

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



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

March 2, 2023

12:30 P.M. – 2:00 P.M.

APPROVED APRIL 6, 2023

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will meet with ILCW Vice Chair-Elect to discuss strategies to make work tasks more efficient.
- 2. Action Item:** ILCW Program Coordinator will add an agenda item to discuss Americans with Disabilities Act (ADA) accommodations for use by the ILCW Program Coordinator at the next ILCW Executive Committee Meeting.
- 3. Action Item:** ILCW Program Coordinator will develop a schedule for quarterly review of By-Laws, Fiscal Policies, and Personnel Policies.
- 4. Action Item:** ILCW Executive Committee will review the ILCW By-Laws and bring suggestions for updates to the April 6, 2023 ILCW Executive Committee meeting.
- 5. Action Item:** ILCW Secretary will report to ILCW Program Coordinator if she is able to attend the National Council on Independent Living (NCIL) conference on or before the April 6, 2023 ILCW Executive Committee Meeting.
- 6. Action Item:** ILCW Program Coordinator will contact ILCW Members who are not at the ILCW Executive Committee meeting to find out who is interested in attending the 2023 NCIL Conference.
- 7. Action Item:** ILCW Program Coordinator will work with Wisconsin Coalition of Independent Living Centers (WCILC) to establish a quarterly deadline for Statewide Plan for Independent Living (SPIL) goal reporting.

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B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Jason Beloungy made a motion to approve the March 2, 2023 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Eric Riskus made a motion to approve the January 5, 2023 ILCW Executive Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to adjourn the March 2, 2023 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, ILCW ILC Representative; Jason Endres, ILCW ILC Representative; Kyle Kleist, ILCW Vice Chair; Randi Johnson, ILCW Secretary; and Eric Riskus, ILCW Vice Chair-Elect.

ILCW Executive Committee Members Absent; Excused (*):
LySandra Owens*, ILCW Treasurer.

Guest: ChaNelle Baines.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 12:31 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](https://us02web.zoom.us/j/82708138817). (<https://us02web.zoom.us/j/82708138817>)

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III. Review and Approve March 2, 2023 ILCW Executive Committee Meeting Agenda

- Jason Beloungy made a motion to approve the March 2, 2023 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve January 5, 2023 ILCW Executive Committee Meeting Minutes

- Eric Riskus made a motion to approve the January 5, 2023 ILCW Executive Committee meeting minutes. Kyle Kleist 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 comments 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 ILCW Executive committee prior to the meeting via email.
 - ILCW Program Coordinator and Wisconsin Coalition of Independent Living Centers (WCILC) met with Lieutenant Governor Sara Rodriguez to discuss the Wisconsin Independent Living Network (WILN). The discussion was about what the network is, and what each part of the network is responsible for.
 - Lt. Gov. Rodriguez showed interest in the network as a whole and the work of the Council more specifically.
 - Lt. Gov Rodriguez also seems to be supportive of the increase to base funding for the Independent Living Centers.
 - ILCW Program Coordinator provided a presentation about the SPIL to the Statutory Council on Blindness. He gave information

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about ILCW, what the SPIL is, and how to provide public comment on the SPIL during ILCW meetings and public hearings. ILCW Program Coordinator also invited SCOB members to apply for ILCW membership if they were interested.

- Access to Independence will be hosting ILCW's Public Hearing regarding the proposed 2021-2024 SPIL Amendment on April 6, 2023 from 11:00 A.M. – 12:00 P.M.
 - The hearing will also be available virtually, and a web-based survey platform will be used to collect public comments through the comment period.
- Mailroom services provided by Access to Independent staff have streamlined the mail system for ILCW. ILCW Program Coordinator is receiving mail in a timelier manner and can be more responsive when important mailings arrive.
- ILCW Program Coordinator is in the process of setting up a meeting to discuss the bill.com procedure approved by the full board at the February 13-14, 2023 Quarterly meeting. He will provide updates as they become available.

VII. Discuss Results of ILCW Program Coordinator Time Study

- ILCW Program Coordinator sent results of the Time Study to ILCW Executive Committee and a word document with the top results in several categories.
- The time study was conducted in one of the busiest times of the year.
 - This provides a good snapshot of what ILCW Program Coordinator is tasked with when there are several different projects for him to complete.
 - It would be valuable to look more closely at mundane tasks to figure out where there are inefficiencies.
 - Some more interesting tasks may also be inefficient due to extra focus being placed on activities that are more enjoyable.

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- ILCW Program Coordinator will meet with ILCW Vice Chair-Elect to discuss strategies to make work tasks more efficient. See Action Item 1.
 - Following this meeting, ILCW Executive Committee should revisit the results of the time study.
- Some efficiency may be improved using accommodations.
 - ILCW Program Coordinator will add an agenda item to discuss Americans with Disabilities Act (ADA) accommodations for use by the ILCW Program Coordinator at the next ILCW Executive Committee Meeting. See Action Item 2.

VIII. Discuss Review and Update of By-Laws, Fiscal Policies, and Personnel Policies

- ILCW Executive Committee should look at By-Laws Financial Policies, and Fiscal Policies more regularly.
 - If changes need to be made, it will be easier if changes coincide with quarterly meetings.
 - Rotating through each document quarterly should the Council to keep them current, limiting the amount and frequency of changes.
 - Setting a schedule and keeping to it will also allow Executive Committee members and Board members better anticipate when changes to specific documents may be expected.
 - ILCW Program Coordinator will develop a schedule for quarterly review of By-Laws, Fiscal Policies, and Personnel Policies. See Action Item 3.
- ILCW Executive Committee will review the ILCW By-Laws and bring suggestions for updates to the April 6, 2023 ILCW Executive Committee meeting. See Action Item 4.

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IX. Discuss National Council on Independent Living (NCIL) Attendance

- NCIL Conference will be July 24-27, 2023 at the Hyatt Regency in Washington D.C.
 - NCIL Board is currently looking at the contract for 2026, at which time the hotel may change.
- Early bird registration is not available for the conference yet, but it would be a good idea to start planning on who will attend so we are ready when the registration does open.
- There are four spots available for NCIL. ILCW Program Coordinator will not be attending, which leaves room for an additional council person.
 - ILCW Chair would like to attend.
 - ILCW Secretary would like to attend but may have a conflict.
 - ILCW Secretary will report to ILCW Program Coordinator if she is able to attend the National Council on Independent Living (NCIL) conference on or before the April 6, 2023 ILCW Executive Committee Meeting. See Action Item 5.
 - ILCW Treasurer has expressed interest in attending but is not present so her attendance is tentative at this time.
 - ILC Representative will be attending and may request use of ILCW funds.
 - ILCW Program Coordinator will contact ILCW Members who are not at the ILCW Executive Committee meeting to find out who is interested in attending the 2023 NCIL Conference. See Action Item 6.

X. Discuss SPIL Tracker Reporting

- ILCW Program Coordinator should be receiving SPIL Tracker reporting quarterly.
 - SPIL Tracker data is collected by Wisconsin Coalition of Independent Living Center's (WCILC) Executive Director.

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- It would be appropriate to give WCILC Executive Director a deadline for providing results to ILCW quarterly.
- ILCW Program Coordinator will work with Wisconsin Coalition of Independent Living Centers (WCILC) to establish a quarterly deadline for Statewide Plan for Independent Living (SPIL) goal reporting. See Action Item 7.

XI. Adjourn

- Kyle Kleist made a motion to adjourn the March 2, 2023 ILCW Executive Committee meeting. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

Meeting Adjourned at 1:58 P.M.