

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



Independent Living Council of Wisconsin (ILCW) August 19-20, 2024 Quarterly Meeting

Monday, August 19, 2024, 10:00 A.M. – 3:00 P.M

Tuesday, August 20, 2024, 9:00 A.M. – 12:00 P.M.

APPROVED NOVEMBER 18, 2024

Action Items and Motion Items

A. ILCW Quarterly Meeting Action Items

- 1. Action Item:** ILCW Executive Director will check the Q90 website to determine if the Draft 2025-2027 State Plan for Independent Living (SPIL) has been approved by the Administration on Community Living (ACL).
- 2. Action Item:** ILCW Executive Director will add a discussion regarding supporting transportation advocacy across the State to the next ILCW Executive Committee meeting agenda.
- 3. Action Item:** ILCW Executive Director will send a copy of the PowerPoint presentation to the full council so they can review the paperwork needed and complete anything that might be missing.
- 4. Action Item:** ILCW Executive Director will develop an updated Federal Fiscal Year (FFY) 2025 Budget for approval by the full council at the August 20, 2024 Quarterly Meeting.
- 5. Action Item:** Jackie Gordon and ILCW Executive Director will collaborate to determine some good times for the initial ILCW Policies and Procedures committee to meet.
- 6. Action Item:** Taqwanya Smith, Department of Transportation (DOT), will send a copy of DOT's Americans with Disabilities Act (ADA) Transition plan to ILCW Executive Director when it is ready for public comment.
- 7. Action Item:** ILCW Executive Director will contact ILC Executive Directors and Assistant Directors to encourage them to provide feedback to DVR regarding the new service provider forms.

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- 8. Action Item:** ILCW Executive Director will add a discussion about joining Wisconsin Survival Coalition to the ILCW FFY 2025 August Quarterly Agenda.
- 9. Action Item:** ILCW Executive Director will add a discussion regarding providing a training opportunity for the Wisconsin Independent Living Network (WILN) and partner organizations to the November 18-19, 2024 ILCW Quarterly Meeting agenda.
- 10. Action Item:** ILCW Executive Director and Wisconsin Coalition of Independent Living Centers (WCILC) Executive Director will make final edits to the Draft 2025-2027 State Plan for Independent Living (SPIL) Goal Tracker before sending it to the Designated State Entity (DSE) for inclusion in the upcoming Federal Fiscal Year (FFY) 2025 Grant Continuation Packets.
- 11. Action Item:** ILCW Executive Director will review the Draft 2025-2027 SPIL Amendment to ensure that the narrative sections reflect the changes made to the funding table before the September 17, 2024 ILCW SPIL Committee Meeting.
- 12. Action Item:** ILCW Executive Director will design several different ILCW Application formats for use with different platforms including hand-written completion and Survey Monkey.

B. ILCW Quarterly Motion Items

- 1. Motion Item:** Mary Jane Grande made a motion to approve the August 19-20, 2024 ILCW Quarterly meeting agenda after moving the WCILC report directly after the Treasurer's report on August 19, 2024. Julie Bergan seconded the motion. ILCW voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Julie Bergan made a motion to approve the June 4, 2024 ILCW Quarterly meeting minutes. Kyle Kleist seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried.

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- 3. Motion Item:** Randi Johnson made a motion to approve the April, May, and June 2024 ILCW Financial Reports. Mary Jane Grande seconded the motion. ILCW voted unanimously to approve the financial reports. Motion carried.
- 4. Motion Item:** Jackie Gordon made a motion that ILCW isolates \$20,000 of Part B funding to be passed through to the Wisconsin Coalition of Independent Living Centers (WCILC) to be used for Independent Living (IL) Days, Quality Indicators for Independent Living Services (QUILS) Reviews, and other network development activities related to the State Plan for Independent Living (SPIL). Jason Endres seconded the motion. ILCW voted unanimously to isolate \$20,000 of Part B funding to be passed through to WCILC. Motion carried.
- 5. Motion Item:** Randi Johnson made a motion to adjourn the August 19, 2024 ILCW Quarterly meeting to reconvene Tuesday, August 20, 2024 at 9:00 A.M. Jason Endres seconded the motion. ILCW voted unanimously to adjourn the meeting. Motion carried.
- 6. Motion Item:** Jason Endres made a motion to approve the Federal Fiscal Year 2025 Budget. Randi Johnson seconded the motion. ILCW Voted unanimously to approve the budget. Motion carried.
- 7. Motion Item:** Jackie Gordon made a motion to approve the 2025-2027 SPIL Goal Tracker after updates are completed by ILCW and WCILC Executive Directors. Mary Jane Grande seconded the motion. ILCW voted unanimously to approve the 2025-2027 SPIL Goal Tracker. Motion carried.
- 8. Motion Item:** Mary Jane Grande made a motion to approve the Draft 2025-2027 SPIL Amendment with edits completed to reflect changes to the funding table per council vote on August 19, 2024. Jackie Gordon seconded the motion. ILCW voted unanimously to approve the Draft 2025-2027 SPIL Amendment. Motion carried.

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- 9. Motion Item:** Randi Johnson made a motion to approve the application designed by ILCW Executive Director for completion by people who express interest in joining the council. Jackie Gordon seconded the motion. ILCW voted unanimously to approve use of the application. Motion carried.
- 10. Motion Item:** Jason Endres made a motion to approve the use of Stream Text for live captioning services at future ILCW Quarterly Meetings and other in-person meetings, events, and activities. Randi Johnson seconded the motion. ILCW Voted unanimously to approve the use of Stream Text. Motion carried.
- 11. Motion Item:** Kyle Kleist made a motion to adjourn the August 19-20, 2024 ILCW Quarterly meeting. Randi Johnson seconded the motion. Motion carried.

C. Meeting Minutes

Monday, August 19, 2024

I. Welcome and Introductions, Eric Riskus, ILCW Chair

ILCW Members Present: Julie Bergan, ILCW Vice Chair-Elect; Sara Eckland, Independent Living Center (ILC) Representative; Jason Endres; Jackie Gordon; Mary Jane Grande; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; Ramsey Lee; Eric Riskus, ILCW Chair; and Martha Siravo.

ILCW Members Absent; Excused (*): Ann Belisle; LySandra Owens*; and Tyler Wigington.

ILCW Ex-Officio Members Present: Ashley Baker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE) Representative; Dana Raue, DHS; Taqwanya Smith, Department of Transportation (DOT); and Andrzej Walz-Chojnacki, Department of Vocational Rehabilitation.

Guest(s): Jason Glozier, Wisconsin Coalition of Independent Living Centers (WCILC), Executive Director; Margo Lucas, Seeing the World, LLC.; Marcus Schmitt, Kollath CPA.

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ILCW Staff: Tyler Wilcox, ILCW Executive Director.

II. The meeting was called to order at 10:03 A.M. by Eric Riskus, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 862 7366 8347. The meeting was also available via [Zoom](#).

III. Review and Approve ILCW August 19-20, 2024 Quarterly Meeting Agenda

- Mary Jane Grande made a motion to approve the August 19-20, 2024 ILCW Quarterly meeting agenda after moving the WCILC report directly after the Treasurer's report on August 19, 2024. Julie Bergan seconded the motion. ILCW voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve June 4, 2024 ILCW Quarterly Meeting Minutes

- Julie Bergan made a motion to approve the June 4, 2024 ILCW Quarterly meeting minutes. Kyle Kleist seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Executive Director will check the Q90 website to determine if the Draft 2025-2027 State Plan for Independent Living (SPIL) has been approved by the Administration on Community Living (ACL). 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=>)
- No public comment received; comment period closed at 10:16 A.M.

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VI. Review and Discuss ILCW Treasurer's Report

- ILCW Executive Director sent the full council the April, May, and June 2024 Financial Reports prior to the ILCW August 19-20, 2024 Quarterly Meeting.
 - Because the reports are cumulative, information reflected in the June 2024 report also reflects the information available in the April and May, 2024 reports.
- ILCW is on track to fully expend its resources by the end of its Fiscal Year, which ends September 30, 2024.
 - Because ILCW is a non-profit organization, its ultimate goal is to end each fiscal year with a zero balance.
 - To date, ILCW has about \$23,000 remaining that it can draw from. This is about how much the Council has been spending in a two-month period.
 - There is a very small chance that ILCW will overspend this fiscal year, however this is unlikely. It is more likely that a small amount will remain at the end of the year.
 - If ILCW has some funding remaining at the end of the fiscal year, it can help support the ILCs' CILS First subscriptions, as it has done in the past.
 - Additional funding could be used to support transportation efforts across the State.
 - All funding in the 2024 Fiscal Year has been budgeted; this would require a budget amendment, which would be difficult during the last quarter of a year.
 - ILCW Executive Director will add a discussion regarding supporting transportation advocacy across the State to the next ILCW Executive Committee meeting agenda. See Action Item 2.

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- Randi Johnson made a motion to approve the April, May, and June 2024 ILCW Financial Reports. Mary Jane Grande seconded the motion. ILCW voted unanimously to approve the financial reports. Motion carried. See Motion Item 3.

VII. Discuss Council Member Roles and Responsibilities

- ILCW has been considering hiring a staff person to assist with some administrative tasks currently being performed by the Executive Director.
 - Hiring staff can be expensive. The process is also not always clear cut and there may be unforeseen difficulties.
 - It may be possible for Council members to take on many of the administrative tasks, instead of the Executive Director. This may obviate the need to hire staff.
 - A job description has been developed; however, it is possible that many of the tasks described could be completed by Council members.
 - Ex-Officio members would not have the same expectations as voting members.
 - ILCW Chair and ILCW Executive Director will be meeting with council members two-to-one to try to determine what tasks they are interested in or might be capable of completing.
 - The first meetings will be with the Executive Committee, the meetings will also help to better define the roles of ILCW officers.
 - Meetings will likely be scheduled in October and November to give everyone an opportunity to think about what they are interested in, and what they have capacity to do.

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- ILCW has explored asking interns to help the council in exchange for school credit. However, there would likely be too much turnover and much of the Executive Director's time would be spent training new interns. This could potentially take as much time as completing the tasks on his own.
- ILCW Executive director provided training regarding the paperwork which council members need to complete when they first begin and throughout their terms.
 - Most of the forms have not been completed by everyone, but several reminders are typically sent out throughout the year.
 - ILCW Executive Director will send a copy of the PowerPoint presentation to the full council so they can review the paperwork needed and complete anything that might be missing. See Action Item 3.

VIII. Discuss Innovation and Expansion (I&E) Funding

- The Department of Vocational Rehabilitation (DVR) has agreed to provide an additional \$20,000 in I&E funding to ILCW.
- ILCW's resource plan will not change, the \$20,000 will be used to offset Part B funding.
 - ILCW may not direct I&E funding but has some ability to direct Part B funding through the SPIL. The offset will be used to allow ILCW to direct more Part B funding to the centers and/or other activities related to the SPIL.
- This additional funding is not continuous, and the total I&E funding provided to the council will be evaluated on a yearly basis, per DVR.

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- In FFY 2023 and FFY 2024, ILCW provided \$25,000 in Part B funding to WCILC to help pay for expenses related to IL Days, Quality Indicators for Independent Living Services (QUILS) peer reviews, and the Wisconsin Independent Living Network (WILN) retreat. Because WCILC is involved in the planning and execution of these activities, directing the funding in this manner relieved some of the administrative burden placed on ILCW.
 - ILCW has been using its full budget, and expenses are increasing due to inflation and increased activity among the council members. Thus, ILCW determined it would need the use of its full resource plan for FFY 2025.
 - Use of the full resource plan also meant that additional funds could not be provided to WCILC for network development activities as it had been the past two years.
 - These are important activities and ILCW sees a great deal of benefit in ensuring that they continue to be funded and accessible to the network.
- There are several options for using the \$20,000 Part B offset created by the additional I&E funds.
 - ILCW does not need the additional \$20,000, and ILCW Executive Director assured DVR that additional funding would allow ILCW to direct more funding toward network development and other activities that benefit consumers in Wisconsin.
 - If the funding is split evenly amongst the 8 ILCs, which is traditionally how Part B funding is distributed to the ILCs, this amounts to \$2,500.00 per ILC. This is not enough to make much difference to the ILCs' budgets and may place an additional burden on them to effectively spend the funding down.
 - The funding can be used by WCILC to provide resources for QUILS reviews and IL Days.

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- ILCW would request better reporting regarding the use of these funds, to ensure that they are being used appropriately.
- The Council would also like to be better represented during activities like IL Days.
- Jackie Gordon made a motion that ILCW isolates \$20,000 of Part B funding to be passed through to the Wisconsin Coalition of Independent Living Centers (WCILC) to be used for Independent Living (IL) Days, Quality Indicators for Independent Living Services (QUILS) Reviews, and other network development activities related to the State Plan for Independent Living (SPIL). Jason Endres seconded the motion. ILCW voted unanimously to isolate \$20,000 of Part B funding to be passed through to WCILC. Motion carried. See Motion Item 4.

IX. Review and Approve ILCW Federal Fiscal Year (FFY) 2025 Budget

- The budgets developed by the ILCW Executive Director, Treasurer, Chair, and Kollath, CPA may not be appropriate or accurate due to the previous motion. This agenda item is tabled and will be discussed during the August 20, 2024 ILCW Quarterly Meeting.
 - ILCW Executive Director will develop an updated Federal Fiscal Year (FFY) 2025 Budget for approval by the full council at the August 20, 2024 Quarterly Meeting. See Action Item 4.

X. Discuss Updates Regarding Conference Attendance Document

- LySandra Owens is not available today, and she is responsible for this project. This item was not discussed at this meeting.

XI. Discuss Progress Toward Development of ILCW Policy and Procedure Committee

- Jackie Gordon provided a presentation and training on Policies, Procedures, and Bylaws of ILCW.
- Policies and procedures are closely related to roles and responsibilities, all of which are informed by an organization's bylaws.

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- Bylaws are more difficult to change and must be adhered to. Policies and procedures offer a little more freedom.
- Policies are requirements but are not legally binding in the way that bylaws are.
- Roles are positions filled by team members.
- Responsibilities are the day-to-day tasks.
- Procedures describe how those tasks are to be completed.
- ILCW's Policy and Procedures document has not been updated since 2019.
 - Much of the information is outdated and reflects previous iterations of the Council.
 - There are several things lacking in the document, like a document retention policy.
 - Policies and Procedures are more flexible than bylaws and can be updated more readily when to reflect more immediate changes.
 - There is also some discretion as to how strictly policies are enforced and procedures are carried out.
- ILCW has a need for a committee to develop and monitor the Council's Policies and Procedures. Furthermore, other similar documents may need to be developed, maintained, and enforced.
- A policy committee is specifically referenced in the ILCW Bylaws.
 - Jackie Gordon will chair the new Policies and Procedures Committee.
 - Council Members interested in joining the committee should contact her or the ILCW Executive Director.
 - Jackie Gordon and ILCW Executive Director will collaborate to determine some good times for the initial ILCW Policies and Procedures committee to meet. See Action Item 5.

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XII. Discuss National Council on Independent Living (NCIL) 2024 Conference

- This agenda item was tabled until the August 20, 2024 ILCW Quarterly Meeting.

XIII. Discuss Reports from ILCW Ex-Officio Members and Partner Organizations

- Jason Glozier, Executive Director, WCILC, provided a report for WCILC.
 - There has not been much change with regards to SPIL goals from last to this quarter.
 - In 33 counties 1% or more of the population of persons with disabilities have been served. 17 counties are within .25% of the 1% threshold.
 - In 5 of 8 centers, at least 75% of the consumers have successfully completed their goals.
 - The 2025-2027 SPIL has some goals directly related to increasing funding equity among the eight ILCs in Wisconsin. WCILC has been working with the Department of Administration, State Cartographers, and several other key individuals and departments to develop a new funding formula.
 - The funding formula will be applied when all 8 ILCs have funding greater than the base funding threshold of \$626,400, as described in the SPIL.
 - The formula considers, and weights, several metrics beyond the usual considerations of square mileage and population density.
 - Drive time, parcel use, distance, usable land, and several other data points are considered in the calculations.

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- The weight of each item in the formula can be easily altered to ensure that ILCs are funded as equitably as possible across the state.
- WCILC has been requesting an additional \$1.5 million in state funding. This amount would bring all 8 centers up to the \$626,400 base rate, and there would be an additional \$618,930 remaining. The formula would be used to direct this additional funding.
- Development and execution of the formula are specifically mentioned as goals in the 2025-2027 SPIL.
- Ashley Baker, DHS, BADR, DSE Representative provided an update for the DSE.
 - Currently the DSE is working on the FFY 2025 Grant Continuation Packets. The packets will include financial information that was determined as of today's meeting.
 - DSE also received guidance from WCICL to talk about the WisTech Assistive Technology (AT) program. This will also be included in the continuation packets and has been a collaborative effort.
 - Lisa Sobczyk and Ashley Baker attended the 2024 National Council on Independent Living Conference with members from ILCW and Wisconsin ILCs.
 - Lisa, Ashley, and ILCW Executive Director met with Peter Nye, from the Office of Independent Living Programs (OILP) during the NCIL conference. This was a good opportunity to get to know him a little better as most communication with him is conducted via email.

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- Taqwanya Smith, DOT provided a report for DOT.
 - DOT is in the process of preparing its annual ADA transition plan. Improvements are proposed for state highways and connected highways. Many of the improvements involve pedestrian rights-of-way and focus on curb ramps.
 - The plan is expected to be ready by August 29th and have a 30-day public comment period, which would end September 29th.
 - Taqwanya Smith, Department of Transportation (DOT), will send a copy of DOT's Americans with Disabilities Act (ADA) Transition plan to ILCW Executive Director when it is ready for public comment. See Action Item 6.
- Andrzej Walz-Chojnacki, DVR provided a report for DVR.
 - DVR recently completed a statewide needs assessment; some focus groups were held at ILCs. The work was completed by a public consulting group.
 - The assessment lead to an examination of reporting requirements for DVR service providers, and updates to the technical specifications for services.
 - New reporting requirements should reduce the burden placed on service providers.
 - The new technical specifications began August 1st, some comments have started to come in, and DVR is gathering feedback on the effectiveness of those forms.
 - ILCW Executive Director will contact ILC Executive Directors and Assistant Directors to encourage them to provide feedback to DVR regarding the new service provider forms. See Action Item 7.

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- DVR seems to be providing services at pre-pandemic levels. The number of people seeking services was drastically reduced in 2020. However, the number of people seeking services has steadily increased year over year, and DVR is on track to continue that trend through 2024.
- Kyle Kleist, ILCW Vice Chair, provided a report for the Wisconsin Rehabilitation Council (WRC).
 - WRC had a quarterly meeting the week before the ILCW August Quarterly meeting.
 - There have been a few Client Assistance Program (CAP) complaints which involved ILCs. Those disputes centered around access to large AT and/or Durable Medical Equipment (DME) items which cannot feasibly be sent through US Mail from one ILC to another. These complaints were resolved without the intercession of an Administrative Law Judge (ALJ).
 - Wisconsin DVR has done extraordinarily well fulfilling its obligations to Pre-employment Transition Services (Pre-ETS). DVR has spent 15% or more of its budget on Pre-ETS services in every Workforce Development Area (WDA). The 15% threshold is mandated by the Workforce Innovation and Opportunities Act (WIOA).
 - Wisconsin is also having great success with the project SEARCH program which helps students in transition programs find competitive integrated employment in their communities.
- Dana Raue, DHS, provided an update for DHS.
 - DHS recently completed a procurement for Family Care and Family Care Partnership in Geographic Service Region (GSR) 5, which includes Adams, Waushara, Marquette, Green Lake, Columbia, and Dodge counties.
 - Dane and Jefferson will be added to GSR 5.

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- There will be four Managed Care Organizations (MCOs) that consumers can choose from in this region, effective January 1, 2025.
- Family Care Partnership is being expanded to 5 new counties. The program is on track to be available to persons in all counties sometime in 2025 or 2026.
- The Family Care waiver renewal process that was initiated about a year and half ago is at the end. The waiver renewal is waiting on approval from the Center for Medicaid Services (CMS). The effective date of the waiver will be January 1st, 2025.
- The Include, Respect, I Self-Direct (IRIS) program is beginning its waiver renewal process. DHS is seeking suggestions and recommendations from the public. This is not a formal public hearing, but information gathered during this period will be used while drafting the Waiver Renewal. The formal public comment period will take place sometime during 2025, likely during the summer.
- The START initiative is now called Wisconsin Intellectual and Developmental Disabilities and Mental Health (IDDMH) System Improvement. The program is moving into a new phase, phase three, which is why the name has changed. DHS will be working with external partners while completing this part of the process.
 - More information can be found at the [IDDMH System Improvement website](https://www.dhs.wisconsin.gov/dms/imsi.htm) (<https://www.dhs.wisconsin.gov/dms/imsi.htm>).
- DHS published the final version of updated standards for certified 1-2 bed Adult Family Homes (AFH). The standards can be viewed [online on the DHS website](https://www.dhs.wisconsin.gov/publications/p0/p00638.pdf) (<https://www.dhs.wisconsin.gov/publications/p0/p00638.pdf>).

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XIV. Meet With Access Staff, Board Members, and/or Consumers

- Agenda item tabled indefinitely.

XV. Adjourn for the Day

- Randi Johnson made a motion to adjourn the August 19, 2024 ILCW Quarterly meeting to reconvene Tuesday, August 20, 2024 at 9:00 A.M. Jason Endres seconded the motion. ILCW voted unanimously to adjourn the meeting. Motion carried. See Motion Item 5.

**Meeting Adjourned at 2:59 P.M. to Reconvene Tuesday
August 21, 2024 at 9:00 A.M.**

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Tuesday, August 21, 2024

XVI. Welcome and Introductions, Eric Riskus, ILCW Chair

ILCW Quarterly Members Present: Juile Bergan; Sara Eckland; Jason Endres; Jacki Gordon; Mary Jane Grande; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; Ramsey Lee; and Eric Riskus, ILCW Chair.

ILCW Members Absent; Excused (*): Ann Belisle; LySandra Owens*, ILCW Secretary; Martha Siravo, and Tyler Wigington.

ILCW Ex-Officio Members Present: Dana Raue, DHS; and Andrzej Walz-Chojnacki, Department of Vocational Rehabilitation (DVR).

ILCW Ex-Officio Members Absent; Excused (*): Ashley Baker*, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE) Representative; Taqwanya Smith*, Department of Transportation (DOT).

Guest(s): Jason Glozier, Wisconsin Coalition of Independent Living Centers (WCILC); and Margo Lucas, Seeing the World, LLC.

ILCW Staff: Tyler Wilcox, ILCW Executive Director.

XVII. The meeting was reconvened at 9:22 P.M. by Eric Riskus, ILCW Chair

- The meeting was called to order more than 15 minutes after the scheduled meeting start time due to technical support issues that needed to be resolved for persons joining the meeting using the Zoom platform.
- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 862 7366 8347. The meeting was also available via [Zoom](#).

XVIII. Approval of the ILCW Federal Fiscal Year (FFY) 2025 Budget

- ILCW Executive Director did not need to make any changes to the budget proposed during the August 19, 2024 discussion regarding the budget.

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- The budget proposal selected by the council was titled “FFY 2025 Budget – No Staff – IE Increase.” The budget proposal considers an increase of \$20,000 in Innovation and Expansion (I&E) funding to the Council.
 - There were four budgets proposed with comparisons. All of which are available in the ILCW August 19-20, 2024 Meeting Packet, which can be found at:
<https://www.livebinders.com/b/3572248?tabid=3d4aad04-ae29-f9e1-05ec-91c23ead5cb6>
- Jason Endres made a motion to approve the Federal Fiscal Year 2025 Budget. Randi Johnson seconded the motion. ILCW Voted unanimously to approve the budget. Motion carried. See Motion Item 6.

XIX. Reports Provided by Council Members who Attended 2024 National Council on Independent Living (NCIL) Conference

- ILCW Executive Director provided the following report.
 - ILCW Executive Director focused on issues related to disabilities on an international level. He attended several discussions regarding the United Nations (UN) Convention on Persons with Disabilities, which has not been fully ratified by the United States.
 - International outreach may be a good activity for the council to begin working toward in the future.
 - The Administration on Community Living (ACL) provided a presentation regarding several issues pertinent to the relationships between Independent Living Centers (ILCs), DSEs, and Statewide Independent Living Councils (SILCs). NCIL and other IL leaders are working with ACL to develop guidance for some of the topics related to the presentation, some of which may have a major impact on future SPIL development.
- Julie Bergan, ILCW Vice Chair Elect, provided the following report:

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- Julie Bergan also participated in several discussions regarding the international disability community.
- During the meetings with Senators Johnson and Baldwin, Julie discussed her experiences with being a person who is newly disabled and the Social Security system, highlighting some of the shortfalls of how the Social Security Disability Income (SSDI) program is administered and implemented.
- Mary Jane Grande provided the following report:
 - Mary Jane Grande has been a member of the IL movement for many years but was encouraged by the opportunity to join the conference. She focused much of her attention on the movement, and how to strengthen both ILCs and SILCs.
 - During the legislative visits, Mary Jane Grande discussed the difficulty of working with the Veteran's Administration, especially given their reluctance to collaborate with ILCs, who have many resources that would be useful and/or complimentary for many of the veterans seeking services through the VA.

XX. Discuss ILCW Membership in Wisconsin Survival Coalition

- Wisconsin Survival Coalition is a member organization that is comprised of around 40 disability and disability lead organizations. Both Disability Advocacy Day and the Self-Determination Conference are organized by Survival Coalition. Survival Coalition does a fair amount of advocacy on behalf of persons with disabilities in Wisconsin.
 - Disability Rights Wisconsin (DRW), Wisconsin's Protection and Advocacy (P&A) Organization, WCILC, Governor's Council on People with Disabilities, and several other groups ILCW routinely partners with are part of the Survival Coalition.
 - Some of the advocacy activities involve lobbying.
 - ILCW is federally funded, and thus cannot participate in lobbying activities.

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- ILCW could use unrestricted funds to lobby, however registering as a lobbyist is an onerous process, and would not be a good use of the Executive Director's time.
- Wisconsin Survival Coalition is currently undergoing some structural and leadership changes. It may not be advisable for ILCW to join at this time.
 - ILCW Executive Director will add a discussion about joining Wisconsin Survival Coalition to the ILCW FFY 2025 August Quarterly Agenda. See Action Item 8.

XXI. Discuss 2025-2027 SPIL

- ILCW Members have more individual responsibility in the 2025-2027 SPIL; each will need to participate in 10 hours of training over the course of each of the SPIL's fiscal years.
 - There are plenty of training opportunities provided within the Wisconsin Independent Living Network (WILN) like Independent Living (IL) Days, Quarterly Meetings, and WILN sponsored webinars.
 - It will be important for ILCW Members to report on their training so that it can be tracked and recorded.
- ILCW will work with WCILC to develop topics for training that would be provided to WILN and partner organizations. ILCW Members need some time to think about what things they feel would be important to learn about.
 - ILCW Executive Director will add a discussion regarding providing a training opportunity for the Wisconsin Independent Living Network (WILN) and partner organizations to the November 18-19, 2024 ILCW Quarterly Meeting agenda. See Action Item 9.
- ILCW Executive Director Developed a tracking tool to be used for reporting on progress toward 2025-2027 SPIL Goals, based on the "SPIL Tracker" that was used for the 2021-2024 SPIL.

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- Although it uses more pages than the previous SPIL tracker, the new design seems to be more understandable.
 - The new tool is designed so that people submitting reports can tab through each of the boxes when adding information.
 - Each SPIL Goal indicator is given its own page. This should also help simplify reporting when the Program Performance Report (PPR) is due at the end of each year.
 - Because each indicator has its own page, a larger font was used for the tool, so it is more accessible for persons with difficulty seeing smaller text.
 - The tracker should also be accessible for persons using screen readers.
- There are too many “leads” listed for many of the indicators.
 - For the most part, indicator should only have 1 lead, as is reflected in the SPIL.
 - This is not an official document, and is only used for reporting purposes, so it can be edited without going through a public hearing process.
 - ILCW Executive Director and Wisconsin Coalition of Independent Living Centers (WCILC) Executive Director will make final edits to the Draft 2025-2027 State Plan for Independent Living (SPIL) Goal Tracker before sending it to the Designated State Entity (DSE) for inclusion in the upcoming Federal Fiscal Year (FFY) 2025 Grant Continuation Packets. See Action Item 10.
- Jackie Gordon made a motion to approve the 2025-2027 SPIL Goal Tracker after updates are completed by ILCW and WCILC Executive Directors. Mary Jane Grande seconded the motion. ILCW voted unanimously to approve the 2025-2027 SPIL Goal Tracker. Motion Carried. See Motion Item 7.

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XXII. Discuss Amendment to 2025-2027 SPIL

- ILCW is waiting for approval of the DRAFT 2025-2027 SPIL which was submitted June 24, 2024. There has not been any communication from the Administration on Community Living (ACL) regarding the SPIL.
 - ILCW Executive Director alerted ACL that ILCW intends to submit an amendment following approval of the 2025-2027 SPIL due to the increase in Innovation and Expansion (I&E) funds provided by Department of Vocational Rehabilitation (DVR).
 - Submitting an amendment following approval of the draft SPIL was recommended by Paula McElwee and ACL.
- ILCW Executive Director updated the funding tables and corrected a typo in the Draft 2025-2027 SPIL Amendment.
 - Sections of the narrative do not reflect the amended funding table and should be updated so they are in alignment.
 - ILCW Executive Director will review the Draft 2025-2027 SPIL Amendment to ensure that the narrative sections reflect the changes made to the funding table before the September 17, 2024, ILCW SPIL Committee Meeting. See Action Item 11.
 - Mary Jane Grande made a motion to approve the Draft 2025-2027 SPIL Amendment with edits completed to reflect changes to the funding table per council vote on August 19, 2024. Jackie Gordon seconded the motion. ILCW voted unanimously to approve the Draft 2025-2027 SPIL Amendment. Motion carried. See Motion Item 8.

XXIII. Discuss Updates from ILCW Committees

- Randi Johnson, ILCW Secretary, provided an update for the ILCW Membership Committee.
 - ILCW Membership committee met August 5, 2024. The committee discussed their role, and determined that they have several functions, depending on what the Council's membership needs at a given time.

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- Outreach activities may be completed by the committee when ILCW needs new members.
- The committee can discuss training opportunities and conference attendance when necessary.
- New committees and projects are frequently discussed by the membership committee.
- ILCW Executive Director frequently loses contact with candidates for ILCW membership during the application process.
 - Candidates frequently stop communicating with ILCW Executive Director part-way through the process. In some cases, they do not provide good contact information. Often, they do not respond to any attempts to follow up after an initial discussion.
 - Giving prospective members an application may help in several ways.
 - The application will be a good way to keep demographics and contact information on file about the candidate.
 - Completing an application shows some degree of commitment from the applicant and may reinforce their desire to join the council.
 - ILCW Executive Director designed an application to be provided to anyone who expresses interest in joining the Council.
 - The application can be navigated using only a computer keyboard and can be designed for use on different platforms and in different formats.
 - This would be the official ILCW application but is different to the application required by the Governor's Office of Appointments.

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- Randi Johnson made a motion to approve the application designed by ILCW Executive Director for completion by people who express interest in joining the council. Jackie Gordon seconded the motion. ILCW voted unanimously to approve use of the application. Motion carried. See Motion Item 9
- ILCW Executive Director will design several different ILCW Application formats for use with different platforms including hand-written completion and Survey Monkey. See Action Item 12.
- Kyle Kleist, ILCW Vice Chair, provided an update about ILCW SPIL Committee.
 - SPIL Committee cancelled its August 20, 2024 meeting because it conflicted with the ILCW Quarterly Meeting. The Committee is considering moving to a bi-monthly or quarterly schedule for FFY 2025 because the committee has fewer tasks following completion of development for the 2025-2027 SPIL.
 - SPIL Committee is awaiting approval of the 2025-2027 SPIL by ACL. At the September 17, 2024 meeting, they will discuss issues pertaining to the SPIL amendment including public hearing schedule, implementation, and other coordination.
- Eric Riskus, ILCW Chair, provided an update about ILCW Executive Committee.
 - ILCW Executive Committee will begin looking at ways in which the Council can provide more assistance to ILCW Executive Director. They will also begin discussing activities and projects which can be undertaken by the council to help support the completion of SPIL goals, the ILCs, and WILN.

XXIV. Discuss the use of Stream Text for Future ILCW In-Person Meetings and Activities

- ILCW used stream text throughout this meeting.

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- Stream Text allows users to click on a link to bring up live captions on their own devices, like smartphones, tables, or personal computers.
- Captions in the Stream Text have several options including text color, background color, font, and size, which are controlled by each user individually.
- Because Stream Text is opened in a separate window, it can be arranged by each user to ensure they are not distracted by the captions, but also have ready access to the text as it is being written. In live settings, Stream Text can be used in a separate window with a power point presentation and projected on one screen, eliminating the need for a caption screen and a PowerPoint slide screen.
- Stream Text is not free; it costs \$20 per hour.
 - There is a free platform, Bridge Mobile. However, whereas Stream Text only requires one click to bring up a meeting captioning, the Bridge Mobile platform requires a lengthy process that is a little convoluted, which could cause delays during meetings, especially when there are tech support issues. Bridge Mobile also does not seem to be quite as accessible as stream text.
- Jason Endres made a motion to approve the use of Stream Text for live captioning services at future ILCW Quarterly Meetings and other in-person meetings, events, and activities. Randi Johnson seconded the motion. ILCW Voted unanimously to approve the use of Stream Text. Motion carried. See Motion Item 10.

XXV. Adjourn

- Kyle Kleist made a motion to adjourn the August 19-20, 2024 ILCW Quarterly meeting. Randi Johnson seconded the motion. Motion carried. See Motion Item 11.

Meeting Adjourned at 11:35 A.M.