

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



## **Independent Living Council of Wisconsin (ILCW) Quarterly Meeting**

Monday, August 15, 2022 10:00 A.M. – 3:00 P.M.

Tuesday, August 16, 2022 10:00 A.M – 12:00 P.M.

APPROVED SEPTEMBER 29, 2022

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

#### **A. ILCW Quarterly Meeting Action Items**

- 1. Action Item:** ILCW Program Coordinator and WCILC Executive Director will collaborate to design WILN marketing materials to be used at conferences, expos, and other in-state events.
- 2. Action Item:** ILCW Program Coordinator will estimate the cost for travel for in-person attendance at quarterly meetings and adjust the draft FFY 2023 budget to reflect those costs before the August 16, 2022 ILCW Quarterly Meeting.
- 3. Action Item:** ILCW Program Coordinator will contact Kollath, Certified Public Accountant (CPA) to discuss the FFY 2023 draft budget to adjust line items before the August 16, 2022 Quarterly Meeting.
- 4. Action Item:** ILC Representative and WCILC Executive Director will discuss accepting \$25,000 from ILCW for Network Development activities before the August 16, 2022 ILCW Quarterly Meeting.
- 5. Action Item:** ILCW Program Coordinator will send the Department of Transportation (DOT) update to the Wisconsin Independent Living Network (WILN) Transportation Advisory Committee co-chairs.
- 6. Action Item:** ILCW Program coordinator will reach out to ILC Directors to request contact information for receiving bids for insurance.
- 7. Action Item:** ILCW Chair will prepare a written report for the next ILCW Quarterly Meeting.

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- 8. Action Item:** ILCW Program Coordinator will update meeting dates and times to ensure that standing meetings are correctly scheduled for FFY 2023.
- 9. Action Item:** Angela Brenna will check her calendar to determine if she can attend the Association of Programs for Rural Independent Living (APRIL) Conference.
- 10. Action Item:** ILCW Program Coordinator will help ILCW members register for the APRIL Conference.
- 11. Action Item:** ILCW Program Coordinator will ask ILC Directors to if they would be willing to host the May, 2024 or August, 2024 ILCW Quarterly Meetings.

### **B. ILCW Quarterly Meeting Motion Items**

- 1. Motion Item:** Kyle Kleist made a motion to approve the August 15-16 ILCW Quarterly Meeting agenda. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** LySandra Owens made a motion to approve the July 11, 2022 ILCW Quarterly Meeting minutes. Kyle Kleist seconded the motion. Motion carried
- 3. Motion Item:** Kyle Kleist made a motion to table further discussions regarding the Federal Fiscal Year (FFY) 2023 budget and bring recommendations to the budget workgroup meeting August 16, 2022 for development of a final budget draft which will be presented to the ILCW Council at the August 16, 2022 ILCW Quarterly Meeting. Jason Beloungy seconded the motion. ILCW voted unanimously to table further discussions regarding the Federal Fiscal Year (FFY) 2023 budget and bring recommendations to the budget workgroup meeting August 16, 2022 for development of a final budget draft which will be presented to the ILCW Council at the August 16, 2022 ILCW Quarterly Meeting.
- 4. Motion Item:** Jason Beloungy made a motion to adjourn the August 15, 2022 ILCW Quarterly Meeting to reconvene August 16, 2022 at

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10:00 A.M. Kyle Kleist seconded the motion. Motion carried. See Motion Item 4.

- 5. Motion Item:** Kyle Kleist made a motion to approve the Federal Fiscal Year (FFY) 2023 Budget as proposed. Eric Riskus seconded the motion. ILCW voted unanimously to approve the FFY 2023 Budget as proposed. Motion carried.
- 6. Motion Item:** Angela Brenna moved to provide \$25,000 from FFY 2023 Part B grant fund to the Wisconsin Coalition of Independent Living Centers (WCILC) for network development activities including Independent Living Days, Quality Indicators for Independent Living Services peer review, and the Wisconsin Independent Living Network retreat. LySandra Owens seconded the motion. ILCW voted unanimously to provide \$25,000 from FFY 2023 Part B grant fund to the Wisconsin Coalition of Independent Living Centers (WCILC) for network development activities including Independent Living Days, Quality Indicators for Independent Living Services peer review, and the Wisconsin Independent Living Network retreat. Motion carried.
- 7. Motion Item:** Jason Belongy made a motion to allocate the remaining \$6,210 FFY 2023 Part B grant fund evenly among the 8 Wisconsin Independent Living Centers (ILCs) to increase their Part B awards for FFY 2023 for uses designated in the State Plan for Independent Living (SPIL). Randi Johnson seconded the motion. ILCW voted unanimously to allocate the remaining \$6,210 FFY 2023 Part B grant fund evenly among the 8 ILCs to increase their Part B awards for FFY 2023 for uses designated in the SPIL. Motion carried.
- 8. Motion Item:** Jason Belongy moved to recommend Jackie Gordon's appointment to ILCW. Kyle Kleist seconded the motion. ILCW voted unanimously to recommend Jackie Gordon's appointment to ILCW. Motion carried.
- 9. Motion Item:** Kyle Kleist made a motion to adjourn the August 15-16, 2022 ILCW Quarterly Meeting. Jason Belongy seconded the motion. Motion carried.

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## **C. Meeting Minutes**

**Monday, August 15, 2022**

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

**ILCW Members Present:** Angela Brenna; Jason Beloungy, ILC Representative; Jason Endres, Chair; Randi Johnson, Secretary; Kyle Kleist, Vice-Chair; and LySandra Owens, Treasurer.

**ILCW Members Absent; Excused (\*):** Deb Langham\*; and Eric Riskus\*, Vice-Chair Elect.

#### **ILCW Ex-Officio Members Present:**

**Guest(s):** Julie Connors, Independent Living (IL) Specialist, CILWW; Bobbi Craig, Transportation Director, CILWW; Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC); Ashley Lien, IL Program Coordinator; Jenesis Lindbo, IL Specialist, CILWW; Samantha Lotts, Personal Assistant Services (PAS) Program Coordinator, CILWW; Amanda Miller, IL Program Director, CILWW; Laura Plummer, Assistive Technology; Martha Siravo; and Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

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

### **II. The meeting was called to order at (time) by (name), (title)**

- The meeting was held in-person at Center for Independent Living of Western Wisconsin (CILWW).
- The meeting was also available via teleconference by calling (312) 626-6799 with meeting ID: 823 6461 7137 and via [Zoom](#).

### **III. Review and Approve August 15-16, 2022 ILCW Quarterly Meeting Agenda**

- Kyle Kleist made a motion to approve the August 15-16 ILCW Quarterly Meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

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#### **IV. Review and Approve July 11, 2022 ILCW Full Council Meeting Minutes**

- LySandra Owens made a motion to approve the July 11, 2022 ILCW Quarterly 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**

- Link to SPIL (<https://www.livebinders.com/media/get/MjIxMjk0OTI=>)
- No public comment received.
- Public comment period closed at 10:29 A.M.

#### **VI. Discuss ILCW Budget and Finances**

- It will be important for ILCW to fully expend its Federal Fiscal Year (FFY) 2022 Part B funding.
- Innovation and Expansion (I&E) grant and FFY 2021 Part B Carryover funding will both be fully expended before the end of FFY 2022.
- According to the June, 2022 financial statement, ILCW has not paid for Communication Access Realtime Translation Services (CART) or American Sign Language (ASL) interpretation services for IL Days.
  - WCILC Executive Director will check with their accountant to determine the status of the invoice for live captioning services for IL Days.
  - The ASL Interpretation service being used by both ILCW and WCILC has been delayed in completing billing. WCILC Executive Director will contact the ASL interpretation service to request the status of billing for ILC Days.
- ILCW reviewed and discussed a sample budget for FFY 2023 prepared by ILCW Treasurer and ILCW Program Coordinator
  - Budget development should begin early in the year. ILCW Executive Committee and/or ILCW Finance Committee will

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need to work with ILCW Program Coordinator to create a better process for budget development.

- The Wisconsin Independent Living Network (WILN) will need better materials for outreach efforts. This will be reflected in the FFY 2023 Budget.
  - Materials should be held at each ILC so they are easily accessible for events across the state.
  - ILCW Program Coordinator and WCILC Executive Director will collaborate to design WILN marketing materials to be used at conferences, expos, and other in-state events. See Action Item 1.
- ILCW Quarterly Meetings will use a hybrid model. There will be an increased cost for meetings due to travel expenses for ILCW members and staff.
  - About 75% of ILCW members will likely be present at in-person meetings.
  - ILCW Program Coordinator will estimate the cost for travel for in-person attendance at quarterly meetings and adjust the draft FFY 2023 budget to reflect those costs before the August 16, 2022 ILCW Quarterly Meeting. See Action Item 2.
- ILCW Program Coordinator will contact Kollath, Certified Public Accountant (CPA) to discuss the FFY 2023 draft budget to adjust line items before the August 16, 2022 Quarterly Meeting. See Action Item 3.
- \$25,000 will be allocated to network development costs. This could be provided directly to WCILC for IL Days, the WILN retreat, and Quality Indicators for Independent Living Services (QUILS) reviews.
  - Funding for network development could be sent directly to WCILC because they are largely responsible for the

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planning of network development activities. This would also simplify accounting and reduce the risk of administrative errors.

- ILC Representative and WCILC Executive Director will discuss accepting \$25,000 from ILCW for Network Development activities before the August 16, 2022 ILCW Quarterly Meeting. See Action Item 4.
- Kyle Kleist made a motion to table further discussions regarding the Federal Fiscal Year (FFY) 2023 budget and bring recommendations to the budget workgroup meeting August 16, 2022 for development of a final budget draft which will be presented to the ILCW Council at the August 16, 2022 ILCW Quarterly Meeting. Jason Beloungy seconded the motion. ILCW voted unanimously to table further discussions regarding the Federal Fiscal Year (FFY) 2023 budget and bring recommendations to the budget workgroup meeting August 16, 2022 for development of a final budget draft which will be presented to the ILCW Council at the August 16, 2022 ILCW Quarterly Meeting. Motion carried. See Motion Item 3.

## **VII. Discuss Updates from ILCW Liaisons and Partner Organizations**

- Ashley Walker, DHS, BADR provided an update for DHS.
  - DHS is preparing to submit its 2023-2025 budget proposal.
    - The budget proposal will address the end of temporary Medicaid policies following the COVID-19 pandemic.
      - At the time of the report, there have been 10 million doses of vaccine administered in Wisconsin. 60% of Wisconsin's population have completed their vaccinations, 35% have had additional and/or booster doses.
    - DHS is requesting that funding from the national opioid settlement award be used for efforts related to treatment,

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support, and recovery for persons who have opioid related substance use disabilities.

- Ashley Walker, DHS, BADR provided and update for the Designated State Entity (DSE)
  - Federal grant continuation packets should be completed within the next two weeks. Independent Living Centers' (ILCs') grant packets will be sent first, followed by those for ILCW and Wisconsin Coalition of Independent Living Centers.
  - DSE will hold a meeting on August 18, 2022 to discuss the FFY 2023 contracts.
- DSE has completed a visit at Options for Independent Living in Green Bay, Wisconsin using the new compliance tool released by the Administration of Community Living (ACL.)
  - DSE and WCILC will collaborate using feedback from the visit to improve the QUILS peer-review tool.
  - Society's Assets, Incorporated (SAI), is scheduled for a visit near the end of August 2022.
- A SPIL amendment will be needed due to new funding, including the Public Health Workforce grant.
- Department of Transportation (DOT) updates were provided prior to the August 15-16 Quarterly meeting by Taqwanya Smith, see attachment.
  - The Americans with Disabilities Act (ADA) transition plan is open for public comment.
  - The DOT updates should be sent to the Wisconsin Independent Living Network (WILN) transportation advisory committee co-chairs so the committee can provide comment.
  - ILCW Program Coordinator will send the DOT update to the WILN Transportation Advisory Committee co-chairs. See Action Item 5.



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- The next non-Driver Advisory Committee meeting will be in November, 2022 and will be live-streamed. DOT Liaison will provide information for meeting attendance when it becomes available.
- WCILC updates were provided by Jason Glozier, WCILC Executive Director.
  - Around 35 polling places were surveyed for accessibility by ILC staff at the last election. WCILC is working with the Elections Commission to develop a contract for ILC staff to continue providing accessibility surveys at future elections.
  - The WILN Advocacy Priorities groups have been meeting regularly.
    - The Transportation Advisory Committee is targeting several advocacy efforts including the development of a braided funding model for transportation services, repealing the prohibition of local governance regulating Transportation Network Companies like Über and Lyft, and a repeal of the law that prohibits transportation companies from providing services to non-contracted entities.
    - The WILN Long Term Care (LTC) Committee is exploring ways to strengthen LTC services across the state. The committee is also working on making sure that ILCs are included in discussions related to the Home and Community Based Services (HCBS) IL pilot program.
  - WCILC met in July to authorize accepting unspent Part B grant funds, which will be fully expended by the end of FFY 2022.
  - WCILC will be meeting in-person, the next meeting, in September 2022, will focus on strategic planning and completing the racial equity roadmap currently in development.

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### **VIII. Discuss Updates Provided by ILCW Program Coordinator**

- This item was tabled until the August 16, 2022 ILCW Quarterly Meeting.

### **IX. Discuss and Review ILCW Council Member Roles, Responsibilities, and Expectations, as presented by ILCW Secretary and ILCW Treasurer**

- ILCW Secretary and ILCW Treasurer presented a PowerPoint outlining ILCW member responsibilities, and discussed committees, roles on committees, and ILCW member involvement.

### **X. Meet With CILWW Staff and/or Consumers**

- CILWW staff presented information regarding the programs they are working on and answered questions posed by council members.

### **XI. Adjourn**

- Jason Beloungy made a motion to adjourn the August 15, 2022 ILCW Quarterly Meeting to reconvene August 16, 2022 at 10:00 A.M. Kyle Kleist seconded the motion. Motion carried. See Motion Item 4.

**ILCW Quarterly Meeting Adjourned at 3:00 P.M. to  
Reconvene Tuesday, August 16, 2022 at 10:00 A.M.**

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**Tuesday, August 16, 2022**

**XII. Welcome and Introductions, Jason Endres, ILCW Chair**

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

**ILCW Members Absent; Excused (\*):** Deb Langham\*.

**ILCW Liaisons Present:** Taqwanya Smith, DOT.

**Guest(s):** Laura Plummer, AT; Ashley Walker, DHS, BADR; and Martha Siravo.

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

**XIII. The meeting was reconvened and called to order at 10:00 A.M. by Jason Endres, ILCW Chair**

- The meeting was held in-person at Center for Independent Living of Western Wisconsin (CILWW).
- The meeting was also available via teleconference by calling (312) 626-6799 with meeting ID: 823 6461 7137 and via [Zoom](#).

**XIV. Review and Approve FFY 2023 Final Draft Budget Proposal**

- The final draft of the FFY 2023 budget includes funds from a FFY 2022 Part B grant carryover.
  - Having a carryover from 2022 will mean that ILCW will lose the state General Purpose Revenue (GPR) match.
- Kyle Kleist made a motion to approve the FFY 2023 Budget as proposed. Eric Riskus seconded the motion. ILCW voted unanimously to approve the FFY 2023 Budget as proposed. Motion carried. See Motion Item 5.
- Angela Brenna moved to provide \$25,000 from FFY 2023 Part B grant fund to the Wisconsin Coalition of Independent Living Centers (WCILC) for network development activities including Independent Living Days, Quality Indicators for Independent Living Services peer review, and the Wisconsin Independent Living Network retreat. LySandra Owens



seconded the motion. ILCW voted unanimously to provide \$25,000 from FFY 2023 Part B grant fund to the Wisconsin Coalition of Independent Living Centers (WCILC) for network development activities including Independent Living Days, Quality Indicators for Independent Living Services peer review, and the Wisconsin Independent Living Network retreat. Motion carried. See Motion Item 6.

- Jason Beloungy made a motion to allocate the remaining \$6,210 FFY 2023 Part B grant fund evenly among the 8 Wisconsin Independent Living Centers (ILCs) to increase their Part B awards for FFY 2023 for uses designated in the State Plan for Independent Living (SPIL). Randi Johnson seconded the motion. ILCW voted unanimously to allocate the remaining \$6,210 FFY 2023 Part B grant fund evenly among the 8 ILCs to increase their Part B awards for FFY 2023 for uses designated in the SPIL. Motion carried. See Motion Item 7.

#### **XV. Discuss Updates Provided by ILCW Program Coordinator**

- ILCW discussed updates provided in the attached "Program Coordinator Updates" document.
- ILCW Program coordinator will reach out to ILC Directors to request contact information for receiving bids for insurance. See Action Item 6.

#### **XVI. Discuss Updates Provided by ILCW Committees**

- ILCW Secretary provided updates regarding ILCW Membership Committee.
  - Jackie Gordon has applied for ILCW membership. A vote for recommendation to the Governor's Office of Appointments was tabled until this meeting.
  - Jason Beloungy moved to recommend Jackie Gordon's appointment to ILCW. Kyle Kleist seconded the motion. ILCW voted unanimously to recommend Jackie Gordon's appointment to ILCW. Motion carried. See Motion Item 8.
- ILCW Chair provided updates regarding ILCW Executive Committee.

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- ILCW Executive Committee meets regularly on the first Thursday of every month.
- ILCW Executive Committee has been discussing budgets, business related to ILCW's 501(c)3 status, and administrative tasks related to the council.
- ILCW Chair will prepare a written report for the next ILCW Quarterly Meeting. See Action Item 7.
- ILCW Vice-Chair provided an update regarding the SPIL Committee.
  - SPIL Committee developed a list of all the people working on SPIL development and assigned each person with a workgroup.
    - There are 4-5 people in each work group.
    - Each workgroup has an assigned lead.
    - Workgroups will begin meeting in August or September of 2022.
  - A standing item should be added to ILCW Quarterly Meeting Agenda to review and discuss the SPIL goal tracker.
- ILCW Program Coordinator provided an update regarding the WILN Retreat Committee.
  - The WILN Retreat will be comprised of two parts. The first part will be a casual meeting of WILN leadership to coincide with IL Days. The second retreat will be held in late May or early June, 2023 to coincide with collecting signatures for the 2024-2026 SPIL.
    - The date and location of the second retreat will be determined at the August or September, 2022 WILN retreat committee meeting.
- ILCW Program Coordinator will update meeting dates and times to ensure that standing meetings are correctly scheduled for FFY 2023. See Action Item 8.

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## **XVII. Review and Discuss ILCW Committees**

- ILCW Program Coordinator reviewed ILCW Committees, committee chairs, and committee membership with ILCW members present at the ILCW August 16, 2022 Quarterly Meeting.

## **XVIII. Discuss Attendance at Association of Programs for Rural Independent Living (APRIL)**

- APRIL Conference will be held virtually in 2023.
- ILCW will send staff and three members to the ILCW Conference.
  - ILCW Secretary will attend the APRIL Conference.
  - LySandra Owens will attend the APRIL Conference.
  - Angela Brenna will check her calendar to determine if she can attend the APRIL Conference. See Action Item 9.
  - ILCW Program Coordinator will help ILCW members register for the APRIL Conference. See Action Item 10.

## **XIX. Discuss Location of November, 2022 ILCW Quarterly Meeting**

- ILCW Quarterly Meetings are typically held on the third Monday and Tuesday of the month following the end of a quarter. The November ILCW Quarterly Meeting would be scheduled for the week of Thanksgiving.
- ILCW November Quarterly Meeting will be moved to November 15-16, 2022.
- ILCW Vice-Chair Elect offered to host the ILCW November 15-16, 2022 Quarterly Meeting at Midstate Independent Living Choices (MILC) in Steven's Point, Wisconsin.
- ILCW has an ILC rotation schedule for quarterly meetings that stopped due to the Covid-19 pandemic. ILCW should consider returning to the rotation for future meetings.
- ILCW should consider holding the February 2024 Madison, Wisconsin to coincide with IL Days.

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- ILCW Program Coordinator will ask ILC Directors to if they would be willing to host the May, 2024 or August, 2024 ILCW Quarterly Meetings. See Action Item 11.

## **XX. Adjourn**

- Kyle Kleist made a motion to adjourn the August 15-16, 2022 ILCW Quarterly Meeting. Jason Belongy seconded the motion. Motion carried. See Motion Item 9.

**ILCW August 16, 2022 Quarterly Meeting Adjourned at 11:45 A.M.**