

Address: 3810 Milwaukee St.
Madison, WI 53714
Phone: (608) 575-9293
Website: il-wis.net



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

August 7, 2023

2:00 P.M. – 3:30 P.M.

APPROVED SEPTEMBER 11, 2023

Action Items and Motion Items

A. ILCW Membership Committee Action Items

- 1. Action Item:** ILCW Program Coordinator and ILCW Secretary will meet to discuss the benefits and drawbacks of the MailChimp and Constant Contact email marketing platforms.
- 2. Action Item:** ILCW Program Coordinator and ILCW Chair will continue to reach out to Mary Jane Grande to schedule a formal interview prior to the next ILCW Membership Committee meeting.
- 3. Action Item:** ILCW Program Coordinator will contact the Governor's Office of Appointment to recommend Ann Belisle and Tyler Wigington for appointment to the Council.
- 4. Action Item:** ILCW Secretary will review the conference list provided by the Wisconsin Coalition of Independent Living Centers (WCILC) to determine which conferences are missing from the list and which conferences are no longer meeting.
- 5. Action Item:** ILCW Treasurer will visit the Governor's Boards, Councils, and Commissions application website and report back to the ILCW Membership Committee about which parts of the application platform could be barriers to persons completing the application.
- 6. Action Item:** ILCW Program Coordinator will publish a final New Member Application Checklist after typographical errors have been corrected, and a readability check has been completed.

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7. Action Item: ILCW Program Coordinator will research adding a closed session regarding council member attendance to the September 7, 2023 Executive Committee meeting.

B. ILCW Membership Committee Motion Items

- 1. Motion Item:** Jason Endres made a motion to approve the August 7, 2023 ILCW Membership Committee meeting agenda. LySandra Owens seconded the motion. ILCW Membership Committee Voted Unanimously to approve the agenda.
- 2. Motion Item:** LySandra Owens made a motion to approve the July 3, 2023 ILCW Membership Committee meeting minutes. Jason Endres seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes.
- 3. Motion Item:** Jason Endres made a motion to recommend Ann Belisle for appointment to ILCW by the Governor's Office of Appointments. LySandra Owens seconded the motion. ILCW Membership Committee voted unanimously to recommend Ann Belisle for appointment to ILCW.
- 4. Motion Item:** LySandra Owens made a motion to recommend Tyler Wigington for appointment to ILCW by the Governor's Office of Appointments. Jason Endres seconded the motion. ILCW Membership Committee voted unanimously to recommend Tyler Wigington for appointment to ILCW.
- 5. Motion Item:** Jason Endres made a motion to adjourn the August 7, 2023 ILCW Membership Committee meeting. LySandra Owens seconded the motion. Motion carried.

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C. Meeting Minutes

I. Welcome and Introductions, Randi Johnson, ILCW Secretary

ILCW Membership Committee Members Present: Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary; and LySandra Owens, ILCW Treasurer.

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

Guest(s): Ann Belisle; and Tyler Wigington.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator

II. The meeting was called to order at 2:02 by Randi Johnson, ILCW Secretary

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 853 9190 3859. The meeting was also available via [Zoom](#).

III. Review and Approve August 7, 2023 ILCW Membership Committee Meeting Agenda

- Jason Endres made a motion to approve the August 7, 2023 ILCW Membership Committee meeting agenda. LySandra Owens seconded the motion. ILCW Membership Committee Voted Unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve July 3, 2023 ILCW Membership Committee Meeting Minutes

- LySandra Owens made a motion to approve the July 3, 2023 ILCW Membership Committee meeting minutes. Jason Endres seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Program Coordinator researched the MailChimp and Constant Contact email marketing services.

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- MailChimp seems more powerful but is more expensive for all subscriptions other than the free version. The free version may not have enough features to be useful for the council.
- Constant Contact has a 50% off subscription through Tech Soup. ILCW Program Coordinator isn't as familiar with this platform.
 - ILCW Secretary has worked with Constant Contact in the past.
 - ILCW Program Coordinator and ILCW Secretary will meet to discuss the benefits and drawbacks of the MailChimp and Constant Contact email marketing platforms. 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 2:17 P.M.

VI. Discuss New Member Applications

- There are four new applicants for membership to ILCW: Ann Belisle, Julie Bergan, Mary Jane Grande, and Tyler Wigington.
 - Julie Bergan was interviewed by ILCW Chair, but was not able to attend the August 7, 2023 ILCW Membership Committee meeting due to a scheduling conflict.
 - Mary Jane Grande has not been interviewed formally, but told ILCW Program Coordinator she would be unable to attend the August 7, 2023 ILCW Membership Committee meeting due to a prior engagement.

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- ILCW Program Coordinator and ILCW Chair will continue to reach out to Mary Jane Grande to schedule a formal interview prior to the next ILCW Membership Committee meeting. See Action Item 2.
- Ann Belisle and Tyler Wigington have been interviewed by ILCW Program Coordinator and were present for the August 7, 2023 ILCW Membership Committee meeting.
 - Ann Belisle lives in indiGO's service area and used to work for that Independent Living Center (ILC). She is a tribal member and has worked closely with the 11 Ojibwe and Potawatomi tribal communities in and near indiGO's service area. She is very interested in expanding ILC outreach to the tribal communities, especially those in the northern part of the state. She also noted that she would be amenable to providing some training to ILCW about tribal communities and ways that we might be able to reach them more effectively.
 - Jason Endres made a motion to recommend Ann Belisle for appointment to ILCW by the Governor's Office of Appointments. LySandra Owens seconded the motion. ILCW Membership Committee voted unanimously to recommend Ann Belisle for appointment to ILCW. See Motion Item 3.
 - Tyler Wigington lives in Stevens Point, Wisconsin. This is in Mistate Independent Living Choice's (MILC's) service area. He moved to the area from Madison, Wisconsin in June of 2023. Tyler volunteers at MILC, and his father is the Executive Director of the ILC. Tyler has an intellectual/developmental disability (IDD). He has been involved in the Special Olympics through the Young Men's Christian Association (YMCA) in Madison, Wisconsin.

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- There is not a concern that Tyler Wigington's father would have undue influence on the Council if Tyler Wigington is appointed to ILCW by the Governor.
- LySandra Owens made a motion to recommend Tyler Wigington for appointment to ILCW by the Governor's Office of Appointments. Jason Endres seconded the motion. ILCW Membership Committee voted unanimously to recommend Tyler Wigington for appointment to ILCW. See Motion Item 4.
- ILCW Program Coordinator will contact the Governor's Office of Appointment to recommend Ann Belisle and Tyler Wigington for appointment to the Council. See Action Item 3.
- ILCW Secretary will review the conference list provided by the Wisconsin Coalition of Independent Living Centers (WCILC) to determine which conferences are missing from the list and which conferences are no longer meeting. See Action Item 4.

VII. Discuss Conference Attendance

- The Wisconsin Independent Living Network (WILN) booth at the Self-Determination conference has been paid for. The booth cost \$500.00 and includes a conference registration. ILCW Program Coordinator will be attending the conference. The Self-Determination Conference will be October 16-18, 2023.
 - ILCW Treasurer would like to attend the conference and help at the booth if she is able to arrange transportation.
 - ILCW Chair and ILCW Secretary are undecided; the Association of Programs for Rural Independent Living (APRIL) conference is October 12-14, 2023, so participation in both will be difficult.

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- ILCW Program Coordinator will discuss the 2023 Self-Determination Conference at the August 14-15 Quarterly and ask Council members to make a final decision regarding their participation.
- APRIL Conference registration is opened, and the early bird deadline is August 15, 2023 at 10:00 P.M. ILCW Program Coordinator will also ask that ILCW Members who wish to attend make a final decision at the August 14-15, 2023 Quarterly Meeting, and will help those that need help register for the conference following the meeting.
 - There are four open spots for the APRIL Conference. ILCW Program Coordinator cannot attend due to a prior engagement.
- ILCW Program Coordinator will add an agenda item for the next ILCW Membership Committee meeting to discuss other conferences which ILCW members or staff should attend. See Action Item 3.
- ILCW Secretary will review the conference list provided by the Wisconsin Coalition of Independent Living Centers (WCILC) to determine which conferences are missing from the list and which conferences are no longer meeting. See Action Item 4.

VIII. Discuss Accessibility Concerns Regarding Governor's Council and Board Application Process

- The previous Director of Appointments, John Heirl, is no longer working for the Office of Appointments. A staff person, Evan Steck, is filling that role until a new director is hired.
 - John Heirl was supportive of changing the application process on the Governor's website; it is unknown if the new director will be.
 - The application platform being used by the State is inaccessible. This is a barrier for applicants who wish to join ILCW, and those that may wish to join other boards, councils, and commissions.

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- Because ILCW is focused on persons with disabilities, they are more aware of this problem, and should continue to make efforts to change the application process.
- ILCW Membership Committee will brainstorm ideas to begin fixing the appointment application process at the next membership meeting.
- Concerns regarding accessibility of the Council, Boards, and Commissions application process on the Governor’s website will remain a standing agenda item until a suitable resolution is determined.
- ILCW Treasurer will visit the Governor’s Boards, Councils, and Commissions application website and report back to the ILCW Membership Committee about which parts of the application platform could be barriers to persons completing the application.
- See Action Item 5.

IX. Discuss New Member Application Checklist

- Overall the New Member Application Checklist seems usable and easy to understand. It should help prospective members keep track of the application process and have a better understanding of what each step will entail.
- There are some typographical errors that will need to be corrected, and a readability check has not been completed on the document.
- ILCW Program Coordinator will publish a final New Member Application Checklist after typographical errors have been corrected, and a readability check has been completed. See Action Item 6.

X. Discuss Council Member Attendance, Participation, and Expectations

- ILCW Program Coordinator will research adding a closed session regarding council member attendance to the September 7, 2023 Executive Committee meeting. See Action Item 7.

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XI. Adjourn

- Jason Endres made a motion to adjourn the August 7, 2023 ILCW Membership Committee meeting. LySandra Owens seconded the motion. Motion carried. See Motion Item 5.

Meeting Adjourned at 3:33 P.M.