Accessibility will be an important feature of the website. The Assistive Technology council may be able to help determine if the website is accessible.
 - Other councils may also wish to collaborate with WILN to check for accessibility on the webpage.
 - Screen orientation using mobile devices (e.g. cell phones and tablets) should also be considered. Scaling should be backwards- and forwards-compatible to make sure users who do not have computers can use the site effectively.
 - ILCW Program Coordinator and ILCW Secretary will look at the PowderKeg contract to ensure it includes a clause that addresses accessibility related to Website Content Accessibility Guidelines. See Action Item 3.
 - ILCW Program Coordinator recently completed The Journey of Facilitation and Collaboration workshop in Madison, Wisconsin. He will be implementing some of the strategies he learned in the workshop in future meetings.
 - ILCW Program Coordinator developed an orientation slide show and checklist for new council members. Both new members have completed the orientation and have started working through their checklists.
 - ILCW Program Coordinator will share the ILCW Council Member orientation checklist with the full Council. See Action Item 4.

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XI. Adjourn for the Day

- Christopher Wood made a motion to adjourn the meeting for the day and to reconvene on May 24, 2022 at 10:00 A.M. Eric Riskus seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned for the day at 12:45 P.M.

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Tuesday May 24, 2022

D. Meeting Minutes

XII. Roll Call Initiated by Jason Endres, ILCW Chair

Members Present: Jason Endres; Chris Wood; Randi Johnson; Angela Brenna; Eric Riskus; Jason Beloungy; and Kyle Kleist.

Member(s) Absent; Excused (*): LySandra Owens*.

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

Council Liaisons Absent: Sara Kuehn, Division of Vocational Rehabilitation (DVR); and Amber Mullett, DHS.

Guest(s): Allison Connelly, Intern, DOT.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

XIII. The meeting was called to order at 10:02 A.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 854 4236 6688. The meeting was also available via [Zoom](#).

XIV. Discuss Updates from ILCW Membership Committee Presented by Chris Wood, ILCW Membership Committee Chair, or Designee

- The Membership Committee is now meeting once a month to discuss training with Council members and others.
- There is not much new interest in joining the Council. The Membership Committee is still seeking individuals from underserved and underrepresented groups.
 - ILCW Program Coordinator has received one application and it is ready for approval by the Governor.

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- ILCW Program Coordinator has received several requests for information on how to apply but has not received applications from those individuals.
- A member from the northern part of the State, which is unrepresented on the Council, would be helpful.
- ILCW Membership Committee members are working with tribal communities on recruitment.
- The application process may be a barrier to many persons who are interested in joining the Council.
 - The Membership Committee will be working on streamlining the application process at its next meeting.

XV. Discuss Presentation of Robert's Rules of Order

- ILCW Program Coordinator provided a presentation and short training on Robert's Rules of Order.

XVI. Discuss In-Person Meetings

- ILCW members are comfortable meeting in-person for the next quarterly meeting scheduled for August 15-16, 2022.
 - Center for Independent Living Western Wisconsin (CILWW) Director offered to host the August 15-16, 2022 meeting in Menomonee, Wisconsin.
 - Kyle Kleist will reserve a block of hotel rooms at a local hotel for ILCW's August Quarterly meeting. See Action Item 5.
 - The meeting will be held from 10 A.M. – 3 P.M. on Monday, August 15th and 10 A.M. - 12 P.M. on Tuesday, August 16th to allow for travel time.
 - The DSE offered to help with meeting set-up and accommodations.
 - ILCW Program Coordinator will work with the DSE on accommodations and planning the meeting.

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- ILCW Program Coordinator will send the accommodations request form and request RSVPs for the in-person ILCW August Quarterly meeting. See Action Item 6.
- The WILN Retreat is in the planning stages.
 - WILN Leadership discussed the retreat and concluded that according to the SPIL, a retreat does not need to happen every year.
 - There is not enough time to effectively plan for a retreat before the end of Federal Fiscal Year (FFY) 2022. We are look toward having the meeting in late winter 2022 or early spring 2023 and will coincide with development of the 2024-2027 SPIL.
 - The retreat should last about a day and a half to allow time for collaboration and networking.
 - Planning for a retreat will be a good opportunity for the network to collaborate on a project.
 - A Retreat Committee should be developed that is composed of ILC staff, the DSE, WCILC, and ILCW members. Other partners may also be included.

XVII. Discuss National Council on Independent Living (NCIL) Conference

- The NCIL Conference will be held in Washington, D.C. July 25-28, 2022, and online August 1-3, 2022.
 - ILCW should attend to increase Wisconsin's representation with the organization.
 - Sending representatives to the NCIL conference will help to expend some Innovation and Expansion (I&E) grant funding.
 - ILCW Program Coordinator will assist ILCW members with both in-person and online NCIL Conference registrations, and

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related accommodations and travel arrangements, if applicable. See Action Item 7.

XVIII. Discuss and Review Statewide Independent Living Council (SILC) Congress

- ILCW Program Coordinator, ILCW Chair, ILCW Secretary, and ILCW ILC Representative attended the SILC Congress in San Diego, CA.
 - Independent Living Research Utilization (ILRU) provided a good foundational presentation on SILCs and their role in the IL movement.
 - Equity and Inclusion was a key focus of the congress; discussion reflected much of the work that WCILC has been focused on.
 - ILCW Program Coordinator and ILC Representative hope to bring some of WCILCs work back to the council for review and discussion.
 - Emergency planning efforts are being discussed nationally to address barriers in disaster relief for those with disabilities.
 - Many states' networks are not as well-aligned as Wisconsin. Many SILC representatives brought up difficulties working with their DSEs, ILCs, and/or State governments.
 - ILCW met with other Region Five SILC representatives. Major efforts are being made in the region to address the caregiver crisis and inequities in the Medicaid system.
 - WILN should consider providing a presentation about how they have been successful working collaboratively as an IL Network in the State of Wisconsin.

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XIX. Discuss Updates from ILCW SPIL Committee Provided by Randi Johnson, ILCW SPIL Committee Chair, or Designee

- ILCW Program Coordinator provided an update on the SPIL Committee.
 - SPIL committee is starting to get prepared for development of the 2024-2026 SPIL. They have a timeline and will be assigning duties at the next committee meeting.
 - There is good progress toward the 2021-2023 SPIL. Most SPIL goals are completed or on track for completion by the end of Federal Fiscal Year (FFY) 2023.

XX. Discuss Cloud Storage and Collaboration Software for ILCW Members

- ILCW Program Coordinator provided a discussion regarding the pros and cons of Google Workspace for Non-profits versus Microsoft OneDrive.
 - OneDrive seems to be designed for personal, rather than collaborative use.
 - Most of the council has some familiarity with Google products.
 - Both would be useful, but Google has administrative controls and additional features that will add some extra capability for the council to communicate.
 - Eric Riskus made a motion for ILCW to use Google Workspace for Non-Profits for day-to-day operations. Kyle Kleist seconded the motion. ILCW voted unanimously to use Google Workspace for Non-Profits for day-to-day operations. See Motion Item 5.
 - ILCW Program Coordinator will complete initial set-up of Google Workspace for Non-Profits for use by the Council. See Action Item 8.

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XXI. Adjourn

- Jason Beloungy made a motion to adjourn ILCW's Quarterly meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 6.

Meeting adjourned at 12:52 P.M.