

Address: 3810 Milwaukee St.
Madison, WI 53714
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Independent Living Council of Wisconsin (ILCW) Finance Committee Teleconference Meeting

October 24, 2023

9:00 A.M. – 10:30 A.M.

APPROVED APRIL 30, 2024

Action Items and Motion Items

A. ILCW Finance Committee Action Items

- 1. Action Item:** ILCW Program Coordinator and ILCW Treasurer will meet to discuss options for spending the Part B Carryover to present to the full council at the November 13-14, 2023 ILCW Quarterly Meeting.

B. ILCW Finance Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the October 24, 2023 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. ILCW Finance Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Jason Endres made a motion to approve the August 1, 2023 ILCW Finance Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to recommend the July, August, and September 2023 financial reports for approval by the full council at the November 13-14, 2023 Quarterly meeting. Jason Endres seconded the motion. ILCW Finance Committee voted unanimously to recommend the reports for approval by the full council. Motion carried.
- 4. Motion Item:** Jason Endres made a motion to adjourn the October 24, 2023 ILCW Finance Committee meeting. Kyle Kleist seconded the motion. Motion carried.

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C. Meeting Minutes

I. Welcome and Introductions, LySandra Owens, ILCW Treasurer

ILCW Finance Committee Members Present: Jason Endres, ILCW Chair; Kyle Kleist, ILCW Vice Chair; and LySandra Owens, ILCW Treasurer.

ILCW Finance Committee Members Absent; Excused (*): Jason Beloungy*, ILCW Independent Living Center (ILC) Representative; Eric Riskus, ILCW Vice Chair-Elect.

Guest(s): Marcus Schmitt, Kollath Certified Public Accountant (CPA)

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 9:02 A.M. by LySandra Owens, ILCW Treasurer

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 845 1560 0215. The meeting was also available via [Zoom](#).

III. Review and Approve October 24, 2023 ILCW Finance Committee Meeting Agenda

- Kyle Kleist made a motion to approve the October 24, 2023 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. ILCW Finance Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve August 1, 2023 ILCW Finance Committee Meeting Minutes

- Jason Endres made a motion to approve the August 1, 2023 ILCW Finance Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Finance Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.

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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 (<https://www.livebinders.com/media/get/MjIxMjk0OTI=>)
- No public comment received; comment period closed at 9:17 A.M.

VI. Discuss Expenditure of Federal Fiscal Year (FFY) 2023 Funding

- At the time that the Final FFY 2023 Grants Enrollment, Application and Reporting System (GEARS) report was completed, ILCW had expended all funding available for the Fiscal Year.
 - \$2,387 was provided to the 8 Independent Living Centers (ILCs) to help pay for their CILs First Data Management System subscriptions.
- GEARS requests are generated by Kollath CPA, based on information sent to Marcus Schmitt by the ILCW Program Coordinator.
 - The system that they have been using to share information is working well.

VII. Discuss FFY 2023 Part B Carryover

- ILCW Program Coordinator was unable to reach the Designated State Entity (DSE) for more information regarding the additional \$10,000 in Part B funding that was found after the State completed a reconciliation.
- ILCW Financial Committee made some suggestions regarding ways to expend the Part B Carryover.
 - Independent Living (IL) Days may have some additional costs this year for both lodging and transportation.
 - ILCW may be able to offer a scholarship for a national conference to an ILC staff person or board member.
 - The carryover funding could be used to purchase additional technology for the Council's use.

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- There will be further discussions regarding the carryover at the November 13-14, 2023 ILCW Quarterly Meeting.
 - ILCW Program Coordinator and ILCW Treasurer will meet to discuss options for spending the Part B Carryover to present to the full council at the November 13-14, 2023 ILCW Quarterly Meeting. See Action Item 1.

VIII. Discuss and Recommend July, August, and September 2023 Financial Reports for Approval by the Full Council

- ILCW Program Coordinator has consistently sent financial reports to the Finance Committee for review as they have become available.
- Kyle Kleist made a motion to recommend the July, August, and September 2023 financial reports for approval by the full council at the November 13-14, 2023 Quarterly meeting. Jason Endres seconded the motion. ILCW Finance Committee voted unanimously to recommend the reports for approval by the full council. Motion carried. See Motion Item 3.

IX. Discuss and Review Grants Enrollment, Application and Reporting System (GEARS) Reporting

- All GEARS reports have been submitted on time.
- Although documentation stated that GEARS reporting would be to the cent, the form used rounds to the nearest dollar.
 - This is not a concern with regards to accounting, and should not result in the Council over- or underspending funding which is reimbursed by the State.

X. Adjourn

- Jason Endres made a motion to adjourn the October 24, 2023 ILCW Finance Committee meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 9:51 A.M.