

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



Independent Living Council of Wisconsin (ILCW) Executive Committee Meeting

September 6, 2024

12:30 P.M. – 2:00 P.M.

APPROVED OCTOBER 3, 2024

Action Items and Motion Items

A. ILCW Executive Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will correct typos found in the DRAFT June 6, 2024 ILCW Executive Committee Meeting Minutes.
- 2. Action Item:** ILCW Executive Committee members will work with ILCW Executive Director to set up meeting times for their meetings with the ILCW Chair and ILCW Executive Director.
- 3. Action Item:** ILCW Executive Director will add a discussion about conference attendance to the October 3, 2024 ILCW Executive Committee Meeting agenda.
- 4. Action Item:** ILCW Executive Director will add a discussion about conference attendance to the November 18-19, 2024 ILCW Full Council Quarterly Meeting agenda.
- 5. Action Item:** Eric Riskus will send ILCW Executive Director a copy of the Wisconsin Coalition of Independent Living Centers (WCILC) conference attendance Excel workbook.
- 6. Action Item:** ILCW Executive Director will send the ILCW Officer Roles and Responsibilities section of the ILCW By Laws to Eric Riskus.
- 7. Action Item:** Eric Riskus will send the ILCW Administrative Assistant Job Description and ILCW Officer Roles and Responsibilities to the ILCW Executive Committee.
- 8. Action Item:** ILCW Executive Committee Members will review and compare duties in the ILCW Administrative Assistant Job Description and ILCW Officer Roles and Responsibilities.

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- 9. Action Item:** ILCW Executive Director will add a discussion regarding ILCW Officer roles and responsibilities to the October 3, 2024 ILCW Executive Committee Meeting.
- 10. Action Item:** ILCW Executive Director will draft a rules and boundaries document to discuss at the October 3, 2024 ILCW Executive Committee meeting.
- 11. Action Item:** ILCW Executive Director will add a discussion regarding the use of operational agreements and/or rules and boundaries during ILCW Full Council and Committee meetings to the October 3, 2024 ILCW Executive Committee meeting agenda.
- 12. Action Item:** ILCW Executive director will complete his self-evaluation and send it to the ILCW Executive Committee no later than September 19, 2024.
- 13. Action Item:** ILCW Executive director will add a closed session for the ILCW Executive Director annual review to the October 3, 2024 ILCW Executive Committee meeting.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the September 6, 2024 ILCW Executive Committee meeting agenda. Sara Eckland seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda.
- 2. Motion Item:** Julie Bergan made a motion to approve the June 6, 2024 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** LySandra Owens made a motion to adjourn the September 6, 2024 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried.

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C. Meeting Minutes

I. Welcome and Introductions, Eric Riskus, ILCW Chair

ILCW Members Present: Julie Bergan, ILCW Vice Chair-Elect; Sara Eckland, ILCW Independent Living Center (ILC) Representative; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Secretary; and Eric Riskus, ILCW Chair.

ILCW Members Absent; Excused (*): Randi Johnson*, ILCW Secretary.

ILCW Staff: Tyler Wilcox, ILCW Executive Director.

II. The meeting was called to order at 12:36 P.M. by Eric Riskus, 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 September 6, 2024 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the September 6, 2024 ILCW Executive Committee meeting agenda. Sara Eckland seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve June 6, 2024 ILCW Executive Committee Meeting Minutes

- Julie Bergan made a motion to approve the June 6, 2024 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Executive Director will correct typos found in the DRAFT June 6, 2024 ILCW Executive Committee Meeting Minutes. See Action Item 1.

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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/MjQ3MTE0MMDM=>)
- No comments received; comment period closed at 12:36 P.M.

VI. Discuss Meetings with ILCW Chair, ILCW Executive Director, and ILCW Council Members

- Eric Riskus and ILCW Executive Director would like to meet with Council Members individually.
 - This is an opportunity for Eric Riskus to learn more about the individual members and the council. The meetings will also be used as an opportunity to discuss council members' goals for ILCW.
 - The meetings will start with the ILCW Executive Committee members because they are most familiar with Eric, the work of the council, and the executive director.
 - ILCW Executive Committee members will work with ILCW Executive Director to set up meeting times for their meetings with the ILCW Chair and ILCW Executive Director. See Action Item 2.

VII. Discuss Federal Fiscal Year (FFY) 2025 Conference Attendance

- During the August 19-20, 2024 Quarterly Meeting, Ramsey Lee had a question regarding 8521 funding.
 - 8521 funding is for transportation. Currently there is some surplus funding in the State of Wisconsin. Ramsey Lee wrote a letter to Governor Evers requesting that some of that surplus be used to support members of Statewide councils, like ILCW, traveling to meetings and other events related to the councils' work.

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- This was a good advocacy effort on the part of Ramsey Lee, however discussions related to advocacy efforts around transportation would be better served by the Wisconsin Independent Living Network (WILN) Transportation Advocacy Committee, of which Ramsey Lee is a member.
 - Due to the surplus, it is likely that many transportation programs will see an increase in the next biennium.
- ILCW would like to start being more intentional about who is being sent to conferences.
 - National Conferences, like the National Council on Independent Living (NCIL) conference, Statewide Independent Living Council (SILC) congress, and Association of Programs for Rural Independent Living (APRIL) Conference are costly. Many Council members need caregivers, which can significantly increase the cost of their attendance.
 - Statewide and local events are more targeted, more frequent, and typically less expensive.
 - ILCW wants to make sure that everyone who wishes to travel to a national event has an opportunity to do so.
 - Developing a list for who should attend which events will help the Council better determine the resources needed and do other planning around each of the conferences.
 - ILCW Executive Committee should complete the groundwork for discussions regarding the conferences. The full Council should determine which conferences to attend, and who should attend them at quarterly meetings.
 - ILCW Executive Director will add a discussion about conference attendance to the October 3, 2024 ILCW Executive Committee Meeting agenda. See Action Item 3.

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- ILCW Executive Director will add a discussion about conference attendance to the November 18-19, 2024 ILCW Executive Committee Meeting agenda. See Action Item 4.
- Eric Riskus will send ILCW Executive Director a copy of the Wisconsin Coalition of Independent Living Centers (WCILC) conference attendance Excel workbook. See Action Item 5.

VIII. Review Executive Committee Roles and Responsibilities

- ILCW has been discussing the potential of hiring a staff person to assist the Executive Director.
 - There are some tasks listed in the job description developed by the Executive Director, ILCW Chair, and ILCW Treasurer that may be better suited for members of the executive committee.
 - ILCW Executive Director is also responsible for several tasks which are the purview of ILCW officers per the ILCW By Laws.
 - Those who wish to become ILCW officers should have a better understanding of the positions available and what is expected of people who are filling those roles.
 - Clarification of the roles will allow the Council to make better decisions regarding who can and should fill certain officer positions.
 - Clarification will also make it easier to determine what accommodations are necessary for prospective officers to fulfil their responsibilities.
 - ILCW Executive committee needs to see the job description to better decide what duties can and or should be assigned to which officer positions.
 - ILCW Executive Director will send the ILCW Officer Roles and Responsibilities section of the ILCW By Laws to Eric Riskus. See Action Item 6.

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- Eric Riskus will send the ILCW Administrative Assistant Job Description and ILCW Officer Roles and Responsibilities to the ILCW Executive Committee. See Action Item 7.
 - ILCW Executive Committee Members will review and compare duties in the ILCW Administrative Assistant Job Description and ILCW Officer Roles and Responsibilities. See Action Item 8.
 - ILCW Executive Director will add a discussion regarding ILCW Officer roles and responsibilities to the October 3, 2024 ILCW Executive Committee Meeting. See Action Item 9.
- During the last few ILCW Full Council meetings, several council members have brought up new information that was not on the agenda, and was not related to the topic being discussed.
 - Eric Riskus would like some help from the ILCW Officers to get meetings back on topic.
 - Taking time to review operational agreements at the beginning of each meeting may also help keep Council members focused on the agenda items.
 - Disability Vote Coalition (DVC) uses a “rules and boundaries” which every member has, and is reviewed at the start of each meeting.
 - Meeting order then becomes introductions, rules and boundaries, then the rest of the agenda.
 - When members have new information to discuss with the Council during Council meeting, it should be recorded and saved for later.
 - At the end of each meeting, the Council can vote on whether the new items should be discussed by the Council, and whether that discussion should be at the next full council meeting or an upcoming committee meeting.

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- ILCW Executive Director will draft a rules and boundaries document to discuss at the October 3, 2024 ILCW Executive Committee meeting. See Action Item 10.
- ILCW Executive Director will add a discussion regarding the use of operational agreements and/or rules and boundaries during ILCW Full Council and Committee meetings to the October 3, 2024 ILCW Executive Committee meeting agenda. See Action Item 11.

IX. Discuss ILCW Executive Director

- ILCW Executive Director's annual review should occur before October 26, 2024. Prior to the review, he must complete a self-evaluation and ILCW Executive committee must meet in closed session to discuss the evaluation, add comments, make recommendations, and determine what his salary increase will be.
 - ILCW Executive director will complete his self-evaluation and send it to the ILCW Executive Committee no later than September 19, 2024. See Action Item 12.
 - ILCW Executive director will add a closed session for the ILCW Executive Director annual review to the October 3, 2024 ILCW Executive Committee meeting. See Action Item 13.

X. Adjourn

- LySandra Owens made a motion to adjourn the September 6, 2024 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 3.

Meeting Adjourned at 1:38 P.M.