

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



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

May 2, 2024

12:30 P.M. – 2:00 P.M.

APPROVED JUNE 6, 2024

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will add an agenda item to discuss using smart phone technology for Communication Access Realtime Translation (CART) Services at in-person events like the ILCW Quarterly Meetings, Conferences, etc.
- 2. Action Item:** ILCW Program Coordinator will improve the security of the ILCW LiveBinders account, which may include removing full access to the account from the ILCW Full Council.
- 3. Action Item:** ILCW Program Coordinator will work with Designated State Entity (DSE) Representative to complete development of a Draft Memorandum of Understanding (MOU) to present to full Council for approval at the May 20-21, 2024 ILCW Quarterly Meeting.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the May 2, 2024 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the April 4, 2024 ILCW Executive Committee meeting minutes. Sara Eckland seconded the motion. Motion carried.
- 3. Motion Item:** Eric Riskus made a motion to move the May 2, 2024 ILCW Executive Committee Meeting to a closed session. Randi Johnson seconded the motion. Motion carried.

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4. Motion Item: Eric Riskus made a motion to move the May 2, 2024 ILCW Executive Committee Meeting to open session. Sara Eckland seconded the motion. Motion carried.

5. Motion Item: Kyle Kleist made a motion to adjourn the May 2, 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, Independent Living Center (ILC) Representative; Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; and Eric Riskus, ILCW Vice Chair-Elect.

ILCW Executive Committee Members Absent; Excused (*):
LySandra Owens*, ILCW Treasurer.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator.

II. The meeting was called to order at 12:40 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 May 2, 2024 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the May 2, 2024 ILCW Executive Committee meeting agenda. Randi Johnson seconded the motion. Motion carried. See Motion Item 1.
 - ILCW Chair requested an agenda item for the June 6, 2024 ILCW Executive Committee meeting.

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- ILCW Program Coordinator will add an agenda item to discuss using smart phone technology for Communication Access Realtime Translation (CART) Services at in-person events like the ILCW Quarterly Meetings, Conferences, etc. See Action Item 1.

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

- Kyle Kleist made a motion to approve the April 4, 2024 ILCW Executive Committee meeting minutes. Sara Eckland 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 (<http://www.livebinders.com/media/get/MjQ3MTE0MDM=>)
- No public comment received; comment period closed at 12:50 P.M.

VI. Discuss Changing Password to Remove Full Access to LiveBinders Platform from ILCW Full Council

- ILCW Full Council has the log in name and password for the LiveBinders Account. This was not a security concern at the time because there was no information on the account that was not public. ILCW recently purchased a subscription for LiveBinders. The ILCW profile information for ILCW on the platform now includes credit card information.
 - Full access was granted to the council because it was easy to provide certain documents on the platform by letting them sign in to the account whenever they needed something from the LiveBinders.
 - Granting full access is now a security risk.

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- Following purchase of the subscription, full access may allow ILCW Council Members to change passwords, access the ILCW corporate credit card, and other information that should not be available to the public.
- Additional security is needed for the LiveBinders account. Removing full access from the Council is not recommended, but may be unavoidable.
- ILCW Program Coordinator will improve the security of the ILCW LiveBinders account, which may include removing full access to the account from the ILCW Full Council. See Action Item 2.

VII. Review and Discuss Memorandum of Understanding (MOU) with Designated State Entity (DSE)

- ILCW was without staff for several years prior to hiring the current Program Coordinator. At that time it was necessary for some administrative duties to be completed by the DSE to ensure that the Council was functional.
- ILCW now has a full-time staff person. Administrative help is no longer necessary on a day-to-day basis.
 - Administrative assistance may be provided by the DSE when or if the ILCW Program Coordinator is unavailable for an extended period due to illness, vacation, or other reasons for leave.
- A new Memorandum of Understanding is needed to better outline and define the roles and responsibilities of both the Council and the Designated State Entity.
- ILCW Program Coordinator worked with DSE Representative to develop a draft MOU. This was provided to the Executive Committee Prior to the meeting via meeting packet on the LiveBinders platform (<https://www.livebinders.com/b/3572248?tabid=8abf1678-9bc8-07e0-1c1b-86e6705391e1>)
- The MOU will be used, primarily, to show the Administration on Community Living (ACL) that:

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- ILCW is an autonomous entity.
- From time to time, ILCW may request guidance and help from the DSE.
- Guidance provided to the Council may not be construed as a requirement.
- The DSE is not making any requirements of the Council regarding Federal Funding beyond what is specifically allowed in the 1973 Rehabilitation Act and subsequent reauthorizations of the Act.
- Any guidance, assistance, or help beyond what is specifically allowed by the Act will be requested by the Council. The DSE will not provide the aforementioned guidance, assistance, or help without a request from the Council.
- ILCW will not request assistance for anything which is beyond the scope and/or capacity of the DSE to provide.
- ILCW Executive Committee feels the Draft MOU is appropriate as written.
 - ILCW Program Coordinator will work with Designated State Entity (DSE) Representative to complete development of a Draft Memorandum of Understanding (MOU) to present to full Council for approval at the May 20-21, 2024 ILCW Quarterly Meeting. See Action Item 3.

VIII. Closed Session to Discuss Title Change for ILCW Program Coordinator

- Eric Riskus made a motion to move the May 2, 2024 ILCW Executive Committee Meeting to a closed session. Randi Johnson seconded the motion. Motion carried. See Motion Item 3.
- Eric Riskus made a motion to move the May 2, 2024 ILCW Executive Committee Meeting to open session. Sara Eckland seconded the motion. Motion carried. See Motion Item 4.

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IX. Adjourn

- Kyle Kleist made a motion to adjourn the May 2, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 5.

Meeting Adjourned at 1:22 P.M.