

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



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

November 3, 2022

12:30 P.M. – 2:00 P.M.

APPROVED DECEMBER 1, 2022

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

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

- 1. Action Item:** ILCW Vice-Chair will discuss ILCW staff's pay increase with ILCW Chair and Sustainable HR if necessary.
- 2. Action Item:** ILCW Program Coordinator will send the Statewide Plan for Independent Living (SPIL) Survey to ILC directors and assistant directors.
- 3. Action Item:** ILCW Program Coordinator will contact Sustainable Human Resources to determine if vacation and sick time accrual carry-overs are based on the calendar year or a fiscal year.

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

- 1. Motion Item:** LySandra Owens made a motion to approve the November 3, 2022 ILCW Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried.
- 2. Motion Item:** Eric Riskus made a motion to approve the October 6, 2022 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to adjourn the November 3, 2022 ILCW Executive Committee meeting. Eric Riskus seconded the motion. Motion carried.



## **C. Meeting Minutes**

### **I. Welcome and Introductions, Kyle Kleist, ILCW Vice-Chair**

**ILCW Executive Committee Members Present:** Jason Beloungy; Kyle Kleist; LySandra Owens; and Eric Riskus.

**ILCW Executive Committee Members Absent; Excused (\*):** Jason Endres\*; and Randi Johnson\*.

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

### **II. The meeting was called to order at 12:35 P.M. by Kyle Kleist, ILCW Vice-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 November 3, 2022 ILCW Executive Committee Meeting Agenda**

- LySandra Owens made a motion to approve the November 3, 2022 ILCW Executive Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve October 6, 2022 ILCW Executive Committee Meeting Minutes**

- Eric Riskus made a motion to approve the October 6, 2022 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried. See Motion Item 2.
  - ILCW Program Coordinator did not see a copy of an email indicating a pay increase for ILCW staff from the ILCW Chair to Sustainable Human Resources, ILCW's Professional Employer Organization.
    - ILCW Vice-Chair will discuss ILCW staff's pay increase with ILCW Chair and Sustainable HR if necessary. See Action Item 1.

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## **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 closed at 12:43 P.M.

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

- ILCW Program Coordinator provided ILCW Executive Committee with the following updates via email prior to the meeting:
  - ILCW Program Coordinator attended the Self-Determination Conference as a vendor. ILCW's booth was shared with Wisconsin Coalition of Independent Living Centers (WCILC) and was placed next to Midstate Independent Living Choices' (MILC) booth.
    - The success of the self-determination conference illustrates how important collaboration across the network is and will be. ILCW should expand their efforts to be present at more state conferences, conventions, and other events.
  - ILCW Program Coordinator attended the Aging and Disability Network forum. ILCW Program Coordinator facilitated a "table" in a world café style discussion session.
    - Wisconsin Independent Living Network's (WILN) presence at the forum seemed to help other members of the Aging and Disability Network come to a better understanding of IL.
    - World café stations were facilitated mostly by persons from the IL Network. This helped us establish our authority and expertise on a number of topics.
  - ILCW Program Coordinator presented "What the Heck is a SILC?" with Arkansas Statewide Independent Living Council (SILC) Executive Director Dr. FranSha' Anderson at the

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Association of Programs for Rural Independent Living (APRIL) Conference.

- New members are at different stages in the orientation process. ILCW Program Coordinator is working with them to help them learn more about the council and SILCs in general.
- ILCW Program Coordinator's annual review was completed on October 24, 2022.
- The SPIL survey has been sent to the SPIL Committee and other for dissemination.
  - ILCW Program Coordinator will send the SPIL Survey to ILC directors and assistant directors. See Action Item 2.
- The WILN website is up and running. ILCW Program Coordinator and WCILC Executive Director are working together to complete updates and fix issues as they arise.

## **VII. Discuss SILC Congress**

- SILC Congress will be held March 6-8, 2023.
- SILC Congress conflicts with WCILC Board meeting this year.
- ILCW Treasurer would like to attend SILC Congress.
- New members would benefit from attending the SILC Congress; this item will be discussed at the ILCW November 2022 Quarterly Meeting.

## **VIII. Discuss Agenda Items for Quarterly Meeting**

- No changes were necessary for the ILCW Quarterly Meeting agenda.

## **IX. Discuss SPIL Goal Tracker**

- ILCW Program Coordinator provided a review of the Federal Fiscal Year (FFY) 2022 Quarter 4 SPIL Goal Tracker.
  - ILCW has increased hours reported for all three goals for which the council is primarily responsible.

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## **X. Discuss FFY 2022 Program Performance Report (PPR)**

- ILCW Program Coordinator has started working on the FFY 2022 PPR.
- ILCW Program Coordinator is registered to attend a training on November, 11, 2022 provided by the Administration on Community Living (ACL) regarding completion of PPRs.

## **XI. Discuss Updates ACL Regarding 2020-2023 SPIL Extension**

- ACL has extended the 2020-2023 SPIL one year. The next SPIL will be due June 30, 2024 rather than June 30, 2023.
  - ACL will not accept early SPIL submissions.
  - ACL is requesting amendments to extend current SPILs. Amendments may either be technical or substantial.
    - Wisconsin's funding tables have changed significantly, ILCW will likely need to propose a substantial amendment.
    - SPIL Development Committee should work toward developing amendments, then return to development of the 2024-2026 SPIL.
      - ACL will not likely accept a substantial amendment that could be considered a new SPIL. SPIL Committee should make amendments that help us progress toward the next SPIL but do not change the current SPIL too much.
      - Making changes to how we monitor the current SPIL may be a good way to make amendments without sacrificing the work currently being done for the next SPIL.

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- SPIL Committee workgroups have been meeting monthly. With the additional time to complete the 2024-2026 SPIL, they should consider moving to a bi-monthly schedule. This will maintain momentum and reduce workload.

## **XII. Discuss ILCW Program Coordinator Vacation and Sick Time**

- ILCW Program Coordinator sick time is accrued at 8 hours per month, and 96 hours per year, pro-rated 75% to reflect ILCW Program Coordinator's 30-hour work week.
- Accrual rate for vacation time increases after 3 years of service and again after 4 years of service. Accrual rate for sick time increases after 1 year, 3 years, and 5 years.
- ILCW Program Coordinator will contact Sustainable Human Resources to determine if vacation and sick time accrual carry-overs are based on the calendar year or a fiscal year. See Action Item 3.

## **XIII. Discuss Providing Google Workgroup Sign-ins to Full Council**

- ILCW Executive Committee recommends providing log in credentials for Google Workspaces to the full ILCW Council.

## **XIV. Adjourn**

- Jason Beloungy made a motion to adjourn the November 3, 2022 ILCW Executive Committee meeting. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 1:51 P.M.**