

Address: 3810 Milwaukee St.  
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Website: [ilcwis.org](http://ilcwis.org)



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

April 6, 2023

12:30 P.M. – 2:00 P.M.

APPROVED JUNE 6, 2023

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

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

- 1. Action Item:** ILCW Coordinator will add an agenda item to discuss the National Council on Independent Living to the May 15-16, 2023 ILCW Quarterly Meeting.
- 2. Action Item:** ILCW Program Coordinator will develop a step-by-step checklist based on the updated ILCW Application Process.
- 3. Action Item:** ILCW Program Coordinator will continue to attempt contacting the Governor's Office of Appointments regarding the updated ILCW Application Process.
- 4. Action Item:** ILCW Program Coordinator will contact Sustainable Human Resources to ask about their progress on the ILCW Employee Handbook and inform them of the September, 2023 deadline for completion.
- 5. Action Item:** ILCW Program Coordinator will make updates to the proposed By-Law and Policy Revisions schedule and send the final copy to the ILCW Executive Committee.

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

- 1. Motion Item:** Kyle Kleist made a motion to approve the April 6, 2023 ILCW Executive Committee meeting agenda. Eric Riskus seconded the motion. Motion carried.

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**2. Motion Item:** Eric Riskus made a motion to approve the March 2, 2023 ILCW Executive Committee meeting minutes. Jason Beloungy seconded the motion. Motion carried.

**3. Motion Item:** Kyle Kleist made a motion to adjourn the April 6, 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, Independent Living Center (ILC) Representative; Jason Endres, ILCW Chair; Kyle Kleist, ILCW Vice Chair, and Eric Riskus, ILCW Vice Chair-Elect.

**ILCW Executive Committee Members Absent; Excused (\*):** Randi Johnson\*, ILCW Secretary; and LySandra Owens\*, ILCW Treasurer.

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

### II. The meeting was called to order at 12:33 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 April 6, 2023 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the April 6, 2023 ILCW Executive Committee meeting agenda. Eric Riskus seconded the motion. Motion carried. See Motion Item 1.

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#### **IV. Review and Approve March 2, 2023 ILCW Executive Committee Meeting Minutes**

- Eric Riskus made a motion to approve the March 2, 2023 ILCW Executive Committee meeting minutes. Jason Beloungy seconded the motion. Motion carried. See Motion Item 2.
  - ILCW Vice Chair will not be able to attend the National Council on Independent Living in July, 2023.
  - ILCW Coordinator will add an agenda item to discuss the National Council on Independent Living to the May 15-16, 2023 ILCW Quarterly Meeting. 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 12:42 P.M.

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

- ILCW Program Coordinator sent the following updates to the ILCW Executive Committee via email before the April 6, 2023 meeting.
  - The hotel and conference space contract for the August 29-30, 2023 Wisconsin Independent Living Network (WILN) retreat is signed. More information, including a link for reserving sleeping rooms, will follow as it becomes available.
  - ILCW Program Coordinator purchased a subscription to the Survey Monkey platform to improve ILCW's ability to conduct surveys and collect information and data.
  - ILCW Program Coordinator was invited by the Department of Transportation to join discussions about pedestrian access. The meetings will begin in May 2023, but have not been scheduled yet.
  - The ILCW Audit is complete. Both paper and digital copies of the audit are available on request.

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- ILCW's Program Performance Report (PPR; formerly 704 report) was accepted by the Administration on Community Living (ACL) without any need for corrections. ILCW Program Coordinator forwarded a copy of the accepted PPR to all Wisconsin ILC directors and assistant directors.

## **VII. Discuss Updates to ILCW By-Laws**

- The new appointments procedure should be added to the by-laws.
  - ILCW program coordinator struck through two items. The Governor's Office of Appointments feels they should alert new members to their appointment by the Governor.
    - This is appropriate because the Governor will make the final decision regarding the appointment of prospective members to ILCW.
  - The new process may be difficult to understand when reading the by-laws. A step-by-step checklist will help council members understand the new process and could also help prospective members keep track of what they need to do.
    - ILCW Program Coordinator will develop a step-by-step checklist based on the updated ILCW Application Process. See Action Item 2.
    - ILCW Program Coordinator will continue to attempt contacting the Governor's Office of Appointments regarding the updated ILCW Application Process. See Action Item 3.

## **VIII. Discuss By-Law and Policy Revisions Schedule Proposed by ILCW Program Coordinator**

- The proposed schedule has the entire By-Laws being reviewed in a three-month period.
  - It will be difficult for Executive Committee members to review the By-Laws in its entirety.

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- There may be issues with the By-Laws that come up outside of the proposed schedule. ILCW will need a mechanism to keep track of proposed updates to By-Laws between review periods.
- ILCW would benefit from having an organizational handbook or operations manual.
  - This could be a stand-alone document or part of the employee handbook.
  - ILCW is waiting for a review from Sustainable Human Resources (HR) who offered to look at ILCW's employee handbook and give feedback.
    - ILCW Program Coordinator will contact Sustainable Human Resources to ask about their progress on the ILCW Employee Handbook and inform them of the September, 2023 deadline for completion. See Action Item 4.
- The proposed schedule lists June, July, and August as "unscheduled; ad hoc reviews and updates if necessary." This should be moved to December, January, and February to account for winter holidays and end-of-year reporting.
  - This is also a good time to discuss what ILCW does not have codified, and begin development of an operations manual, organizational handbook, or similar document.
- ILCW Program Coordinator will make updates to the proposed By-Law and Policy Revisions schedule and send the final copy to the ILCW Executive Committee. See Action Item 5.

## **IX. Discuss April 6, 2023 Proposed SPIL Amendment Public Hearing**

- Two council members and one ILC staff person attended the public hearing.
  - Low numbers were expected because this was an amendment to an existing document.

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- ILCW Program Coordinator published notices in newspapers across the state of Wisconsin.
- ILCW members who are also on ILC staff publicized the event at their respective ILCs.
- Support through social media posting could help improve turnout for future public hearings.
- Despite the low turnout, the process was good practice for the ILCW Program Coordinator and the council as a whole. The Public Hearing process will be very similar to the Federal Fiscal Year 2024-2026 SPIL.

**X. Closed Session to Discuss Americans with Disabilities Act (ADA) Accommodations for use by the ILCW Program Coordinator**

- No motions were made during the closed sessions.

**XI. Adjourn**

- Kyle Kleist made a motion to adjourn the April 6, 2023 ILCW Executive Committee meeting. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 1:59 P.M.**