

Address: 3810 Milwaukee St.
Madison, WI 53714
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Website: il-wis.net



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

January 4, 2024
12:30 P.M. – 2:00 P.M.

APPROVED MARCH 7, 2024

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will add discussions about hiring an administrative staff person to future ILCW Executive Committee Meeting agendas through the end of Federal Fiscal Year 2025.
- 2. Action Item:** ILCW Program Coordinator will continue to reach out to Council Members for input regarding development of the 2025-2027 State Plan for Independent Living (SPIL).
- 3. Action Item:** ILCW Secretary will submit a proposal to the Aging, Disability, and Independent Living Network (ADILN) for a presentation about the Statewide Independent Living Council (SILC) before the January 12, 2024 due date.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the January 4, 2024 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the December 7, 2023 ILCW Executive Committee meeting minutes. Randi Jonson seconded the motion. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to adjourn the January 4, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried.

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C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Executive Committee Members Present: Sara Eckland, ILCW Independent Living Center (ILC) Representative; Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary; and Kyle Kleist, ILCW Vice Chair.

ILCW Executive Committee Members Absent; Excused (*): Eric Riskus*, ILCW Vice Chair-Elect; and LySandra Owens*, ILCW Treasurer.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 12:33 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](#).

III. Review and Approve January 4, 2024 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the January 4, 2024 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve December 7, 2023 ILCW Executive Committee Meeting Minutes

- Kyle Kleist made a motion to approve the December 7, 2023 ILCW Executive Committee meeting minutes. Randi Jonson seconded the motion. Motion carried. See Motion Item 2.
 - Sara Eckland was not present at the December 7, 2023 ILCW Executive Committee Meeting and abstained from voting on the motion.

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V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services

- Link to SPIL (<http://www.livebinders.com/media/get/MjQ3MTE0MDM=>)
- ILCW Chair reported that new housing for persons who have less income will be built in La Crosse Wisconsin. He congratulated Independent Living Resources (ILR) on their efforts to ensure that new affordable housing in their service area is also accessible.
- Public comment period closed at 12:46 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 meeting.
 - The October and November Grants Enrollment Application Reporting System reports were submitted on time. All reimbursements should be in ILCW's bank account on or around January 1, 2024.
 - Part B Carryover funding should be fully drawn down following the January reimbursement.
 - ILCW Program Coordinator contacted Adage Source with regards to the additional funding ILCW wishes to send for the Independent Living Centers' (ILCs') CILS First subscriptions.
 - ILCW Program Coordinator also learned that there is a Statewide Independent Living Council (SILC) reporting mechanism in this software and will investigate this further.
 - As of December 26, 2023, the SILC portion of the Program Performance Report (PPR) has been completed. ILCW Program Coordinator is waiting on word from the Designated State Entity on some questions and completion of their part. The PPR should be ready for signatures by the ILCW Chair and DSE before the end of next week.

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- Sara Eckland's Oath of Office and other appointment paperwork was sent to her on December 26, 2023. She signed and notarized her oath and returned it to the Office of Appointments shortly thereafter. ILCW welcomes our new ILC Representative.

VII. Discuss Hiring Staff to Assist Program Coordinator with Administrative Duties

- ILCW Chair requested that ILCW Program Coordinator add this item to the agenda.
- Hiring an administrative staff person may not be possible until October 2024, the start of Federal Fiscal Year (FFY) 2025.
 - The FFY 2024 budget has been approved, and there is not additional funding.
 - Use of one-time funding or grants with limited durations would not be sustainable.
 - There is not space in the current budget for additional expenditures.
 - The current wage for an administrative assistant is around \$18.50 per hour, and they would likely work 10 hours per week.
 - It may be difficult to find people interested in part-time employment.
 - An intern may be able to fill this role.
 - Interns will require a substantial amount of time to train and supervise. This would defeat the purpose of seeking help for administrative tasks.
 - Interns do not typically stay for more than 6 months at most. A lack of consistency could create several problems for the Council.

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- ILCW Program Coordinator and ILCW Vice Chair will be meeting with Department of Vocational Rehabilitation (DVR) representative to request an increase in Innovation and Expansion (I&E) Funding in May of 2024.
 - DVR would also be a good resource for finding a staff person with disabilities who could complete administrative functions.
- ILCW Executive Committee will continue discussing hiring an administrative staff person.
 - ILCW Program Coordinator will add discussions about hiring an administrative staff person to future ILCW Executive Committee Meeting agendas through the end of Federal Fiscal Year 2025. See Action Item 1.

VIII. Discuss Progress toward Development of 2025-2027 SPIL

- ILCW Program Coordinator is working on writing the narratives for the 2025-2027.
 - ILCW Program Coordinator has been meeting 1 on 1 with ILCW Members and asking them for input on the SPIL in areas he feels they have expressed an interest or opinion, and on the SPIL in general.
 - ILCW Program Coordinator will continue to reach out to Council Members for input regarding development of the 2025-2027 State Plan for Independent Living (SPIL). See Action Item 2.

IX. Discuss Conference Presentation Proposals

- The Aging, Disability, and Independent Living Network (ADILN) forum has a request for proposals for presentations which is due January 12, 2024.
 - ILCW Program Coordinator can use a presentation he provided to the Association of Programs for Rural Independent Living (APRIL) at their 2022 conference.

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- Some updates and changes will be necessary to account for the difference in audience and changes that may have happened over the past few years.
- The conference is being held April 23-25, 2024. This coincides with the public hearing period for the 2025-2027 SPIL. Part of the presentation time will be used to collect public comments from conference attendees.
- ILCW Program Coordinator will need some help completing the proposal for this conference.
 - ILCW Secretary will submit a proposal to the Aging, Disability, and Independent Living Network for a presentation about the Statewide Independent Living Council (SILC) before the January 12, 2024 due date. See Action Item 3.
- The National Association of Statewide Independent Living Centers (NASILC) request for proposals is due January 5, 2024. ILCW Program Coordinator does not have time to complete request and would also struggle to develop a presentation in this time.
- The National Council on Independent Living (NCIL) has a request for proposals due January 22, 2024. ILCW Program Coordinator would also have difficulty developing a proposal and presentation for the NCIL conference.
- Following completion of the 2025-2027 SPIL, Wisconsin Independent Network (WILN) would like to provide a presentation at NASILC, APRIL, NCIL related to building a strong statewide IL network. Network partners will likely begin development of this presentation following successful submission of the new SPIL.

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X. Adjourn

- Kyle Kleist made a motion to adjourn the January 4, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 3.

Meeting Adjourned at 1:30 P.M.