

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



## **Independent Living Council of Wisconsin (ILCW) February Quarterly Teleconference Meeting**

Monday, February 13, 2023 10:00 A.M. – 1:00 P.M.

Tuesday, February 14, 2023 10:00 A.M. – 1:00 P.M.

APPROVED MAY 15, 2023

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

#### **A. ILCW February Quarterly Meeting Action Items**

- 1. Action Item:** ILCW Coordinator will set up a meeting with Jason Beloungy, ILCW Treasurer, and Kollath, CPA to discuss updating monthly financial reports.
- 2. Action Item:** ILCW Coordinator will contact Laura Plummer to seek suggestions for collaboration software that can be accessible and can be used by all ILCW council members and partners.
- 3. Action Item:** ILCW Program Coordinator will set up a virtual meeting room for the August 2023 Quarterly Meeting.
- 4. Action Item:** ILCW Program Coordinator will inform Independent Living Resources (ILR) of the change to the ILCW August 2023 Quarterly meeting and request space for the ILCW November 2023 Quarterly meeting instead.
- 5. Action Item:** ILCW Program Coordinator will develop tracking sheets for ILCW training to help him log training completed by the Council.
- 6. Action Item:** ILCW Program Coordinator will remind the council to send nominations for the Vice Chair and Secretary officer positions in weekly update emails prior to the March 24, 2023 nomination deadline.
- 7. Action Item:** ILCW Program Coordinator and Angela Brenna will meet to discuss the council, commission, and partner organizations list in order to make it more useful for the Council and the Independent Living network.

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## **B. ILCW February Quarterly Meeting Motion Items**

- 1. Motion Item:** Kyle Kleist made a motion to approve the February 13-14, 2023 ILCW Quarterly meeting agenda. Randi Johnson seconded the motion. Motion carried.
- 2. Motion Item:** Angela Brenna made a motion to approve the November 14-15, 2022 ILCW Quarterly meeting minutes. Kyle Kleist seconded the motion. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to approve the Audit Report for Federal Fiscal Year 2022 Completed by Diana Luttmann, RitzHolman Certified Public Accountants. Randi Johnson seconded the motion. ILCW voted unanimously to approve the motion. Motion carried.
- 4. Motion Item:** Jason Beloungy made a motion to accept the October, November, and December 2022 ILCW Financial Reports. Angela Brenna seconded the motion. ILCW moved unanimously to accept the reports.
- 5. Motion Item:** Kyle Kleist made a motion to approve the new bill.com procedure and update ILCW Fiscal Policies to include the new procedure. Randi Johnson seconded the motion. ILCW moved unanimously to approve the new procedure and to update the fiscal policy.
- 6. Motion Item:** Kyle Kleist made a motion to adjourn the February 13, 2023 ILCW February Quarterly meeting to reconvene February 14, 2023 10:00 A.M. Jason Beloungy seconded the motion. Motion carried.
- 7. Motion Item:** Kyle Kleist made a motion to adjourn the February 15, 2023 ILCW Quarterly Meeting. Angela Brenna seconded the motion. Motion carried.

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## **C. Meeting Minutes**

**Monday, February 13, 2023**

### **I. Welcome and Introductions, Jason Endres, ILCW Chair**

**ILCW Members Present:** Jason Beloungy, ILCW Independent Living Center (ILC) Representative; Angela Brenna; Jason Endres, ILCW Chair; Jackie Gordon; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; and Martha Siravo.

**ILCW Members Absent; Excused (\*):** Deb Langham\*; LySandra Owens\*, ILCW Treasurer; and Eric Riskus\*, ILCW Vice Chair-Elect.

**ILCW Ex-Officio Members Present:** Taqwanya Smith, Department of Transportation (DOT); and Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Office for the Promotion of Independent Living (OPIL), Designated State Entity (DSE).

**Guest(s):** Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC); Karalyn Peterson; Nicole Ravens; and Ashley Walker, DHS, BADR, OPIL.

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

### **II. The meeting was called to order at 10:01 A.M. by Jason Endres, ILCW Chair**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 864 1647 4133. The meeting was also available via [Zoom](#).

### **III. Review and Approve February 13-14, 2023 ILCW Quarterly Meeting Agenda**

- Kyle Kleist made a motion to approve the February 13-14, 2023 ILCW Quarterly meeting agenda. Randi Johnson seconded the motion. Motion carried. See Motion Item 1.

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- Designated State Entity (DSE) Representative requested that extra time at the end of the February 13, 2023 meeting be used for her report due to a scheduling conflict on February 14, 2023.

#### **IV. Review and Approve November 14-15, 2022 ILCW Quarterly Meeting Minutes**

- Angela Brenna made a motion to approve the November 14-15, 2022 ILCW Quarterly 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 comment received; comment period closed at 10:12 A.M.

#### **VI. Review and Approve Audit Report for Federal Fiscal Year (FFY) 2022 Completed by Diana Luttmann, RitzHolman Certified Public Accountants.**

- ILCW Program Coordinator provided a summary of the results of the audit.
  - The auditors did not find any cause for concern.
  - ILCW's financial practices and controls are well maintained.
  - ILCW's financial situation seems to be improving year-over-year.
  - ILCW Finance Committee recommends approval of the FFY 2022 Audit.
- ILCW had staff through most of FFY 2022. Annual expenses associated with personnel are fairly accurately reflected in the audit, annual increases notwithstanding.
- Jason Beloungy made a motion to approve the Audit Report for Federal Fiscal Year 2022 Completed by Diana Luttmann, RitzHolman Certified Public Accountants. Randi Johnson seconded the motion. ILCW voted unanimously to approve the motion. Motion carried. See Motion Item 3.

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## **VII. Discuss ILCW Treasurer Report**

- ILCW Program Provided a summary of the October, November, and December 2022 financial reports completed by Kollath, Certified Public Accountants (CPA).
  - ILCW's is spending funding as expected. Currently there is no cause for concern.
  - Future Financial reports should include a column to reflect expected spending versus actual spending, if possible.
    - ILCW Coordinator will set up a meeting with Jason Beloungy, ILCW Treasurer, and Kollath, CPA to discuss updating monthly financial reports. See Action Item 1.
  - Jason Beloungy made a motion to accept the October, November, and December 2022 ILCW Financial Reports. Angela Brenna seconded the motion. ILCW moved unanimously to accept the reports. Motion Carried. See Motion Item 4.
- ILCW Presented an updated procedure for use of bill.com for sending payments using checks or electronic funds transfer (EFT).
  - ILCW Program Coordinator will approve all payments. The approval will no longer require ILCW Chair in most cases.
    - ILCW Chair will approve payments on bill.com in the following situations:
      - Payments over \$2,500.00 will require dual authorization. Both ILCW Program Coordinator and ILCW Chair must approve these payments.
      - ILCW Chair will approve payments made to ILCW Program Coordinator, such as reimbursement for travel expenses.
      - ILCW Chair will approve payments if the ILCW Program Coordinator is unavailable for an extended period of time to vacation, illness, etc.

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- Kyle Kleist made a motion to approve the new bill.com procedure and update ILCW Fiscal Policies to include the new procedure. Randi Johnson seconded the motion. ILCW moved unanimously to approve the new procedure and to update the fiscal policy. Motion carried. See Motion Item 5.

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

- ILCW Program Coordinator provided the Full Council with the following updates via email:
  - Google Workspaces cannot be utilized by anyone who does not have a Google e-mail address (those ending with @gmail. or a domain using Google Workspace for administration.)
    - DHS security will not allow DHS staff to access any Google Workspace Applications.
    - Although testing had been going well, Google Workspaces does not seem to be a viable option for sharing and collaborating on documents.
      - Laura Plummer is working on a similar problem with the Assistive Technology (AT) Council.
      - ILCW Coordinator will contact Laura Plummer to seek suggestions for collaboration software that can be accessible and can be used by all ILCW council members and partners. See Action Item 2.
  - The Wisconsin Independent Living Network Retreat will be held August 29<sup>th</sup> – August 30<sup>th</sup> at the Holiday Inn Convention in Center, Stevens Point, WI.
    - The ILCW August 2023 Quarterly Meeting is scheduled to be held in-person in La Crosse, Wisconsin. Due to the extra travel, it will make more sense to have this meeting virtually.

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- ILCW Program Coordinator will set up a virtual meeting room for the August 2023 Quarterly Meeting. See Action Item 3.
- ILCW Program Coordinator will inform Independent Living Resources (ILR) of the change to the ILCW August 2023 Quarterly meeting and request space for the ILCW November 2023 Quarterly meeting instead. See Action Item 4.
- The FFY 2022 Program Performance Report (PPR; formerly 704 report) was file early on January 6, 2022. The Administration on Community Living (ACL), as of February 6, 2023, has not provided any response to the report.
- ILCW Program Coordinator is completing a time study which will be completed February 16, 2023. He will provide results to the ILCW Executive Committee at their next meeting, March 2, 2023.
- The ILCW May, 2023 Quarterly meeting will be May 15-16, 2023 in-person at Options for Independent Living in Green Bay, Wisconsin.
  - The August 2023 Quarterly meeting will be moved to a virtual meeting, and is scheduled for August 14-15, 2023
  - The November 2023 Quarterly meeting does not have a location, but will be in-person. It is scheduled for November 14-15, 2023.
- Access to Independence, Madison, WI has volunteered to host a SPIL Public Hearing on April 6, 2023 from 11:00 A.M – 12:00 P.M.
- ILCW Program Coordinator and WCILC Executive Director are working with Thysee to develop marketing materials. Thysee has requested logos from WILN in order to begin designing the banners, tablecloth, and tabletop banners.

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- National Association of Statewide Independent Living Centers (NASILC) president Kathy Cooper has resigned. Dr. Fran’sha Anderson is acting president until the NASILC executive officers are voted into office in March of 2023.
- Angela Brenna, Jason Endres, LySandra Owens, and ILCW Program Coordinator will be attending the Statewide Independent Living Council (SILC) Congress March 6-8, 2023 in Little Rock, Arkansas.

## **IX. Discuss and Review Progress Toward SPIL Goals and SPIL Amendment**

- ILCW is making good progress toward the SPIL goals for which it is responsible.
  - The WILN retreat has both a location and a date. The planning committee was focused on Independent Living (IL) but will be able to use that event to help planning for the retreat.
    - WILN will have a retreat before the end of the 2023 Fiscal Year, as dictated by the SPIL.
  - ILCW Members have been more active in contacting and networking with the ILCs in their area. ILCW has also been more actively involved in WILN Advocacy Committees, IL Days and IL Days planning, and visiting ILCs at in-person quarterly meetings.
  - ILCW has increased the amount of SILC and IL training it has completed.
    - ILCW Program Coordinator is having some difficulty tracking training for Council members.
      - ILCW Program Coordinator will develop tracking sheets for ILCW training to help him log training completed by the Council. See Action Item 5.



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## **X. Discuss Presentations Provided by Wisconsin Independent Living Network (WILN) Advocacy Committee Representatives.**

- Nicole Ravens gave a presentation on the WILN Mental Health and Substance Use Advocacy Committee.
  - The Committee has representation from all 8 ILCs and is currently working through the issues it wishes to focus on.
  - The three major priorities for the committee are as follows:
    - The committee is advocating for expansion of peer services within the ILCs in Wisconsin.
    - There are 11 peer-run drop-in centers. These are partially funding by DHS but are receiving significantly less funding than Peer-run Respite. The Committee is advocating for better funding statewide for Peer-run Centers.
    - Developing a career ladder for Peer Support Counselors (PSCs) and increasing pay and benefits will improve recruitment and retention of new PSCs across the state.
  - ILCW Members who wish to join the Committee should contact Nicole Ravens via email at [nicole.ravens@ilresources.org](mailto:nicole.ravens@ilresources.org) or WCILC Executive Director at [jglozier@wcilc.org](mailto:jglozier@wcilc.org).
- Jason Beloungy gave a presentation on the WILN Healthcare and Long-Term Care Advocacy Committee.
  - The Committee is actively working on four priorities:
    - Maintaining entitlements related to Home and Community Based Services (HCBS)
    - Encouraging the inclusion of persons with disabilities in counsels, committees, commissions, and other similar groups as stakeholders in matters related to Healthcare and Long-Term Care.
    - Increasing the reimbursement rates for HCBS providers to allow for adequate wages and benefits.

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- Activities related to the HCBS settings rule, especially advocating to better uphold and maintain the priorities outlined in the rule.
- Lived experience is important for this group to be effective, and many ILCW members have experience with Healthcare and Long-Term Care Systems.
- ILCW members interested in joining the Committee should contact Jason Beloungy at [jasonb@accesstoind.org](mailto:jasonb@accesstoind.org) or WCILC Executive Director.
- Karalyn Peterson gave a presentation on the WILN Transportation Advocacy Committee.
  - The Committee meets the 2<sup>nd</sup> Friday of each month from 10:00 A.M. – 11:00 A.M.
  - Several transportation groups, including National Council on Independent Living (NCIL), the Governor’s Non-Driver’s Committee, municipal, and county transportation boards are represented. All 8 ILCs are also represented.
  - The Committee is actively working on advocating for a braided-funding model for transportation in the State of Wisconsin. They are also working on improving outcomes for Non-Emergency Medical Transportation across the State.
  - ILCW Members who are interested in joining the committee should email Karalyn Peterson at [kpeterson@milc-inc.org](mailto:kpeterson@milc-inc.org) or WCILC Executive Director for an invitation to the meetings.

## **XI. Report Presented by Lisa Sobczyk, DHS, BADR, OPIL, DSE**

- The following reports were provided by the DSE Representative on behalf of DHS:
  - The Governor has announced that Kirsten Johnson will be taking over the role of DHS secretary.

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- DHS has released American Rescue Act funding and is requesting proposals for home and community-based service (HCBS) programs.
  - Grants will be awarded in amounts \$25,000 - \$1,000,000.
- DHS has finalized the state health improvement plan.
- The following reports were provided on behalf of the DSE:
  - DSE Representative worked with ILCW Program Coordinator to complete the Program Performance Report (PPR; formerly 704 Report).
    - The report was submitted January 6, 2023. Administration on Community Living (ACL) has not commented on the report yet.
  - DSE Representative and ILCW Program Coordinator are working on finalizing the draft amendment to the Federal Fiscal Year (FFY) 2020-2024 SPIL.
  - DSE has completed compliance reviews at two Independent Living Centers (ILCs), Options for Independent Living and Society's Assets, Inc.
    - Options had some minor compliance issues which have been corrected.
    - Society's Assets has received their final report and is working on developing a corrective plan of action.
    - All other ILCs have been scheduled and will be completed by the end of the year.
  - DSE had the opportunity to be very active during IL Days, and hopes to continue partnering on Aging, Disability, and Independent Living (ADILN) forums.
    - All council members are encouraged to attend ADILN forum.

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- The BADR conference will be October 17-20, 2023 in LaCrosse, Wisconsin. This is the first conferences since 2018. Calls for presentation proposals should be out soon.

**XII. Adjourn for the Day to Reconvene on Tuesday, February 14, 2022 at 10:00 A.M.**

- Kyle Kleist made a motion to adjourn the February 13, 2023 ILCW February Quarterly meeting to reconvene February 14, 2023 10:00 A.M. Jason Belongy seconded the motion. Motion carried. See Motion Item 6.

**Meeting adjourned at 12:50 P.M. to reconvene Tuesday February 14, 2023 at 10:00 A.M.**

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**Tuesday, February 14, 2023**

**XIII. Welcome and Introductions, Jason Endres, ILCW Chair**

**ILCW Members Present:** Angela Brenna; Jason Endres, ILCW Chair; Jackie Gordon; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Treasurer; and Martha Siravo.

**ILCW Members Absent; Excused (\*):** Jason Beloungy\*, ILCW ILC Representative; Deb Langham; and Eric Riskus\*, ILCW Vice-Chair Elect.

**ILCW Ex-Officio Members Present:** Sara Kuehn, Department of Vocational Rehabilitation (DVR); Taqwanya Smith, Department of Transportation (DOT)

**Guest(s):** Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC); and Ashley Walker, DHS, BADR, OPIL.

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

**XIV. The meeting was called to order at 10:02 A.M. by Jason Endres, ILCW Chair**

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 864 1647 4133. The meeting was also available via [Zoom](#).

**XV. Discuss Updates Provided by ILCW Liaisons and Partners**

- Taqwanya Smith, DOT provided updates for the Department of Transportation.
  - The DOT Americans with Disabilities Act (ADA) transition plan was published last fall and submitted to the federal highway administration on October 3, 2022 for approval.
    - DOT received 45 public comments and is working on responding to them.

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- The non-driver advisory committee meeting has not been scheduled.
  - There are usually two meetings per year, one in May and one in November.
- There are no new updates regarding construction on the Milwaukee train station; DOT representative will provide updates as they become available.
- Sara Kuehn, DVR, provided updates for the Department of Vocational Rehabilitation.
  - The Competitive Integrated Employment Act, Wisconsin Act 178, went into effect in 2017.
    - The Act requires collaboration between DVR, DHS, and the Department of Public Instruction (DPI) to ensure the ability of persons with disabilities of working age (14-64) to work in the community whenever and however possible.
    - The Act requires 2-year plans to achieve these goals; the first plan was the 2021 plan; the next plan will begin July, 2023.
      - Public Hearing on the two-year plan will be on May 22<sup>nd</sup>, 2023.
        - There are three basic interagency goals, and each department will have their own comments.
        - DVR would be appreciative of comments provided by the Wisconsin Independent Living Network (WILN)
      - More information can be found at the [Act 179 website](#)  
(Link: <https://dwd.wisconsin.gov/dvr/partners/cie/>)
        - The website also includes training resources which are available and open to any person

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- looking for information about Competitive Integrated Employment.
- Pre-work packages are also available for persons aged 14-22 which provide education about work for youth who have not begun working yet.
- DVR is focusing on reducing the fear that people have of losing benefits when working while receiving benefits.
- Kyle Kleist, ILCW Vice Chair, provided a report regarding the Wisconsin Rehabilitation Council (WRC).
  - DVR shared its Diversity, Equity and Inclusion (DEI) plan with the council recently, and WRC is looking through it.
  - WRC also recently received a report on hearings and appeals through the Client Assistance Program (CAP) which included the number of hearings and appeals conducted last year.
  - ILCW Vice Chair is working with the group looking at qualifications for Administrative Law Judges (ALJs).
    - There is some discussion as to whether WRC has the authority to approve ALJs.
    - The group is also focusing on providing sound training so that ALJs are familiar with Vocational Rehabilitation consumers and Vocational Rehabilitation processes.
- Jason Glozier, Executive Director WCILC, provided updated a report for the Wisconsin Coalition of Independent Living Centers.
  - At the end of FFY 2023, quarter 1, 52 of 72 counties have had .1% of persons with disabilities in the county served. Those counties that did not meet the goal have traditionally been underserved.
  - IL Days was the week prior to the ILCW February 14-15 Quarterly meeting.

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- Feedback from council members and the DSE was largely positive.
- There are three additional co-sponsors to the bill regarding an increase for the ILCs.
- WCILC completed its equity road map last year and is beginning to work on its strategic plan.
  - WCILC will be meeting next week to finalize its strategic plan.
    - The plan will focus on strengthening the IL network, working more closely with ILCs, highlighting the role and services of ILCs, and implementing a more concerted strategic outlook.
- WCILC Executive Director is working with the WILN Retreat Planning Committee.
  - Lessons learned from IL Days planning can be used to help planning for the Wisconsin Independent Living Network (WILN) Retreat.

## **XVI. Discuss Other Councils, Commissions, and Partner Organizations Training Presented by Angela Brenna**

- Angela Brenna presented a spreadsheet developed to track statewide and national organizations which may partner with ILCW.
  - ILCW member participation is also included in the spreadsheet; this can be updated as necessary to ensure that the list is both comprehensive and current.
  - The spreadsheet can be shared with WILN. This will also ensure that the list remains as comprehensive as possible.
    - A copy with information specific to ILCW will be maintained by the council.



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- ILCW Program Coordinator and Angela Brenna will meet to discuss the council, commission, and partner organizations list to make it more useful for the Council and the Independent Living network. See Action Item 7.

## **XVII. Discuss Upcoming ILCW Office Elections**

- ILCW will have two officer positions open for election at the May 2023 Quarterly Meeting:
  - ILCW Vice Chair.
  - ILCW Secretary.
- Both officers currently holding those positions are eligible for another term.
- Nominations are due to ILCW Program Coordinator by the end of business on March 24, 2023.
  - Both ILCW Vice Chair and ILCW Secretary may nominate themselves to run for another term.
- ILCW Program Coordinator will remind the council to send nominations for the Vice Chair and Secretary officer positions in weekly update emails prior to the March 24, 2023 nomination deadline. See Action Item 6.
- After nominations, ILCW Program Coordinator will collect biographical information from the nominees to send to the council prior to elections.
- Elections will be conducted via email; results will be announced at the May 14-15, 2023 ILCW Quarterly Meeting.

## **XVIII. Discuss Independent Living (IL) Days Event**

- IL staff from several ILCs have reported that IL Days training session were some of the best sessions provided in a long time. Overall feedback has been positive.
  - The legislative briefing prior to the IL Days event was also well received.

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- Adding an additional day of training may help increase the number of sessions available and improve participation among attendees.
- ILCW would like to have a greater role in next year's event.
- Some materials provided were not as accessible as they should have been. Many were particularly difficult to access for persons who are blind or have low vision.
- ILCW Chair received the "Relentless Badger" award from the Center for Independent Living, Western Wisconsin (CILWW), and expressed his appreciation.

#### **XIX. Discuss Updates Provided by ILCW Committees**

- ILCW Chair provided a report regarding the Executive Committee.
  - Executive Committee has been working alongside WILN Leadership to make sure IL Days was successful.
  - Executive Committee is receiving updates from the other committees and has been keeping track of the council's work through this reporting.
- ILCW Secretary provided a report regarding the ILCW Membership Committee.
  - Due to scheduling conflicts, ILCW Membership Committee has had some trouble meeting.
  - The committee is focused and committed to improving diversity and inclusion on the council. Committee members are working with several different groups to increase representation of historically excluded persons among ILCW's membership.
- ILCW Vice Chair provided a report regarding the ILCW SPIL Committee.
  - The FFY 2021-2024 SPIL amendment is completed; ILCW Program Coordinator and DSE Representative are working together to finish drafting of the amendment for publication.

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- SPIL Committee will regroup in March to further discuss the FFY 2024-2026 SPIL.
  - The SPIL Workgroups have been making progress towards completion of the new SPIL, but the extra time will be valuable for the SPIL Committee to ensure the SPIL is as strong as possible.
- Angela Brenna provided a report regarding the WILN Retreat Planning Committee.
  - Most recent WILN Retreat Planning Committee meetings have focused on the WILN IL Days track.
  - The Committee has decided on a location and date for the WILN Retreat. It will be held August 29-30, 2023 in Stevens Point, Wisconsin.
    - WILN Retreat Committee will begin planning sessions and the schedule for the retreat at its next meetings.

## **XX. Adjourn**

- Kyle Kleist made a motion to adjourn the February 14, 2023 ILCW Quarterly Meeting. Angela Brenna seconded the motion. Motion carried. See Motion Item 7.

**ILCW Quarterly Meeting adjourned February 14, 2023 at 12:26 P.M.**