

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

March 7, 2024

12:30 P.M. – 2:00 P.M.

APPROVED APRIL 4, 2024

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** Designated State Entity (DSE) Representative will work with the Wisconsin Coalition of Independent Living Centers (WCILC) regarding their allocation in the State Plan for Independent Living (SPIL) and its impact in Independent Living (IL) Network funds prior to finalization of the Draft 2025-2027 SPIL.
- 2. Action Item:** DSE Representative and ILCW Program Coordinator will collaborate to finalize the funding section of the Draft 2025-2027 SPIL to ensure that it is ready for publication before the end of the day, March 7, 2024.
- 3. Action Item:** ILCW Executive Committee will review the current Memorandum of Understanding (MOU) with the Designated State Entity (DSE) and send recommendations for changes and/or updates to the ILCW Program Coordinator.
- 4. Action Item:** ILCW Program Coordinator will create a document using the recommendations from ILCW Executive Committee for changes and/or updates to the MOU with the DSE to be discussed at the April 4, 2024 ILCW Executive Committee Meeting.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the March 7, 2024 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried.

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- 2. Motion Item:** Randi Johnson made a motion to approve the January 4, 2024 ILCW Executive Committee meeting minutes. Sara Eckland seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to approve the Draft 2025-2027 SPIL as presented. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to approve the Draft 2025-2027 SPIL.
- 4. Motion Item:** Kyle Kleist made a motion to adjourn the March 7, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried.

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; Kyle Kleist, ILCW Vice Chair; and LySandra Owens, ILCW Treasurer.

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

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

Guest(s): Ashley Walker, DHS, BADR.

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](#).

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III. Review and Approve March 7, 2024 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the March 7, 2024 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve January 4, 2024 ILCW Executive Committee Meeting Minutes

- Randi Johnson made a motion to approve the January 4, 2024 ILCW Executive Committee meeting minutes. Sara Eckland seconded the motion. ILCW Executive Committee voted unanimously to approve the 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 (<http://www.livebinders.com/media/get/MjQ3MTE0MDE0>)
- No comments received; comment period closed at 12:45 P.M.

VI. Discuss Updates Provided by ILCW Program Coordinator

- The Aging, Disability, and Independent Living Network conference will be April 23-25, 2024. ILCW Members are encouraged to join the conference. Early bird registration ends March 8, 2024. Those that wish to attend should contact Jason Endres as soon as possible.
- ILCW Program Coordinator has reached out to the Executive Directors and Assistant Directors at the ILCs which were selected for public hearings to set up dates and times for the hearings. They will be working together to coordinate the meetings and optimize their timing for the required travel.

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- There have been some updates to the ILCW Website. It is now possible to search for an ILC by selecting a county from a drop-down list. A bug was also corrected when this update was added. The cost for the update and fix was \$530; ILCW had budgeted \$500 for website maintenance and upkeep.
- ILCW Program Coordinator, DSE Representative, and Office of Administration met to discuss ILCW Membership. They determined that ILCW must have 18 members, including ex-officio members. ILCW is working on recruiting one more person to fill the current vacancy.

VII. Review and Discuss First Draft of the 2025-2027 SPIL

- The SPIL committee workgroups reported at the February 29, 2024 meeting that the Draft of the SPIL is acceptable for publication. However, the funding tables need to be completed before publication.
 - ILCW has allocated \$90,000 in Part B funding to WCILC. \$65,000 is intended for use to complete reporting requirements and other activities related to requirements set forth in the SPIL. The additional \$25,000 was allocated to help pay for the WILN Retreat, additional IL Days costs, and to help alleviate some of the spending responsibilities of the Council.
 - Marcus Schmitt, from Kollath Certified Public Accounting, provided ILCW Program Coordinator with an annualized report of ILCW's spending over the past two fiscal years.
 - ILCW has been steadily increasing how much it is spent each year. The Council is also considering hiring another staff person. To do so, the Council will need more funding.
 - There appear to be three options:
 - Provide \$65,000 to WCILC rather than \$90,000.
 - Take the additional \$25,000 from the ILCs' funding.
 - This would amount to \$3,125 per center.

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- Stop allocating funding to WCILC altogether and allow the ILCs to determine how much to provide from their Part B allocations.
- It would be more appropriate for the Wisconsin Coalition of Independent Living Centers (WCILC) to discuss these options, as it impacts their funding.
 - DSE Representative will work with the Wisconsin Coalition of Independent Living Centers (WCILC) regarding their allocation in the SPIL and its impact in Independent Living (IL) Network funds prior to finalization of the Draft 2025-2027 SPIL. See Action Item 1.
- DSE Representative and ILCW Program Coordinator will collaborate to finalize the funding section of the Draft 2025-2027 SPIL to ensure that it is ready for publication before the end of the day, March 7, 2024. See Action Item 2.
- Kyle Kleist made a motion to approve the Draft 2025-2027 SPIL as presented. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to approve the Draft 2025-2027 SPIL. Motion carried. See Motion Item 3.

VIII. Discuss Updates to Memorandum of Understanding (MOU) with Designated State Entity (DSE)

- The current MOU with DSE has expired and needs to be updated. The MOU will be used to better outline and delineate the roles and responsibilities of the SILC and DSE within WILN. ILCW must identify that it is partnering with DSE for collaboration and activities beyond DSE providing funding to the Council.
 - There are several items identified in the previous memorandum of understanding which are no longer necessary because ILCW has a staff person.

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- Activities related to WILN and more specifically partnership between the DSE and the Council should be codified, especially how the entities partner beyond the SPIL.
- The new MOU should be executed by the July 1, 2024; the start of the State Fiscal Year.
 - ILCW Executive Committee will review the current Memorandum of Understanding (MOU) with the Designated State Entity (DSE) and send recommendations for changes and/or updates to the ILCW Program Coordinator. See Action Item 3.
 - ILCW Program Coordinator will create a document using the recommendations from ILCW Executive Committee for changes and/or updates to the MOU with the DSE to be discussed at the April 4, 2024 ILCW Executive Committee Meeting. See Action Item 4.

IX. Discuss Updates Regarding ILCW Membership

- ILCW Program Coordinator, DSE Representative, and ILCW Secretary have been working with the Governor's Office of Appointments to make sure that ILCW's Membership is kept up to date.
 - The previous director of the Office staggered terms so Council members' terms do not all end in the same year.
 - DSE Representative clarified that the 18 members referred to in Governor Boyle's Executive Order 65 is inclusive of Ex-Officio members.
 - Per state law, it is acceptable for council members to serve expired terms.
 - ILCW needs one more member to have a full council, not including the newly appointed member; three candidates are beginning the application process.

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- Mike Wolfe was given a scholarship to the 2023 National Council on Independent Living Conference by ILCW. He works at Independence Fist. ILCW currently does not have representation in Independence First's service area.
- Felix Thomas is an IL Coordinator at Society's Assets.
- Ramsey Lee is an advocate for persons with disabilities and is an active member in the disability advocacy community.
- ILCW Program Coordinator has updated the ILCW roster to include appointment start and end dates and term limits. This will reduce confusion regarding vacancies in the future.
- ILCW Membership Committee is also working on encouraging more members to join different ILCW Committees.
- Mary Jane Grande was appointed by the Governor's Office of Appointments. After she signs and notarizes her Oath of Office, she will be a member of the Council.

X. Adjourn

- Kyle Kleist made a motion to adjourn the March 7, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 1:42 P.M.