

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



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

December 1, 2022

12:30 P.M. – 2:00 P.M.

APPROVED JANUARY 5, 2023

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will contract SustainableHR, ILCW's Professional Employer Organization, to determine if vacation and sick time accrual is based on a calendar year or ILCW's fiscal year.
- 2. Action Item:** ILCW Program Coordinator and ILCW Treasurer will meet to develop a meeting schedule for the ILCW Finance Committee.
- 3. Action Item:** ILCW Program Coordinator will provide updates regarding the Federal Fiscal Year (FFY) 2022 audit to ILCW Executive Committee and ILCW Full Council as they become available.
- 4. Action Item:** ILCW Program Coordinator will email his contacts on the National Association of Statewide Independent Living Councils (NASILC) for guidance regarding a presentation at the Statewide Independent Living Council Congress.
- 5. Action Item:** ILCW Program Coordinator will contact ILCW Department of Health Services representative to request a tool for completion of a time study.
- 6. Action Item:** ILCW Program Coordinator will check bylaws to determine if the Executive Committee must meet every month, including months in which quarterly meetings are scheduled.

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B. ILCW Executive Committee Motion Items

- 1. Motion Item:** LySandra Owens made a motion to approve the December 1, 2022 ILCW Executive Committee meeting agenda. Kyle Kleist seconded the motion. Motion carried.
- 2. Motion Item:** Jason Belongy made a motion to approve the November 4, 2022 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried.
- 3. Motion Item:** Jason Belongy made a motion to adjourn the December 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 Belongy; Jason Endres; Randi Johnson; Kyle Kleist; and LySandra Owens.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator

II. The meeting was called to order at 12:33 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 December 1, 2022 ILCW Executive Committee Meeting Agenda

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

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IV. Review and Approve November 4, 2022 ILCW Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the November 4, 2022 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried. See Motion Item 2.
 - ILCW Program Coordinator will contact SustainableHR, ILCW's Professional Employer Organization, to determine if vacation and sick time accrual is based on a calendar year or ILCW's fiscal year. See Action Item 1.

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; comment period closed at 12:41 P.M.

VI. Discuss Updates Provided by ILCW Program Coordinator

- ILCW Program Coordinator provided the following updates to ILCW Executive Committee via email prior to the December 1, 2022 meeting:
 - ILCW Program Coordinator will begin sending weekly emails to ILCW Members. This should reduce the number of emails sent, keep information more organized, and require less time dedicated to drafting emails by Program Coordinator.
 - ILCW Program Coordinator will send October 2022 financial report to the full council in next update email. Thereafter all financial reports will be sent to the full council in an update email as they become available.
 - Financial reports do not need to go to full council. They should be sent to finance committee members for discussion during meeting scheduled by ILCW Treasurer and ILCW Program Coordinator.

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- Meetings should be at least quarterly, but other meetings may be necessary when more scrutiny is needed.
 - Meetings should be held the month prior to a quarterly meeting to ensure there is enough time to make any necessary adjustments. Meetings will be January, April, July, and October. An end of year meeting should also be scheduled for September prior to the close of the Fiscal Year.
 - If additional meetings are necessary throughout the year, ILCW Treasurer can call the Finance Committee at that time.
- ILCW Program Coordinator and ILCW Treasurer will meet to develop a meeting schedule for the ILCW Finance Committee. See Action Item 2.
- ILCW Program Coordinator and Wisconsin Coalition of Independent Living Centers (WCILC) are working toward developing publicity materials for the Wisconsin Independent Living Network (WILN). They are considering enlisting the help of a marketing firm to help design the materials.
- ILCW's Audit pre-work is in progress. The audit is scheduled for December 8, 2022. ILCW Program Coordinator is working with Dianna Lutmann from RitzHolman to ensure that everything goes smoothly.
 - ILCW Program Coordinator will provide updates regarding the Federal Fiscal Year (FFY) 2022 audit to ILCW Executive Committee and ILCW Full Council as they become available. See Action Item 3.
- ILCW Program Coordinator is working toward completion of the Statewide Independent Living Council (SILC) portion of the FFY 2022 Program Performance Report (PPR).

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- All reimbursements except one have been completed following the ILCW November, 2022 Quarterly Meeting.
- ILCW Program Coordinator, LySandra Owens, and Angela Brenna will be registered for SILC Congress prior to the December 15, 2022 early bird deadline.
 - One spot remains open. WILN is considering developing a presentation about having strong IL network relationships. If this presentation is accepted, ILC representation will be important, in which case, Jason Beloungy will fill the open spot.
 - ILCW Program Coordinator will email his contacts on the National Association of Statewide Independent Living Councils (NASILC) for guidance regarding a presentation at the Statewide Independent Living Council Congress. See Action Item 4.

VII. Discuss ILCW Program Coordinator Role

- A time-study will be a good way to determine both ILCW Program Coordinator's capacity, and to determine if he is utilizing his time appropriately.
 - A six-week study will provide the most information, but may be unnecessary.
 - ILCW Program Coordinator should start the time study in January and report to ILCW Executive Committee at the February meeting. They will decide at that time if enough data had been captured, whether the study should continue, and how long that continuation should be.
 - ILCW Department of Health Services (DHS) representative may have a time study tool that ILCW can utilize.

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- ILCW Program Coordinator will contact ILCW Department of Health Services representative to request a tool for completion of a time study. See Action Item 5.
- Following the time study, ILCW Program Coordinator's role, responsibilities, expectations, etc. can be discussed more in-depth.

VIII. Discuss ILCW Attendance at Conferences, Conventions, Meetings, Etc.

- Arability is having a conference in Oshkosh, Wisconsin in July, 2023. ILCW may not benefit much from attending, but more information is needed before a decision can be made.
- WILN as a network should be working together to determine which events would be beneficial for ILCW, ILCs, and WCILC to attend.
 - Further discussion would include who should lead the event, who should be paying for attendance, and in what capacity should ILCW and other network partners be attending. This is a good discussion topic for the monthly WILN Leadership Meetings attended by ILCW Chair, WCILC Executive Director, WCILC Chair, and ILCW Program Coordinator.
- ILCW Full council should attend IL Days if possible. The hotel room block is reserved, and ILCW Program Coordinator is including information about the event in the weekly update email going out December 1, 2022.
- WILN Retreat Committee has settled on the Holiday Inn Convention Center as the location for the retreat. There should be enough rooms at the hotel connected to the convention center, and there is a Holiday Inn Express nearby that shares the same parking lot that could be utilized if extra rooms are needed.

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IX. Discuss ILCW Executive Committee Meetings Following ILCW Quarterly Meetings

- There is a significant amount of information that needs to be discussed following ILCW Quarterly meetings.
- ILCW Executive Committee meetings that are scheduled in the same month as a quarterly seem redundant.
 - ILCW Executive Committee could potentially skip meetings in May, February, August, and November.
 - ILCW Program Coordinator will check bylaws to determine if the Executive Committee must meet every month, including months in which quarterly meetings are scheduled. See Action Item 6.

X. Adjourn

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

Meeting Adjourned at 1:51 P.M.