

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW) Executive Committee Teleconference Meeting

July 6, 2023
12:30 P.M. – 2:00 P.M.

APPROVED SEPTEMBER 8, 2023

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will continue trying to reach out to the Great Lakes Inter-Tribal Council (GLITC) to determine what activities may be a good fit for the council to join to increase outreach efforts and improve the Wisconsin Independent Living Network's (WILN's) relationship with Tribal Communities.
- 2. Action Item:** ILCW Program Coordinator will purchase two \$500.00 gift cards for Mike Wolfe and his caregiver to use for meals and transportation for the 2023 National Council on Independent Living (NCIL) conference.
- 3. Action Item:** ILCW Program Coordinator will set an out of office email directing people to contact the ILCW Chair or ILCW Treasurer for questions that arise during ILCW Program Coordinator's vacation.
- 4. Action Item:** ILCW Program Coordinator will send ILCW Financial Committee a copy of the Federal Fiscal Year (FFY) 2024 budget next to the FFY 2023 budget for comparison. Annotations will be made to explain any changes.
- 5. Action Item:** ILCW Program Coordinator will develop an informal job description describing the tasks to be completed by a consultant administrative assistant for presentation to the full council at the August 14-15, 2023 Quarterly Meeting.

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6. Action Item: ILCW Treasurer and ILCW Program Coordinator will develop an overview of financial considerations of contracting with an Independent Living Center (ILC) to provide administrative assistance for the Council.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Jason Beloungy made a motion to approve the July 6, 2023 ILCW Executive Committee meeting agenda. Eric Riskus seconded the motion. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to adjourn the July 6, 2023 ILCW Executive Committee meeting. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to adjourn the meeting. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to approve the July 6, 2023 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

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

ILCW Executive Committee Members Absent; Excused (*): Randi Johnson, ILCW Secretary.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 12:35 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](#).

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III. Review and Approve July 6, 2023 ILCW Executive Committee Meeting Agenda

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

IV. Review and Approve June 1, 2023 ILCW Executive Committee Meeting Minutes

- Kyle Kleist made a motion to approve the July 6, 2023 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried. See Motion Item 2.
 - ILCW Program Coordinator will continue trying to reach out to the Great Lakes Inter-Tribal Council (GLITC) to determine what activities may be a good fit for the council to join to increase outreach efforts and improve the Wisconsin Independent Living Network's (WILN's) relationship with Tribal Communities. 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 12:43 P.M.

VI. Discuss Updates Provided by ILCW Program Coordinator

- ILCW Program Coordinator provided updates to the ILCW Executive Committee via email prior to the July 6, 2023 meeting.
 - The Substantial Amendment to the 2021-2024 SPIL was submitted to ACL on June 28th, 2023. ACL will contact ILCW if there are any changes, corrections, or questions which need to be answered. ACL should make contact before September 29, 2023. The amended SPIL will go into effect October 1, 2023.

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- ILCW was not selected as a presenter for the Self-Determination conference. However, the Council should still host a booth at the conference.
- ILCW Program Coordinator was able to update ILCW's account with TechSoup and will begin purchasing discounted software through their program.
- The three National Council on Independent Living (NCIL) Conference scholarship winners have registered for the conference, booked flights, and reserved their hotel rooms. Mike Wolfe has requested gift cards because he will not be able to afford meals and transportation while in Washington D.C.
 - ILCW Program Coordinator will purchase two \$500.00 gift cards for Mike Wolfe and his caregiver to use for meals and transportation for the 2023 National Council on Independent Living (NCIL) conference. See Action Item 2.

VII. Discuss ILCW Council Member Tasks During ILCW Program Coordinator Vacation

- ILCW Program Coordinator has completed most tasks that would have a deadline before or during his vacation.
- ILCW Program Coordinator will set an out of office email directing people to contact the ILCW Chair or ILCW Treasurer for questions that arise during ILCW Program Coordinator's vacation. See Action Item 3.

VIII. Discuss Progress on Federal Fiscal Year (FFY) 2024 Budget

- The FFY 2024 budget is ready for presentation to the Financial Committee at the August 2, 2023 Financial Committee meeting.
- There were not any drastic changes made between the FFY 2023 and FFY 2024 budget. Some accounts were increased to account for Cost-of-Living Adjustments and other expected increases. Some accounts were reduced due to procedural changes and the development of definitions for budget items.

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- ILCW Program Coordinator and ILCW Treasurer worked with Kollath Certified Public Accountants to review the updates. The changes seem to be appropriate for the next fiscal year.
- ILCW Program Coordinator will send ILCW Financial Committee a copy of the Federal Fiscal Year (FFY) 2024 budget next to the FFY 2023 budget for comparison. Annotations will be made to explain any changes. See Action Item 4.

IX. Discuss Resource Development Strategies

- Before determining a strategy it will be important to figure out how much discretionary funding ILCW needs.
 - Discretionary funding can be used to help pay for Council member meals during quarterly meetings, and other travel opportunities, because the state rates for meals can be somewhat limiting.
 - Discretionary funding may also be used to fund ILCW Program Coordinator salary if he engages in activities that would be considered lobbying.
 - ILCW Program Coordinator likely would not engage in enough lobbying activity to make registering as a lobbyist necessary.
 - ILCW is a small council, so it will not likely need more than \$2,000 - \$3,000 in unrestricted funds on an annual basis.
- ILCW was able to expend all of its Part B and Innovation and Expansion (I and E) funding in FFY 2022. It is on track to do the same in FFY 2023. ILCW should consider requesting more I and E funding.
 - It may be possible for the entirety of ILCW's operations to be funded through Innovation and Expansion funding. Independent Living Centers (ILCs) did not get and expected increase this year. The Part B funds currently being used by the Council could be given to the ILCs.

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- Larger scale resource development activities may be difficult to maintain.
 - Costs associated with resource development activities cannot be funded through ILCW's current funding sources.
 - Large-scale projects will require a significant time commitment from the ILCW Program Coordinator.
- Seeking donations from different sources may be a good option for generating some additional resources for the Council.
 - Direct marketing campaigns do not typically generate a large amount of funding but are less expensive than larger scale projects and do not have the same time commitments.
 - A link to PayPal or a similar payment platform on the ILCW website for donations may generate some passive income. This would require very little time and expense.
 - Small donations could be requested of ILCW members who are able to contribute.
 - Some restaurants offer fund raising events, however the results of these are inconsistent. A significant number of people need to eat at the restaurant during the fund-raising event. Because ILCW is statewide, it would be difficult to reach enough people for the event to be worthwhile.

X. Discuss Hiring Staff Person for Administrative Tasks

- ILCW has significant needs for administrative work.
 - Preceding in-person quarterly meetings and similar events ILCW Program Coordinator spends a great deal of time organizing meals, hotel rooms, travel arrangements, gathering information, and completing other tasks as they arise.
 - There are frequently activities which have deadlines which take time away from ILCW Program Coordinator's projects and other tasks.

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- The administrative duties could be easily completed by someone who is working remotely.
 - If someone is hired to complete administrative work, this should not be regarded as an ADA accommodation for the ILCW Program Coordinator.
- ILCW does not have enough work to justify hiring a full-time person. The workload is also inconsistent depending on what activities and tasks the Council needs at a given time. ILCW's budget may also not allow for the costs of hiring someone full-time.
 - Part-time employees would not receive any benefits like health care, vacation days, and holidays. This could be a barrier hiring someone to fill the administrative role.
 - There may not be room in ILCW's budget to pay for the costs associated with hiring a part-time employee.
 - Limited employment has several drawbacks for the employee.
 - Benefits programs like Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) have complex interactions with income from work, frequently limited employment causes recipients many problems with their benefits.
 - Available work, and therefore paychecks would be sporadic.
 - A limited employee would have very few benefits.
- It may be possible to contract with one of the ILCs to use existing administrative personnel to assist ILCW.
 - This would be viewed by the ILC as a Fee for Service (FFS) activity.
 - ILCW would regard the person working to help them as a consultant.

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- ILCW would not be responsible for expenses related to hiring an employee like worker's compensation, taxes, and unemployment insurance. The expense of hiring a consultant would be feasible given ILCW's current budget.
- Several ILCs, including Midstate Independent Living Choices, may have staff with capacity to take on extra job duties in order to help ILCW on an at-need basis.
- Contracting with an ILC to provide a staff person to assist with administrative tasks seems to be the best options, however ILCW Executive Committee will need to discuss this item further to determine what tasks would be performed, and how this would fit into the Councils Budget.
 - ILCW Program Coordinator will develop an informal job description describing the tasks to be completed by a consultant administrative assistant for presentation to the full council at the August 14-15, 2023 Quarterly Meeting. See Action Item 5.
 - ILCW Treasurer and ILCW Program Coordinator will develop an overview of financial considerations of contracting with an Independent Living Center (ILC) to provide administrative assistance for the Council. See Action Item 6.

XI. Discuss Need for August 3, 2023 ILCW Executive Committee Meeting

- The full council will be meeting for the August 14-15, 2023 quarterly meeting. An executive committee meeting is not necessary for August 3, 2023.

XII. Adjourn

- Kyle Kleist made a motion to adjourn the July 6, 2023 ILCW Executive Committee meeting. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to adjourn the meeting. Motion carried. See Motion Item 3.

Meeting Adjourned at 2:01 P.M.