

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

October 3, 2024

12:30 P.M. – 2:00 P.M.

APPROVED DECEMBER 5, 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 September 6, 2024 ILCW Executive Committee Meeting Minutes.
- 2. Action Item:** Eric Riskus will send a copy of the ILCW Administrative Assistant Job Duties document and ILCW Officer Roles and Responsibilities document to the members of the ILCW Executive Committee prior to the December 5, 2024 ILCW Executive Committee Meeting.
- 3. Action Item:** ILCW Executive Director will add a discussion regarding ILCW Officer roles and responsibilities to the December 5, 2024 ILCW Executive Committee meeting agenda.
- 4. Action Item:** ILCW Executive Director will add a review of the ILCW Operational Agreements to future meeting agendas following the call to order and roll call.
- 5. Action Item:** ILCW Executive Director will cancel the November 7, 2024 ILCW Executive Committee Meeting.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** LySandra Owens made a motion to approve the October 3, 2024 ILCW Executive Committee meeting agenda. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried.

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- 2. Motion Item:** Kyle Kleist made a motion to approve the September 6, 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 move the October 3, 2024 ILCW Executive Committee Meeting into a closed session to discuss ILCW Executive Director staff evaluation. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to move to a closed session. Motion carried.
- 4. Motion Item:** Kyle Kleist made a motion to adjourn the October 3, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried.

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; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Treasurer; and Eric Riskus, ILCW Chair.

ILCW Staff: Tyler Wilcox, ILCW Executive Director

II. The meeting was called to order at 12:32 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 October 3, 2024 ILCW Executive Committee Meeting Agenda

- LySandra Owens made a motion to approve the October 3, 2024 ILCW Executive Committee meeting agenda. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

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

- Kyle Kleist made a motion to approve the September 6, 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.
 - ILCW Executive Director will correct typos found in the September 6, 2024 ILCW Executive Committee Meeting Minutes. See Action Item 1.

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=>)
- Randi Johnson, ILCW Secretary provided public comment.
 - Several people have contacted Randi Johnson with questions about denials from Family Care and the Include, Respect, I Self-Direct (IRIS) program. She has been referring people to the Independent Living Centers (ILCs), and wants the ILCs to be aware that there may be more people calling them with questions about their Medicaid Waiver programs.
 - The Wisconsin Independent Living Network (WILN) Long-Term Care (LTC)/Healthcare advocacy group should also be altered to this. WILN may be able to focus some advocacy efforts on reducing the number people who are denied goods and services through their Medicaid Waivers.
- Public comment period closed at 12:49 P.M.

VI. Discuss Updates Provided by ILCW Executive Director

- ILCW Executive Director provided updates to the ILCW Executive Committee via email prior to the October 3, 2024 ILCW Executive Committee Meeting.

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- The 2025-2027 SPIL was signed by the acting Commissioner of the Administration on Community Living (ACL).
- A public comment period for the 2025-2027 SPIL Amendment will begin October, 17, 2024. A public hearing will be held October 30, 2024. The public hearing notice and newspaper notifications have been completed and submitted.
- ILCW will use one meeting link for future meetings. This should make it easier for Council members and the public to find ILCW's public meetings. Developing agendas will also be simplified. Private meetings, e.g. workgroups, 1-on-1 meetings, and others that do not need to be public, will have individual links to prevent "Zoom bombing."
- ILCW Executive Director is continuing to develop and refine how ILCW uses the LiveBinders storage solution. It has helped ILCW Executive Director's workflow immensely already. Due to Search Engine Optimization (SEO) that is integrated into the system, finding public documents, like the SPIL, meeting packets, and others can be done quickly using an internet search engine like Google, Bing, or Yahoo!.
- ILCW Executive director will be giving Kenosha Aging and Disability Resource Center's (ADRC's) Ethnic Elders Group a very brief presentation about Independent Living, ILCs, and the Council. LySandra Owens has been helping him develop the materials and the slide show. Donna Menerak from Society's Assets is also providing support, and is donating items to be given to members of the Ethnic Elders group.
- ILCW Executive Director provided an update that was not sent via email.

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- Independent Living Research Utilization (ILRU) has provided Technical Assistance and Training (TA&T) to the Independent Living network nationally for a long time. As of Federal Fiscal Year (FFY) 2025, they no longer have a contract to provide these services.
- The Partnership for Inclusive Disaster Relief Strategies has been awarded with a 1-year contract to provide TA&T to the national IL Network.
- This went into effect immediately at the start of the new Federal Fiscal Year, October 1, 2024. The announcement was made very quietly, and very few people know about the change as of the October 3, 2024 ILCW Executive Committee Meeting.
 - ILCW Executive Director learned about this change during the National Association of Statewide Independent Living Councils (NASILC) advocacy committee meeting on October 1, 2024. He has been sharing the information with many of the groups with which he interacts on a regular basis, and will be including the announcement in his bi-weekly update email which is sent to WILN partners who have requested the updates every other week.

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

- ILCW Executive Director has been asked to provide a presentation about making documents and PowerPoint presentations accessible at the 2025 SILC Congress, March 10-13, 2025, in Orlando, Florida.
 - Building the presentation will require a fair amount of time from ILCW Executive Director.
 - Most of the information will be applicable to any group who wishes to build accessible documents and presentations, so it could be used multiple times.

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- ILCW should know who will be attending SILC Congress at the November 18-19, 2024 Quarterly Meeting. This will allow the Council to take advantage of the Early Bird rate, which expires November 30, 2024.
 - The timing of SILC Congress may be difficult for members who are also members of Wisconsin Coalition of Independent Living Centers (WCILC), as there is a board meeting for WCILC during the same week.
- ILCW will also determine who will be attending the other major national conferences at the November 18-19, 2024 Quarterly Meeting. This will prevent the Council from rushing to complete registrations, hotel reservations, and booking flights.

VIII. Discuss ILCW Officer Roles and Responsibilities

- ILCW Executive Committee has not had a chance to review the Job Duties developed for a potential administrative staff person to assist ILCW Executive Director.
- Eric Riskus will send a copy of the ILCW Administrative Assistant Job Duties document and ILCW Officer Roles and Responsibilities document to the members of the ILCW Executive Committee prior to the December 5, 2024 ILCW Executive Committee Meeting. See Action Item 2.
- This item is tabled until the December 5, 2024 ILCW Executive Committee Meeting.
 - ILCW Executive Director will add a discussion regarding ILCW Officer roles and responsibilities to the December 5, 2024 ILCW Executive Committee meeting agenda. See Action Item 3.

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IX. Review and Discuss Operational Agreements/“Rules and Boundaries Document”

- ILCW Executive Committee was provided with a draft ILCW Operational Agreements document which included nine guidelines for conduct before and during ILCW Meetings.
 - In addition to taking turns speaking, item number 5 should also remind ILCW Meeting participants not to use the “raise hand” feature in Zoom. This feature rearranges the windows in which people appear, which can cause difficulty for American Sign Language (ASL) interpreters and users.
 - Item number nine is about use of a “parking lot” to ensure items that are not on the agenda can be discussed at future meetings. This item should also include that those items can be referred to the appropriate committee if discussion by the full Council is not warranted.
- ILCW Executive Director will add a review of the ILCW Operational Agreements to future meeting agendas following the call to order and roll call. See Action Item 4.

X. Discuss November 7, 2024 ILCW Executive Committee Meeting

- Traditionally, ILCW Executive Committee does not meet in months that also have full Council quarterly meetings.
- ILCW Executive Committee does not need to meet in November.
 - ILCW Executive Director will cancel the November 7, 2024 ILCW Executive Committee Meeting. See Action Item 5.

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XI. Closed Session to Discuss ILCW Executive Director Annual Review

- Kyle Kleist made a motion to move the October 3, 2024 ILCW Executive Committee Meeting into a closed session to discuss ILCW Executive Director staff evaluation. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to move to a closed session. Motion carried. See Motion Item 3.

XII. Adjourn

- Kyle Kleist made a motion to adjourn the October 3, 2024 ILCW Executive Committee meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 1:56 P.M.