

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



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

April 25, 2023

9:00 A.M. – 10:30 A.M.

APPROVED AUGUST 1, 2023

Action Items and Motion Items

A. ILCW Finance Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will set up a doodle poll to determine a June, 2023 meeting time for ILCW Finance Committee.
- 2. Action Item:** ILCW Program Coordinator will add a discussion about resource development for unrestricted funds to the August, 2023 Quarterly Meeting agenda.
- 3. Action Item:** ILCW Treasurer will encourage ILCW members to explore and take advantage of opportunities to travel during the Treasurer's Report at the May 15-16, 2023 ILCW Quarterly Meeting.
- 4. Action Item:** ILCW Program Coordinator will forward update emails from Department of Health Services about the transition from Community Aids Reporting System (CARS) to Grants Enrollment, Application and Reporting System (GEARS) to Kollath CPA.
- 5. Action Item:** ILCW Program Coordinator will send an email to the Council to inform them that a decision must be made by the May 15-16, 2023 ILCW Quarterly Meeting.

B. ILCW Finance Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the April 25, 2023 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. ILCW Finance Committee voted unanimously to approve the agenda. Motion carried.

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- 2. Motion Item:** Jason Beloungy made a motion to approve the January 24, 2023 ILCW Finance Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to approve the meeting minutes. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to recommend the January, February, and March, 2023 financial reports for approval by the Full Council. Kyle Kleist Seconded the Motion. ILCW Finance Committee voted unanimously to recommend the financial reports for approval by the full council.
- 4. Motion Item:** Jason Beloungy made a motion to adjourn the April 25, 2023 ILCW Finance Committee meeting. Jason Endres seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, LySandra Owens, ILCW Treasurer

ILCW Finance Committee Members Present: Jason Beloungy, ILCW Independent Living Center (ILC) Representative; Jason Endres, ILCW Chair; Kyle Kleist, ILCW Vice Chair; and LySandra Owens, ILCW Treasurer.

ILCW Finance Committee Members Absent; Excused (*): Eric Riskus*, ILCW Vice Chair-Elect.

Guest(s): Molly Berenson, Kollath Certified Public Accountant (CPA); and Marcus Schmitt, Kollath CPA.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 9:01 A.M. by LySandra Owens, ILCW Treasurer

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 845 1560 2016. The meeting was also available via [Zoom](#).

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III. Review and Approve April 25, 2023 ILCW Finance Committee Meeting Agenda

- Kyle Kleist made a motion to approve the April 25, 2023 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. ILCW Finance Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve January 24, 2023 ILCW Finance Committee Meeting Minutes

- ILCW Finance Committee should meet in June, 2023 and August, 2023 to make sure ILCW continues to expend funding.
 - ILCW Program Coordinator will set up a doodle poll to determine a June, 2023 meeting time for ILCW Finance Committee. See Action Item 1.
- Jason Beloungy made a motion to approve the January 24, 2023 ILCW Finance Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to approve the meeting minutes. 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/MjIxMjk00TI=>)
- No public comment received; comment period closed at 9:17 A.M.

VI. Review Federal Fiscal Year (FFY) 2023 Quarter 2 Financial Reports to Recommend for Approval by the Full Council

- ILCW's unrestricted funds are less than they were this time last year.
 - Unrestricted funds have been used to pay for tax where tax-exemption was unavailable.
 - ILCW receives about \$25.00 in donations from charitable organizations every month.

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- ILCW Members are both Council members and Board members of a non-profit. Non-profit board members are often expected to provide the non-profit with some amount of funding.
 - Requiring dues is not reasonable.
 - Dues may dissuade new members from joining the Council.
 - Some Council members may not be able to afford dues if they were required.
 - There may be other ways to encourage board members to complete fundraising activities.
 - ILCW Staff completing fundraising activities would use unrestricted funding.
- ILCW Program Coordinator will add a discussion about resource development for unrestricted funds to the August, 2023 Quarterly Meeting agenda. See Action Item 2.
- ILCW is spending most of its funding as expected.
 - Council members have not participated in opportunities to travel as much as expected.
 - A significant portion of ILCW's funding is budgeted for travel.
 - There may be other events that ILCW members can attend which would use some of this budgeted funding.
 - Council members may live further away from the ILCs in their area; ILCW could help pay for travel expenses to and from centers, hotel stays, and meals if necessary.
 - ILCW Treasurer will encourage ILCW members to explore and take advantage of opportunities to travel during the Treasurer's Report at the May 15-16, 2023 ILCW Quarterly Meeting. See Action Item 3.

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- Jason Beloungy made a motion to recommend the January, February, and March, 2023 financial reports for approval by the Full Council. Kyle Kleist Seconded the Motion. ILCW Finance Committee voted unanimously to recommend the financial reports for approval by the full council. Motion carried. See Motion Item 3.

VII. Review Community Aids Reporting System (CARS) Reporting

- All CARS reports have been submitted on schedule, including the early March 2023 CARS report.
- Department of Health Services will be transitioning to a new reporting program, Grants Enrollment, Application and Reporting System (GEARS) in June of 2023.
 - The last date for CARS reports to be submitted is May 15, 2023.
 - GEARS report template will be available for download May 16, 2023.
 - ILCW Program Coordinator will forward update emails from Department of Health Services about the transition from Community Aids Reporting System (CARS) to Grants Enrollment, Application and Reporting System (GEARS) to Kollath CPA. See Action Item 4.

VIII. Discuss Budget Development Schedule

- ILCW Treasurer and ILCW Program Coordinator will begin meeting to discuss the budget and possibly make changes to the categories listed in the budget to improve clarity.
 - A draft FFY 2024 budget will be ready by the next Finance Committee meeting so it can be reviewed, updated, and recommended for approval to the full council at the August 14-15, 2023 ILCW Quarterly meeting.
 - ILCW Finance Committee moved their next meeting to 9:00 A.M. – 10:30 A.M., August 1, 2023.

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IX. Discuss Expenditure of Innovation and Expansion (I&E) and Part B Funds

- ILCW has expended all I&E funding, and will request reimbursement from Part B funds on the next CARS report and throughout the rest of the fiscal year.

X. Discus Providing Independent Living Center (ILC) Staff with Scholarships to the National Council on Independent Living (NCIL) Conference

- We will need a solid answer from the Council regarding who will and will not be attending NCIL in July, 2023 at the May 15-16, 2023 Quarterly.
 - The number of council members attending will help ILCW determine how many scholarships for the NCIL conference they can offer to ILC staff.
- ILCW staff should be asked to apply, and winners will be selected from the staff person(s) with the best answers to the questions.
 - Possible questions for the application are:
 - Why do you want to attend the NCIL Conference?
 - What do you hope to get out of attending the NCIL Conference?
 - What do you hope to bring back from the NCIL Conference?
- NCIL Conference scholarship(s) will be discussed further at the May 15-16, 2023 ILCW Quarterly Meeting.
 - ILCW Program Coordinator will send an email to the Council to inform them that a decision must be made by the May 15-16, 2023 ILCW Quarterly Meeting. See Action Item 5.

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XI. Adjourn

- Jason Beloungy made a motion to adjourn the April 25, 2023 ILCW Finance Committee meeting. Jason Endres seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 10:29 A.M.