

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



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

October 6, 2022

12:30 P.M. – 2:00 P.M.

APPROVED NOVEMBER 3, 2022

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

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

- 1. Action Item:** ILCW Program Coordinator will adjust the times for public comment period to 12:40 P.M – 12:50 P.M.
- 2. Action Item:** ILCW Program Coordinator will send the Staff Evaluation Timeline with dates reflecting his hire date to the ILCW Executive Committee.
- 3. Action Item:** ILCW Vice-Chair will put the evaluation tool on ILCW letterhead, add space for comments from ILCW Executive Committee, and send the evaluation tool to the ILCW Executive Committee and ILCW Program Coordinator.
- 4. Action Item:** ILCW Vice-Chair will develop a staff version and ILCW Executive Committee version of the evaluation tool modeled after Center for Independent Living Western Wisconsin's evaluation on ILCW letterhead. They will be sent to ILCW Chair for distribution.
- 5. Action Item:** ILCW Program Coordinator will complete his self-evaluation by October 19, 2022.

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

- 1. Motion Item:** Jason Beloungy made a motion to approve the October 6, 2022 ILCW Executive Committee meeting agenda. LySandra Owens seconded the motion. Motion carried.

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**2. Motion Item:** Kyle Kleist made a motion to approve the August 1, 2022 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried.

**3. Motion Item:** Kyle Kleist made a motion to adjourn the October 6, 2022 ILCW Executive Committee meeting. Eric Riskus 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; Kyle Kleist; LySandra Owens; and Eric Riskus.

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

### **II. The meeting was called to order at 12:32 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 October 6, 2022 ILCW Executive Committee Meeting Agenda**

- Jason Beloungy made a motion to approve the October 6, 2022 ILCW Executive Committee meeting agenda. LySandra Owens seconded the motion. Motion carried. See Motion Item 1.
  - ILCW Program Coordinator will adjust the times for public comment period to 12:40 P.M – 12:50 P.M. See Action Item 1.

### **IV. Review and Approve September 1, 2022 ILCW Executive Committee Meeting Minutes**

- Kyle Kleist made a motion to approve the August 1, 2022 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried. See Motion Item 2.

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- ILCW Program Coordinator will send the Staff Evaluation Timeline with dates reflecting his hire date to the ILCW Executive Committee. See Action 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 comment received; public comment closed at 12:40 P.M.

## **VI. Discuss Home and Community Based Services (HCBS) Grant**

- Recently Wisconsin Coalition of Independent Living Centers (WCILC) submitted a grant provided by the Department of Health Services (DHS) targeted at expanding HCBS. WCILC is proposing building a nursing home transition program to help with managed care move from institutional settings.
  - This is a 2-year grant, and would end in September 2024. WCILC requested approximately \$1.9 million. The program would be statewide, so each of Wisconsin's Independent Living Centers (ILCs) would receive funding.
    - Funding would pay for staff, coordination, training opportunities, and additional needs like rent deposits, equipment, furniture, and other similar things.
  - WCILC Executive Director completed the application. ILC Directors and ILCW board members and staff helped him with editing and provided additional information.
  - WCILC should know if the application is accepted in November.
    - There will be more than one cycle for grant applications. The first cycle seems to be focused on addressing the caregiver crisis. It is unlikely that WCILC's grant application would be accepted during the first cycle but may be accepted in a future cycle.

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## **VII. Review to Approve Evaluation Tool for ILCW Staff**

- ILCW Executive Committee discussed the evaluation tool used for ILCW Program Coordinator's 180-day evaluation.
  - The tool seemed to have too many questions.
  - Some of the questions were not pertinent to ILCW Program Coordinator, which made evaluation difficult.
- ILCW Vice-Chair Elect shared the evaluation tool used by Midstate Independent Living Choices (MILC).
  - MILC's tool requires scoring of performance in several categories. ILCW Executive Committee does not want to use scoring for performance evaluation.
- ILCW Vice-Chair shared the new evaluation used by the Center for Independent Living Western Wisconsin (CILWW).
  - CILWW's tool is goal based and has narrative structure. ILCW Executive Committee will need room to provide comment for each item.
  - The questions are general enough that they could apply to any staff person, including ILCW Program Coordinator.
  - The evaluation tool uses narrative, rather than rankings.
  - ILCW Vice-Chair will develop a staff version and ILCW Executive Committee version of the evaluation tool modeled after Center for Independent Living Western Wisconsin's evaluation on ILCW letterhead. They will be sent to ILCW Chair for distribution. See Action Item 4.
- ILCW Program Coordinator will complete his self-evaluation by October 19, 2022. See Action Item 5.

## **VIII. Discuss Quarterly Meetings and Locations**

- IL Days will be on February 8-9, 2023.

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- In previous years, ILCW has had quarterly meetings during the same week. This has been difficult for some, and could impact participation at IL Days, the quarterly meeting, or both.
- SILC Congress will be the second week of March; some council members will be doing a lot of traveling in a short period of time.
- Weather in February could make getting to locations further north more difficult.
- ILCW February Quarterly Meeting will be held in a virtual format.
- ILCW should visit centers that it has not been to.
  - ILCW visiting different centers is valuable. It gives the council, center staff, and consumers to meet. ILCW Program Coordinator can also present at the centers, and many ILC staff are familiar with him.
  - The rotation was interrupted by COVID-19; ILCW should establish a new rotation.
  - ILCW should try to avoid visiting ILCs that will also be hosting WCILC board meetings in the same month.
    - ILCW Executive Committee tentatively set the following dates and locations for ILCW Quarterly Meetings:
      - February 20-21, 2023; virtual.
      - May 15-16, 2023; Independent Living Resources (ILR).
      - August 14-15, 2023; indiGO.
      - November 13-14, 2023; Options for Independent Living.

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

- ILCW program Coordinator will be starting to work on the Program Performance Report (PPR) soon. He encouraged ILCW Executive Committee to provide him with information regarding training they have completed in the past year, and particularly the last quarter.

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

- ILCW Program Coordinator discussed updates submitted to the ILCW Executive Committee via email. The updates included:
  - The former ILCW Treasurer had some information that was still being held on the GoDaddy account site. ILCW Program coordinator worked with him to remove the information.
  - ILCW's insurance policy will renew October 1, 2023.
  - ILCW's new members are in various stages of orientation and/or training.
  - ILCW Program Coordinator should have information regarding a hotel for the November 14-15, 2022 Quarterly meeting soon.
  - The Aging and Disability Network forum will be in-person at the Jefferson Inn in Wausau on October 26, 2022. ILCW is highly encouraged to attend and participate.

## **XI. Adjourn**

- Kyle Kleist made a motion to adjourn the October 6, 2022 ILCW Executive Committee meeting. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 1:57 P.M.**