

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



Independent Living Council of Wisconsin (ILCW) Quarterly Meeting

Monday, May 15, 2023 10:00 A.M – 3:00 P.M.
Tuesday, May 16, 2023 10:00 A.M. – 12:00 P.M.

APPROVED AUGUST 14, 2023

Action Items and Motion Items

A. ILCW May 15-16, 2023 Quarterly Meeting Action Items

- 1. Action Item:** Wisconsin Coalition of Independent Living Centers (WCILC) Executive Director will share a conference list with ILCW to help Council members identify opportunities for travel which will benefit their individual training or ILCW as a whole.
- 2. Action Item:** ILCW Program Coordinator will send a copy of the Grants Enrollment, Application and Reporting System (GEARS) report template to the full council after it becomes available May 16, 2023.
- 3. Action Item:** ILCW Secretary will help to find a hotel for ILCW board members who can attend the November 13-14, 2023 ILCW Quarterly Meeting in-person.
- 4. Action Item:** ILCW Program Coordinator will draft an application for the ILCW NCIL Conference Scholarship then send it to Jason Beloungy for review.
- 5. Action Item:** ILCW Program Coordinator will send the final ILCW NICL Conference Scholarship application to all ILC Directors and Assistant Directors following review.
- 6. Action Item:** ILCW Membership Committee will review the applications and determine who will be awarded a scholarship to the 2023 NCIL Conference at their June 5, 2023 meeting.
- 7. Action Item:** ILCW Program Coordinator will discuss updating the presentation for the Self-Determination conference at the next WCILC board meeting.

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8. Action Item: ILCW Program Coordinator will discuss sponsoring the Self-Determination Conference at the next WCILC board meeting and will make a decision on behalf of the Council following that discussion.

B. ILCW May 15-16, 2023 Quarterly Meeting Motion Items

- 1. Motion Item:** Eric Riskus made a motion to approve the ILCW May 15-16, 2023 Quarterly Meeting agenda. Angela Brenna seconded the motion. Motion carried.
- 2. Motion Item:** LySandra Owens made a motion to approve the ILCW February 13-14, 2023 Quarterly Meeting minutes. Eric Riskus seconded the motion. Motion carried.
- 3. Motion Item:** Jason Beloungy made a motion to accept the January, February, and March, 2023 Financial Reports as completed by Kollath CPA and presented by ILCW Treasurer. Randi Johnson seconded the motion. Motion carried.
- 4. Motion Item:** Eric Riskus made a motion to approve the Proposed Amendments to the Federal Fiscal Year 2021-2024 Statewide Plan for Independent Living. Kyle Kleist seconded the motion. All ILCW members present voted unanimously to approve the proposed amendments. Motion carried.
- 5. Motion Item:** Jason Beloungy made a motion to give Jason Endres, as ILCW Chair, the authority to sign the Proposed Amendments for the Federal Fiscal Year 2021-2024 Statewide Plan for Independent Living (SPIIL) on behalf of the Council. Angela Brenna seconded the motion. ILCW members present voted unanimously to give the ILCW Chair the authority to sign the Proposed Amended SPIIL on behalf of the Council. Motion carried.

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- 6. Motion Item:** Jason Beloungy made a motion that ILCW create an opportunity through a scholarship for three individuals, ILC staff or board members, to apply to attend the National Council on Independent Living (NCIL) conference, and ILCW will cover that expense. LySandra Owens Seconded the motion. ILCW voted unanimously to create three scholarship opportunities for ILC staff and board members. Motion carried.
- 7. Motion Item:** Randi Johnson made a motion to update the ILCW By-Laws to include the updated process for application for membership to ILCW. Eric Riskus seconded the motion. ILCW voted unanimously to update the By-Laws. Motion carried.
- 8. Motion Item:** Jason Beloungy made a motion to adjourn the ILCW May 15-16, 2023 Quarterly Meeting. Angela Brenna seconded the motion. Motion carried.

C. Meeting Minutes

Monday, May 15, 2023

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Members Present: Jason Beloungy, Independent Living Center (ILC) Representative; Angela Brenna; Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Treasurer; Eric Riskus, ILCW Vice Chair-Elect; and Martha Siravo.

ILCW Members Absent; Excused (*): Jackie Gordon*.

ILCW Ex-Officio Members Present: Taqwanya Smith, Department of Transportation (DOT); Lisa Sobczyk, Department of Health Services, (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE) Representative.

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

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

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II. The meeting was called to order at 10:07 A.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 847 7576 7886. The meeting was also available via [Zoom](#).

III. Review and Approve (date) ILCW May 15-16, 2023 Quarterly Meeting Agenda

- Eric Riskus made a motion to approve the ILCW May 15-16, 2023 Quarterly Meeting agenda. Angela Brenna seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve February 13-14, 2023 Quarterly Meeting Minutes

- LySandra Owens made a motion to approve the ILCW February 13-14, 2023 Quarterly Meeting minutes. Eric Riskus 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 public comment received; comment period closed at 10:18 A.M.

VI. Discuss ILCW Budget and Financials

- ILCW is doing well from a financial perspective.
 - ILCW has fully expended Innovation and Expansion (I&E) funds and will be using Part B funds for the remainder of the year.
 - Some items on the budget versus actuals table included in the financial reports appear out of balance. Most of these are items which have yearly or quarterly invoicing, as the year progresses, they will balance out.
 - ILCW Council Members have not used a significant portion of the funding budgeted for travel.

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- Council members may use these funds for Quarterly meetings, in-state conferences, to visit the ILCs in their area, or other expenses related to traveling. ILCW Program Coordinator can help any Council members who wish to travel with setting up rides, hotel stays, and other necessary items.
- Wisconsin Coalition of Independent Living Centers (WCILC) Executive Director will share a conference list with ILCW to help Council members identify opportunities for travel which will benefit their individual training or ILCW as a whole. See Action Item 1.
 - Jason Beloungy made a motion to accept the January, February, and March, 2023 Financial Reports as completed by Kollath CPA and presented by ILCW Treasurer. Randi Johnson seconded the motion. Motion carried. See Motion Item 3.
- All FFY 2023 Community Aids Reporting System (CARS) reports have been completed and submitted on or before each monthly deadline. ILCW's final CARS report was submitted May 11, 2023.
 - CARS is transitioning to Grants Enrollment, Application and Reporting System (GEARS).
 - No CARS reports will be accepted after May 15, 2023.
 - The first GEARS report will be due June 15, 2023.
 - ILCW Program Coordinator will send a copy of the Grants Enrollment, Application and Reporting System (GEARS) report template to the full council after it becomes available May 16, 2023. See Action Item 2.
- ILCW Treasurer and ILCW Program Coordinator are beginning work on the FFY 2024 budget. They will be creating definitions for the account items in the budget to make sure new Council members can easily understand the accounts in the budget.

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VII. Discuss Federal Fiscal Year (FFY) 2021-2024 SPIL

- ILCW has increased its training over the last quarter, and council members have been involved in several learning opportunities over the past couple months.
- ILCW Council members have been more involved with the Wisconsin Independent Living Network (WILN), but they are highly encouraged to join at least one of the advocacy committees.
- WILN retreat planning is on schedule. The retreat will be August 29-30 in Stevens Point, Wisconsin. Hotel reservations are open, and reservations must be made by July 29 to guarantee the WILN block rate.
- WCILC Executive Director discussed SPIL goals that ILCs are responsible for.
 - At the end of the FFY 2023 second quarter ILCs have provided an adequate level of service to 26 of 72, and some ILCs have completed this goal.
 - 7 of 8 centers have had 75% or more consumers successfully complete their Independent Living Plan.
 - The 75% completion rate should only be counted among closed consumers. The ILC who is not accomplishing this goal may be counting consumers whose cases have not been closed.
 - The next Quality Indicators for Independent Living Services (QUILS) will be in September at Independent Living Resources (ILR) in La Crosse, Wisconsin.
 - This QUILS review will also serve as a test run for a hybrid review model. The paperwork review will be completed digitally; staff, consumer, and board interviews will be completed in person.

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- Following the QUILS review, WCILC will work with DSE to determine how to use both the comp tool and QUILS to ensure quality IL services across the state.
 - WCILC Executive Director, ILC directors, and state demographers are working to determine how best to make service areas or funding more equitable for each of the ILCs.
- Eric Riskus made a motion to approve the Proposed Amendments to the Federal Fiscal Year 2021-2024 Statewide Plan for Independent Living. Kyle Kleist seconded the motion. All ILCW members present voted unanimously to approve the proposed amendments. Motion carried. See Motion Item 4.
 - Objective 3.3 was added because it makes more sense than adding the indicators to an existing objective. Objective 3.3 is purposefully vague so that it can be easily accomplished.
 - The first indicator is the number of ILC consumers with systems advocacy goals.
 - The second indicator is the number of ILC staff, board members, and ILCW members joining in WILN Advocacy Committee Meetings.
 - Objective 3.3 will help us transition into the FFY 2025-2027 SPIL.
- Jason Beloungy made a motion to give Jason Endres, as ILCW Chair, the authority to sign the Proposed Amendments for the Federal Fiscal Year 2021-2024 Statewide Plan for Independent Living (SPIL) on behalf of the Council. Angela Brenna seconded the motion. ILCW members present voted unanimously to give the ILCW Chair the authority to sign the Proposed Amended SPIL on behalf of the Council. Motion carried. See Motion Item 5.

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VIII. Announce Results of Elections for ILCW Vice Chair and ILCW Secretary

- Kyle Kleist was elected to serve a second term as ILCW Vice Chair.
- Randi Johnson was elected to serve a second term as ILCW Secretary.

IX. Discuss Updates from ILCW Liaisons and Partner Organizations

- Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), did not have any updates at this time.
- The Designated State Entity (DSE) did not have any updates at this time.
- Department of Vocational Rehabilitation (DVR) did not have any updates at this time.
- Taqwanya Smith, DOT, sent updates to the Council via email prior to the May 15-16, 2023 Quarterly Meeting.
 - The next DOT Wisconsin Non-Driver Advisory Committee meeting will be May 23, 2023. More information about the committee can be found at the following website: <https://wisconsindot.gov/Pages/about-wisdot/who-we-are/comm-couns/windac.aspx>
 - DOT is using an online application, Non-Driver ArcGIS Online Application, as a planning tool. The application produces estimates of the number of non-driving persons in Wisconsin cities, villages, towns, United States Census Tracts, and United States Census Block Groups. The estimates are being used to help planners determine where non-driving persons live in Wisconsin. Information about the Non-Driver ArcGIS online application can be found at the following website: <https://wisconsindot.gov/Pages/projects/multimodal/nd.aspx>

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- ILCW Vice Chair provided updates for the Wisconsin Rehabilitation Council (WRC).
 - WRC met the week prior to the May 15-16 ILCW Quarterly meeting in Baraboo, Wisconsin.
 - DVR is working on putting together a state plan. The Performance Measures and Quality Assurance Sub-Committee will meet to discuss the plan when DVR completes the draft they are currently working on.
 - There have been 4 Client Assistance Program (CAP) complaints made by the same person. Disability Rights Wisconsin (DRW) is working toward a resolution.
 - There is a new process for the appointment of Administrative Law Judges (ALJs). DVR will contact the Office of Appointments to request an ALJ, but ALJs must be approved by WRC before they can be appointed.
 - There will be two ALJs who will be appointed to work with DVR. DVR used "impartial hearing officers" until about 8 years ago, but DVR was unable to provide oversight of the process.
 - Most complaints are about DVR, others are usually about home-based businesses.
 - Historically there has been an even split between siding with consumers versus DVR when complaints are made.
- Jason Glozier provided updates for WCILC.
 - The Proposed Amendments to the 2021-2024 SPIL were approved by WCILC at their last meeting.
 - Office of the Deaf and Hard of Hearing (ODHH) will be providing some additional funding to WCILC for a behavioral health initiative.

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- ODHH will be providing WCILC \$90,000 per year. The funding will be used to develop infrastructure to better provide services through ILCs and partnering with ODHH staff to support this initiative statewide.
- Independence First will receive the funding this year to pay for staff salaries and some other recourses.
- Next year the funding will go toward outreach, more direct services, and additional support for ODHH.
- WCILC is about half-way through their fiscal year and has expended a little more than half of their budget.
- A budget motion was proposed to the Joint Finance Committee which would increase ILC base funding. WCILC is working on identifying a member to bring the proposal to the table, as well as finding assembly members and senators to bring the proposal to their respective chambers.
- The Aging Disability Independent Living Network conference planning committee is working on finding potential keynote speakers. Anyone with suggestions should send those to ILCW Program Coordinator or WCILC Executive Director.
- WCILC Executive Director has had meetings with DVR and Stout Vocational Rehabilitation Institute (SVRI) regarding the Pathways to Partnership grant.
 - DVR is having trouble expending their current funding and does not appear to be interested in pursuing additional funding. However, they may be interested in developing a partnership program with SVRI, DVR, and WILN using current funding.
- In preparation for the 2025-2027 SPIL, WCILC Executive Director has been working with DHS demographers to look at service area equity for the ILCS.
 - The previous formula used four metrics: total population, total population of persons with disabilities, total square

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milage, and square mileage minus area take up by bodies of water.

- These categories seem to have caused some inequities with regards to funding and ILC service areas.
- Current planning will use six criteria:
 - Total population.
 - Population of persons with disabilities.
 - Total square mileage of the county.
 - The serviceable area of the county.
 - This will be determined using parcel data from tax maps, which will help to identify areas where people actually live and work.
 - Drive time.
 - Drive milage.
 - Driving milage and drive time are both considered because they can be very different in rural versus urban areas.
- Using these new data points should allow WILN to better determine equitable service regions and funding for each of the ILCs in Wisconsin.

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X. Meet with Options for Independent Living (Options) Staff and Tour Options' Facility

- Stacie Scheibe presented information about Options for Independent Living.
 - Options serves seventeen counties in North-East Wisconsin including Door, Manitowoc, Sheboygan, Marinette, Green Lake, Marquette, Fond du Lac, Outagamie, and Brown Counties.
 - The Adaptive Recreation program at Options is growing rapidly and has had a good amount of community engagement.
 - Options has a “model showcase home” to demonstrate Assistive Technologies and modifications that can be made to homes so persons with disabilities can remain living in their homes.
 - A Tour of Option’s facilities was offered to ILCW Members present in-person at the May 15, 2023 Meeting.

XI. Recess

The meeting recessed at 1:42 P.M to reconvene Tuesday, May 16, 2023 at 10:00 A.M.

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Tuesday, May 16, 2023

XII. Welcome and Introductions, Jason Endres, ILCW Chair.

ILCW Members Present: Jason Beloungy, ILCW ILC Representative; Angela Brenna; Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Treasurer; Eric Riskus, ILCW Vice Chair-Elect; and Martha Siravo.

ILCW Members Absent; Excused (*): Jackie Gordon*.

ILCW Ex-Officio Members Present: Taqwanya Smith, Department of Transportation (DOT).

Guest(s): Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

XIII. Reconvene ILCW May 15-16, 2023 Quarterly Meeting.

- ILCW May 15-16, 2023 Quarterly Meeting Reconvened at Options at 10:03 A.M.
- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 847 7576 7886. The meeting was also available via [Zoom](#).

XIV. Discuss Updates Provided by ILCW Program Coordinator

- ILCW Program Coordinator provided updates via email prior to the Quarterly Meeting.
 - ILCW will be building a new Face Book page. Credentials used to start the current page have been lost, and ILCW no longer has access to all administrative controls.
 - The Rehabilitation Services Administration is offering a project demonstration grant for innovative partnerships which will improve the ability of children and youth with disabilities to find integrated employment opportunities in their communities.

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- The WILN Retreat hotel block rate is available until July 29, 2023. Rooms can be reserved by calling (715) 344-0200 and selecting Option 1, or by using the following link:
<https://www.holidayinn.com/redirect?path=rates&brandCode=HI&localeCode=en®ionCode=1&hotelCode=STEAA&checkInDate=28&checkInMonthYear=072023&checkOutDate=30&checkOutMonthYear=072023&PMID=99801505&GPC=ILN&cn=no&viewfullsite=true>
 - All ILC staff and board members, WCILC staff and members, DSE staff, and ILCW Staff and board members are invited and strongly encouraged to attend.
- The August 14-15, 2023 Quarterly Meeting will be virtual.
- The November 13-14, 2023 Quarterly Meeting will be at Independent Living Resources (ILR) in La Crosse, Wisconsin.
 - ILCW Secretary will help to find a hotel for ILCW board members who can attend the November 13-14, 2023 ILCW Quarterly Meeting in-person. See Action Item 3.
- Community Aids Reporting System will be transitioning to Grants Enrollment, Application and Reporting System (GEARS) on May 16th, 2023.

XV. Discuss Conference Attendance

- Registration for the National Council on Independent Living (NCIL) Conference in Washing D.C. is open.
 - Jason Endres will be attending the National Council on Independent Living (NCIL) Conference in July 2023.
 - Angela Brenna may be able to attend but cannot commit one way or another at the time of the meeting. It is most likely that she will not be able to attend the conference.
 - No other ILCW Members are available to attend the conference this year.

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- ILCW budgeted for four persons to attend NCIL. Lack of attendance could make it difficult for ILCW to spend its funding this fiscal year. ILCW can use the funds budgeted for Council Members and staff to provide scholarships for ILC staff and board members.
 - ILCW should offer three scholarships. The scholarships will pay for conference registration, air fare, meals, and other related expenses.
 - With inflation, and based on the expenses from last year's conference, each scholarship will be about \$4,000.
 - All ILC staff and board members should be eligible.
 - Individuals who need caregivers to travel will also be offered a scholarship for a caregiver so they can attend.
 - Rather than asking ILC leadership for nominations, individual staff persons and board members should be encouraged to attend.
 - Staff will need permission from their executive directors; this will be signified by a check box on the application.
 - Those awarded scholarships will also be asked to give ILCW a short presentation about the conference at the next ILCW Quarterly meeting.
 - Jason Beloungy made a motion that ILCW create an opportunity through a scholarship for three individuals, ILC staff or board members, to apply to attend the National Council on Independent Living (NCIL) conference, and ILCW will cover that expense. LySandra Owens Seconded the motion. ILCW voted unanimously to create three scholarship opportunities for ILC staff and board members. Motion carried. See Motion Item 6.

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- ILCW Program Coordinator will draft an application for the ILCW NCIL Conference Scholarship then send it to Jason Beloungy for review. See Action Item 4.
- ILCW Program Coordinator will send the final ILCW NACL Conference Scholarship application to all ILC Directors and Assistant Directors following review. See Action Item 5.
 - Applications will be due at the end of the day on June 2, 2023.
- ILCW Membership Committee will review the applications and determine who will be awarded a scholarship to the 2023 NCIL Conference at their June 5, 2023 meeting. See Action Item 6.
- The Association of Programs for Rural Independent Living (APRIL) Conference will be October 12-14, 2023 in Anaheim California.
 - ILCW Program Coordinator will not be able to attend. This opens a spot for another ILCW Member to attend the conference.
 - Several ILCW Members have expressed interest in the conference but are unable to commit at this time. Those members are:
 - Angela Brenna.
 - Jason Endres.
 - Randi Johnson.
 - Kyle Kleist.
 - LySandra Owens.
 - ILCW will discuss the conference further at the August 13-14, 2023 Quarterly Meeting. ILCW Program Coordinator will request that anyone interested in attending the conference commit to attending or not at that time.

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XVI. Discuss the Self-Determination Network as Presented by Stacy Ellingen

- Stacy Ellingen presented a brief video as an introduction to the council. Stacy is a person with a disability who uses a wheelchair and an Augmentative Alternative Communication (AAC) device to speak. She is also a former member of ILCW.
- The Self-Determination Network (SDN) is a community of persons with disabilities, advocates, parents, and others in Wisconsin who want to make living independently more accessible for more persons with disabilities.
 - The SDN website gives members access to contact information, blogs, news items, action alerts, and many other resources that may be helpful to persons in the network.
 - Joining the network is free but requires completing an application. The SDN application and website can be accessed at <https://sdnetworkwi.org/>.
- Stacy has also worked with Options for Independent Living several times to gain access to Assistive Technology. Options' staff was helpful, and Stacy has been able to receive several items which help her to continue to live independently in her own apartment.

XVII. Discuss and Vote to Approve Updated ILCW Application Process Amendment to By-Laws

- The new application process will streamline how the Council makes recommendations for new members to the Office of Appointments.
 - Changes requested by the Office of Appointments were made to the original update. The Office requested that they inform a prospective member of their appointment, rather than ILCW.
 - ILCW Council agreed to this change.

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- Randi Johnson made a motion to update the ILCW By-Laws to include the updated process for application for membership to ILCW. Eric Riskus seconded the motion. ILCW voted unanimously to update the By-Laws. Motion carried. See Motion Item 7.

XVIII. Discuss Self-Determination Conference

- ILCW Program Coordinator submitted an application to present at the Self-Determination Conference. He based the application on a presentation he had given at the APRIL Conference in October 2022. The application was due the Friday before the May 15-16 Quarterly, so he did not have an opportunity to discuss with the full council.
 - Originally WILN partners were going to work together to build a presentation which could also be used at national conferences like APRIL, NCIL and National Association of Statewide Independent Living Councils (NASILC).
 - Conference organizers can be flexible, and some changes can be made to the presentation before October.
 - ILCW Program Coordinator will discuss updating the presentation for the Self-Determination conference at the next WCILC board meeting. See Action Item 7.
- Applications are open for sponsoring the Self-Determination conference until July 17th, 2023.
 - Base level sponsorship costs \$1000.00. It does not include a booth. Booths are \$500.00. WILN's booth at last year's conference was incredibly well-attended. Without inclusion of a booth, this level of sponsorship may not be worthwhile.
 - Sponsorship of at least \$5,000.00 includes a booth; the entire network would have to share in this expense.
 - Sponsorship is a good way for WILN to gain some publicity.
 - ILCW is split on whether they believe sponsoring the Self-Determination Conference would be worthwhile for the network.

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- ILCW Program Coordinator will discuss sponsoring the Self-Determination Conference at the next WCILC board meeting and will make a decision on behalf of the Council following that discussion. See Action Item 8.

XIX. Adjourn

- Jason Beloungy made a motion to adjourn the ILCW May 15-16, 2023 Quarterly Meeting. Angela Brenna seconded the motion. Motion carried. See Motion Item 8.

Meeting Adjourned at 12:01 P.M.