

Address: 3810 Milwaukee St.  
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## **Independent Living Council of Wisconsin (ILCW) Financial Committee Teleconference Meeting**

July 22, 2022

11:00 A.M. – 1:00 P.M.

APPROVED JANUARY 24, 2023

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

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

- 1. Action Item:** ILCW Program Coordinator will send the financial reports from Kollath, Certified Public Accountant (CPA) when they are available each month
- 2. Action Item:** ILCW Treasurer will contact Kollath, CPA to ask if budget development is included in ILCW's contract, and request budget development services if they are available.
- 3. Action Item:** ILCW Program Coordinator will ensure that grant continuation packets are signed and submitted as soon as possible after they are released by the Department of Health Services (DHS).

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

- 1. Motion Item:** Kyle Kleist made a motion to approve the July 7, 2022 ILCW Financial Committee meeting agenda. Jason Belongy seconded the motion. Motion carried.
- 2. Motion Item:** Jason Belongy made a motion to approve the April 22, 2022 ILCW Financial Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried.
- 3. Motion Item:** Jason Belongy made a motion to recommend the April, May, and June financial reports for acceptance by the full council at the August 15-16, 2022 Quarterly meeting. Kyle Kleist seconded the motion.

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**4. Motion Item:** Kyle Kleist made a motion to adjourn the July 22, 2022 ILCW Financial Committee meeting. Jason Beloungy seconded the motion. Motion carried.

## **C. Meeting Minutes**

### **I. Welcome and Introductions, LySandra Owens, ILCW Treasurer**

**ILCW Financial Committee Members Present:** Jason Beloungy; Kyle Kleist; and LySandra Owens.

**ILCW Financial Committee Members Absent; Excused (\*):** Jason Endres\*; and Eric Riskus\*.

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

### **II. The meeting was called to order at 11:07 A.M. by LySandra Owens, ILCW Treasurer**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 886 3937 0321. The meeting was also available via [Zoom](#).

### **III. Review and Approve July 22, 2022 ILCW Financial Committee Meeting Agenda**

- Kyle Kleist made a motion to approve the July 22, 2022 ILCW Financial Committee meeting agenda. Jason Beloungy seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve April 22, 2022 ILCW Financial Committee Meeting Minutes**

- Jason Beloungy made a motion to approve the April 22, 2022 ILCW Financial Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried. See Motion Item 2.

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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 comments received.
- Public comment period closed at 11:15 A.M.

## **VI. Review Quarterly Financial Report to Recommend for Approval by the Full Council at Federal Fiscal Year (FFY) Quarter 4 Meeting.**

- It is only necessary to review the most recent financial report at the Financial Committee meetings. The reports that come out between Financial Committee meetings should be sent to committee members so they can continue to keep track of ILCW's finances.
  - ILCW Program Coordinator will send the financial reports from Kollath, Certified Public Accountant (CPA) when they are available each month. See Action Item 1.
- ILCW Financial Committee provided ILCW Program Coordinator and ILCW Treasurer an in-depth review of the June, 2022 financial report so they can better understand ILCW's finances.
- Jason Beloungy made a motion to recommend the April, May, and June financial reports for acceptance by the full council at the August 15-16, 2022 Quarterly meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 3.

## **VII. Review Expenses**

- ILCW Financial Committee has reviewed monthly expenses. This item can be struck from future agendas.
- FFY 2023 budget must be approved before October 1, 2022.
  - In addition to accounting basic operational costs, ILCW will have to account for some activities that will have significant costs like Independent Living days and the Wisconsin Independent Living Network retreat.

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- Kollath, CPA may offer budget development assistance.
- ILCW Treasurer will contact Kollath, CPA to ask if budget development is included in ILCW's contract, and request budget development services if they are available. See Action Item 2.

### **VIII. Review Community Aids Reporting System (CARS) Submissions**

- CARS submissions have been regular and on-time. ILCW Financial Committee will review again at the next Financial Committee meeting and determine if this item can be struck from future agendas.
- CARS reports should be included in packets for ILCW Financial Committee review each month.

### **IX. Discuss Expenditure of FFY 2021 Part B Underspent Funding**

- ILCW Program Coordinator will ensure that grant continuation packets are signed and submitted as soon as possible after they are released by the Department of Health Services (DHS). See Action Item 3.
- Applying the FFY 2021 Part B underspend funding to staff salary will be the most expedient way to ensure the funding is fully expended in a timely fashion.

### **X. Review and Discuss FFY 2022 Budget**

- ILCW is on track to fully expend Innovation and Expansion (I&E) grant funding by the end of the fiscal year. ILCW Program Coordinator has made some adjustments to ensure that ILCW receives reimbursement from the I&E grant more quickly.

### **XI. Adjourn**

- Kyle Kleist made a motion to adjourn the July 22, 2022 ILCW Financial Committee meeting. Jason Beloungy seconded the motion. Motion carried. See Motion Item 4.

**Meeting Adjourned at 12:45 P.M.**