

Address: 3810 Milwaukee St.  
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Website: [ilcwis.org](http://ilcwis.org)



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

September 1, 2020

12:30 P.M. – 2:00 P.M.

APPROVED OCTOBER 6, 2022

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

#### **A. ILCW Executive Committee Action Items**

- 1. Action Item:** ILCW Chair will send the evaluation tool used at ILCW Program Coordinators 180-day evaluation to the ILCW Executive Committee.
- 2. Action Item:** ILCW Executive Committee will submit their evaluations of ILCW Program Coordinator to ILCW Chair by October 19.
- 3. Action Item:** ILCW Chair will set up a Zoom meeting on October 20, 2022 at 2 P.M. for a closed session to discuss ILCW Program Coordinator's annual evaluation.
- 4. Action Item:** ILCW Program Coordinator will complete self-evaluation before the October 26, 2022 annual evaluation, to discuss at the annual evaluation meeting.
- 5. Action Item:** ILCW Program Coordinator will adjust the staff evaluation timeline presented to ILCW Executive Committee to reflect his hire date and the dates discussed for the annual evaluation.

#### **B. ILCW Executive Committee Motion Items**

- 1. Motion Item:** Kyle Kleist made a motion to approve the September 1, 2022 ILCW Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** Randi Johnson made a motion to approve the August 4, 2022 ILCW Executive Committee meeting minutes. Eric Riskus seconded the motion. Motion carried.

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**3. Motion Item:** Jason Beloungy made a motion to adjourn the September 1, 2022 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried.

## **C. Meeting Minutes**

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

**ILCW Executive Committee Members Present:** Jason Beloungy; Jason Endres; Randi Johnson; and Kyle Kleist.

**ILCW Executive Committee Members Absent; Excused (\*):**  
LySandra Owens\*.

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

### **II. The meeting was called to order at 12:32 P.M. by Jason Endres, ILCW Chair**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 827 0813 8817. The meeting was also available via [Zoom](#).

### **III. Review and Approve September 1, 2022 ILCW Executive Committee Meeting Agenda**

- Kyle Kleist made a motion to approve the September 1, 2022 ILCW Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve August 4, 2022 ILCW Executive Committee Meeting Minutes**

- Randi Johnson made a motion to approve the August 4, 2022 ILCW Executive Committee meeting minutes. Eric Riskus seconded the motion. Motion carried. See Motion Item 2.
- Currently ILCW pays \$309 per month for rent to Access to Independence (ATI). ATI can provide mailroom services and would increase rent to \$400 per month to cover costs associated with staff time, materials, and other considerations. This would be a cost savings for ILCW, given the cost increase from Access Corp. due to the star up

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cost of using their new data software, monthly fee, and per page scanned fee.

- ILCW Executive Committee unanimously recommended termination of mailroom services by Access Corporation at the end of Federal Fiscal Year (FFY) 2022, and to allow ATI to provide mailroom services as a part of the office space rental agreement.

#### **V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services**

- Link to SPIL (<https://www.livebinders.com/media/get/MjIxMjk0OTI=>)
- No public comment received; public comment period ended 12:50 P.M.

#### **VI. Discuss and Develop Timelines for Administrative Activities**

- ILCW Program Coordinator shared an outline with a timeline for budget development with ILCW Executive Committee.
  - Developing a spreadsheet for real-time tracking may not be necessary.
    - Kollath Certified Public Accountants may have something that we could utilize.
    - QuickBooks Online may also have tools that will serve a similar function.
  - ILCW Treasurer was not available for today's meeting; she and ILCW Program Coordinator should look at the timeline again to make sure it allows for enough time to complete budget development every year.
- ILCW Program Coordinator shared an outline with a timeline for staff evaluations.
  - Self-Evaluation can be presented at the evaluation meeting, rather than prior to the meeting.
  - ILCW Exec Committee does not likely need two months to complete and submit evaluations.

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- The evaluation can be scheduled for the anniversary of the date of hire, rather than two weeks prior.
- ILCW Executive Committee will discuss Quarterly Meeting dates and locations at the next ILCW Quarterly Meeting.

## **VII. Discuss Annual Evaluation for ILCW Program Coordinator**

- The evaluation tool used at the 180-day evaluation worked well.
- The timeline ILCW Program Coordinator developed should reflect dates for this year.
  - ILCW Program Coordinator hire date was October 26, 2022. Evaluation must be completed by then.
  - The tool used at the 180-day evaluation was effective but would benefit from some adjustments.
    - Revising the tool should be completed before the next ILCW Executive Committee meeting on October 6, 2022 so they can vote on the final document.
      - Google Workspace can be used so ILCW Executive Committee can collaborate while making revisions.
      - All work should be completed by October 3, 2022.
    - ILCW Chair will send the evaluation tool used at ILCW Program Coordinators 180-day evaluation to the ILCW Executive Committee. See Action Item 1.
  - The timeline presented by ILCW Program Coordinator is too general.
    - ILCW Executive Committee will submit their evaluations of ILCW Program Coordinator to ILCW Chair by October 19. See Action Item 2.
    - ILCW Chair will set up a Zoom meeting on October 20, 2022 at 2 P.M. for a closed session to discuss ILCW Program Coordinator's annual evaluation. See Action Item 3.

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- ILCW Chair and ILCW Vice-Chair should meet on October 24 or October 25, 2022 to discuss ILCW Program Coordinator's evaluation.
- ILCW Program Coordinator annual evaluation will be completed on October 26, 2022.
- ILCW Program Coordinator will complete self-evaluation before the October 26, 2022 annual evaluation, to discuss at the annual evaluation meeting. See Action Item 4.
- ILCW Program Coordinator will adjust the staff evaluation timeline presented to ILCW Executive Committee to reflect his hire date and the dates discussed for the annual evaluation. See Action Item 5.

#### **VIII. Discuss Solutions for Projected Part B Carryover from FFY (2022)**

- ILCW will be providing a pre-payment for CILs First data management software to the Wisconsin Independent Living Centers (ILCs).
  - ILCW Program Coordinator is working with Kollath CPA to complete a projection of what how much Part B will not be spent by the end of FFY 2022.
  - Wisconsin Coalition of Independent Living Centers' (WCILC's) quarterly meeting will be September 14-15, 2022. Having a projection ready before that meeting would be helpful for the ILCs.

#### **IX. SPIL Goal Tracking Sheet**

- Discussion regarding SPIL Goal Tracking sheet tabled until next ILCW Executive Committee meeting.

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## **X. Adjourn**

- Jason Beloungy made a motion to adjourn the September 1, 2022 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 2 P.M.**