

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**

January 5, 2023

12:30 P.M. – 2:00 P.M.

APPROVED MARCH 2, 2023

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

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

- 1. Action Item:** ILCW Program Coordinator will add a discussion regarding National Association of Statewide Independent Living Councils (NASILC) Executive Board membership to the next ILCW Executive Committee agenda.
- 2. Action Item:** ILCW Program Coordinator will draft a new procedure for check approval to be reviewed by the ILCW Financial Committee at the January 24, 2023 meeting.
- 3. Action Item:** ILCW Program Coordinator will add a discussion regarding generic Google Workspace logins to the next ILCW Executive Committee Meeting Agenda.
- 4. Action Item:** ILCW Program Coordinator will update the time study template to include space to track time spent on tasks as they are occurring to make ensure more accurate recording.
- 5. Action Item:** ILCW Program Coordinator will begin collecting data for the time study on Monday, January 9, 2023.
- 6. Action Item:** ILCW Program Coordinator will discuss collaborating on a presentation about Wisconsin Independent Living Network (WILN) with the Wisconsin Coalition of Independent Living Centers (WCILC) board at their meeting on January 11, 2023.
- 7. Action Item:** ILCW Program Coordinator will cancel the February 2023 ILCW Executive Committee meeting.

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

- 1. Motion Item:** Eric Riskus made a motion to approve the January 5, 2023 ILCW Executive Committee meeting agenda. Kyle Kleist seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the December 1, 2022 ILCW Executive Committee meeting minutes. Eric Riskus seconded the motion. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to adjourn the January 5, 2023 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 Beloungy; Jason Endres; Randi Johnson; Kyle Kleist; and Eric Riskus.

**Members Absent; Excused (\*):** LySandra Owens.

**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 January 5, 2023 ILCW Executive Committee Meeting Agenda**

- Eric Riskus made a motion to approve the January 5, 2023 ILCW Executive Committee meeting agenda. Kyle Kleist seconded the motion. Motion carried. See Motion Item 1.

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

- Jason Beloungy made a motion to approve the December 1, 2022 ILCW Executive Committee meeting minutes. Eric Riskus 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; comment period closed at 12:39 P.M.

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

- ILCW Program Coordinator Provided the following updates to the Executive Council prior to the meeting via email:
  - Update 1: ILCW Program Coordinator was asked to join the National Association of Independent Living Councils (NASILC) Executive Board.
    - ILCW Chair would discourage joining due to the likely time commitment.
      - Executive Board membership alone may not take a great deal of time, but there would be an expectation that ILCW Program Coordinator join sub-committees which would require significantly more work.
    - ILCW Program Coordinator will likely begin a time study beginning Monday. After this point ILCW Executive Committee will have a better view of what time he might have available; this discussion should resume after the time study is completed.

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- ILCW Program Coordinator will add a discussion regarding NASILC Executive Board membership to the next ILCW Executive Committee agenda. See Action Item 1.
- Update 2: Bill.com procedure could be changed so that ILCW Chair and ILCW Treasurer approve checks.
  - Currently the ILCW Financial Policy states that two members of the ILCW Executive Committee must approve checks on bill.com.
  - Approving checks on bill.com is essentially signing check; this should be the purview of the Program Coordinator.
    - ILCW Chair should not need to approve most checks.
      - Checks greater than \$2,500.00 should be approved by both the ILCW Chair and ILCW Program Coordinator.
      - ILCW Chair should approve checks for ILCW Program Coordinator reimbursement.
  - ILCW Finance Committee should review the financial policy to make the check approval process more efficient.
    - ILCW Program Coordinator will draft a new procedure for check approval to be reviewed by the ILCW Financial Committee at the January 24, 2023 meeting. See Action Item 2.
- Update 3: The Designated State Entity (DSE) and others who do not have a Gmail or google email address cannot access the ILCW shared drive on Google Workspaces.

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- A generic login can be created for the DSE to provide them access to Google Workspace folders. ILCW Program Coordinator has administrator rights, and can provide different levels of access (e.g. editing rights versus viewing rights).
- Generic logins could also be created for committees that include persons who are not ILCW members.
- This item will require more discussion and is tabled until the next ILCW Executive Committee Meeting.
  - ILCW Program Coordinator will add a discussion regarding generic Google Workspace logins to the next ILCW Executive Committee Meeting Agenda. See Action Item 3.
- Update 4: ILCW Program Coordinator and Wisconsin Coalition of Independent Living Centers (WCILC) Executive Director determined they will need help with designing the publicity materials. They have a quote for the materials and will begin working with the design team in the next couple of weeks.
- Update 5: The ILCW Program Performance Report (PPR) should be ready for submission to the Administration on Community Living (ACL) by the end of the day.
- Update 6: ILCW Program Coordinator worked with Kollath Certified Public Accountant (CPA) to complete the work needed for the annual audit in December, 2022. The Audit report should be ready for review by the ILCW Finance Committee at their January 24, 2023 meeting.
- Update 7: Both LySandra Owens and Angela Brenna are registered for SILC Congress.

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## **VII. Review and Discuss ILCW Program Coordinator Time Study Template**

- ILCW Program Coordinator presented a template for a time study that uses Microsoft Excel.
  - Times are totaled weekly, and then for the length of the study.
  - Totals are divided into percentages to show how much time on specific tasks ILCW Program Coordinator is spending.
  - ILCW Program Coordinator will update the time study template to include space to track time spent on tasks as they are occurring to make ensure more accurate recording. See Action Item 4.
- ILCW Program Coordinator will begin collecting data for the time study on Monday, January 9, 2023. See Action Item 5.

## **VIII. Discuss Presentation at National Association of Statewide Independent Living Councils (NASILC)**

- NASILC Request for Proposals for SILC Congress are due by January 13, 2023. ILCW Program Coordinator did not complete the proposal because he needs some more information.
- ILCW Program Coordinator reached out to NASILC to ask if a presentation regarding the Wisconsin Independent Living Network (WILN) would be appropriate, and if a virtual option was available for presenters who could not travel.
  - The theme for SILC Congress is "The Value of SILCs." ILCW's presentation would be well suited for this theme.
  - No virtual option will be available to presenters.
- A WCILC board meeting coincides with SILC Congress.
  - Independent Living Centers (ILCs) would not be able to send a representative to SILC Congress.

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- ILCW Chair will attend SILC Congress March 6 – March 8, 2023 instead of an ILC representative.
- Without ILC participation the presentation would seem insincere. Program Coordinator should consider developing this presentation for the 2024 SILC Congress.
  - ILCs, DSE, and other network partners might be able to take a more active role.
  - ILCW Program Coordinator will discuss collaborating on a presentation about WILN with the WCILC board at their meeting on January 11, 2023. See Action Item 6.
  - This presentation may also be well received by Association of Programs for Rural Independent Living (APRIL) and National Council on Independent Living (NCIL).

## **IX. Discuss ILCW Executive Committee Meeting Schedule**

- ILCW Executive Committee meetings prior to Quarterly Meetings are often redundant.
- According to ILCW By-Laws, ILCW Executive Committee must meet at least quarterly.
- ILCW Executive Committee may cancel meetings directly prior to quarterly meetings which are scheduled for February, May, August, and November of each year.
  - ILCW Executive Committee will cancel its February 2023 meeting, then determine if other meetings prior to quarterly meetings should also be cancelled.
- ILCW Program Coordinator will cancel the February 2023 ILCW Executive Committee meeting. See Action Item 7.

## **X. Adjourn**

- Jason Beloungy made a motion to adjourn the January 5, 2023 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 3.

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**Meeting Adjourned at 1:55 P.M.**