

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

April 30, 2024

9:00 A.M. – 10:30 A.M.

APPROVED OCTOBER 28, 2024

Action Items and Motion Items

A. ILCW Finance Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will provide both a draft budget and comparison of Federal Fiscal Year (FFY) 2024 and FFY 2025 to the full council when presenting the Draft FFY 2025 budget.
- 2. Action Item:** ILCW Program Coordinator will provide ILCW Finance Committee with a report following the May 28, 2024 meeting with the Department of Vocational Rehabilitation (DVR) to discuss a possible increase to ILCW's Innovation and Expansion (I&E) funding.

B. ILCW Finance Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the April 30, 2024 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. Motion carried.
- 2. Motion Item:** Julie Bergan made a motion to approve the October 24, 2023 ILCW Finance Committee meeting minutes. Eric Riskus seconded the motion. Motion carried.
- 3. Motion Item:** Julie Bergan made a motion to recommend the January, February, and March, 2024 financial statements for approval by the full council. Eric Riskus seconded the motion. ILCW Executive Committee voted unanimously to recommend the financial statements.
- 4. Motion Item:** Jason Endres made a motion to adjourn the April 30, 2024 ILCW Finance Committee meeting. Kyle Kleist seconded the motion. Motion carried. Meeting adjourned at 9:45 A.M.

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C. Meeting Minutes

I. Welcome and Introductions, LySandra Owens, ILCW Treasurer

ILCW Finance Committee Members Present: Julie Bergan; Jason Endres, ILCW Chair; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Treasurer; Eric Riskus, ILCW Vice Chair-Elect.

Guest(s): Ramsey Lee; Marcus Schmitt, Kollath Certified Public Accountant (CPA); and Andrzej Walz-Chojnacki, Department of Vocational Rehabilitation (DVR).

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 April 30, 2024 ILCW Finance Committee Meeting Agenda

- Kyle Kleist made a motion to approve the April 30, 2024 ILCW Finance Committee meeting agenda. Jason Endres seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve October 24, 2023 ILCW Finance Committee Meeting Minutes

- Julie Bergan made a motion to approve the October 24, 2023 ILCW Finance Committee meeting minutes. Eric Riskus 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 9:12 A.M.

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VI. Discuss and Recommend January, February, and March 2024 Financial Reports for Approval by the Full Council

- ILCW is on track for spending, and the budget seems to be in order.
 - The expense for General Operations has increased, but this was anticipated due to inflation.
 - The expense for the audit was greater than what the budget had allocated, however this was not unexpected. Dianna Luttmann altered ILCW Program Coordinator to the increase when she provided ILCW with the engagement letter at the beginning of Federal Fiscal Year (FFY) 2024.
 - Council Member travel has increased; however, this was anticipated and travel expenses, including Americans with Disabilities Act (ADA) accommodations have not gone over budget.
 - There are several items which are one-time payments. These line items appear to be significantly over-budget, but the costs were expected and budgeted for appropriately.
 - Part B Carryover funding has been fully expended. Innovation and Expansion (I&E) funding has been fully extended. Part B funding is about 15% expended. ILCW has used about 50% of their total funding as of the end of March 31, 2024.
 - Julie Bergan made a motion to recommend the January, February, and March, 2024 financial statements for approval by the full council. Eric Riskus seconded the motion. ILCW Executive Committee voted unanimously to recommend the financial statements. See Motion Item 3.

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

- GEARS reporting has been going well, and the GEARS team at the State of Wisconsin have been receiving the reports and paying reimbursements based on the reports in a timely manner.

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- ILCW Program Coordinator is keeping good record and track of how much funding has been expended.
- ILCW Treasurer helped ILCW Program Coordinator complete the most recent report for which ILCW Program Coordinator was unavailable to complete.

VIII. Discuss Federal Fiscal Year (FFY) 2025 Budget Development

- ILCW Program Coordinator and ILCW Treasurer will be working together to build the budget for FFY 2025.
 - ILCW Program Coordinator and ILCW Vice Chair will be meeting with Department of Vocational Rehabilitation (DVR) representatives to discuss a possible increase to I&E funding for the council.
 - Ohio Statewide Independent Living Council (SILC) is about 75% funded through I&E funding.
 - Greater I&E funding will allow ILCW to remain fully operational and direct more Part B funding to the Independent Living Centers (ILCs).
 - The increase may also increase funds for council activities, and help fund an administrative support staff person for the Council.
 - Budget development will begin following the meeting with DVR to allow for including changes in ILCW funding due to an I&E funding increase, and changes in funding due to the SPIL.
 - ILCW Program Coordinator will provide ILCW Finance Committee with a report following the May 28, 2024 meeting with the Department of Vocational Rehabilitation (DVR) to discuss a possible increase to ILCW's Innovation and Expansion (I&E) funding. See Action Item 2.

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- ILCW Program Coordinator will provide both a draft budget and comparison of Federal Fiscal Year (FFY) 2024 and FFY 2025 to the full council when presenting the Draft FFY 2025 budget. See Action Item 1.

IX. Adjourn

- Jason Endres made a motion to adjourn the April 30, 2024 ILCW Finance Committee meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 9:45 A.M.