

Address: 3810 Milwaukee St.
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Independent Living Council of Wisconsin (ILCW) Executive Committee Teleconference Meeting

December 5, 2024

12:30 P.M. – 2:00 P.M.

Action Items and Motion Items

APPROVED FEBRUARY 6, 2025

A. ILCW Executive Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will remind Eric Riskus to send ILCW Executive Committee members the ILCW Administrative Staff job description and the ILCW Bylaws describing ILCW Officer roles and responsibilities.
- 2. Action Item:** ILCW Executive Director will complete the online version of the Program Performance Report (PPR) and inform the Designated State Entity that they may begin working on their portion of the PPR.
- 3. Action Item:** ILCW Executive Director will continue to request guidance with regards to when and how to submit the 2025-2027 SPIL Amendment.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Julie Bergan made a motion to approve the December 5, 2024 ILCW Executive Committee meeting agenda. Sara Eckland seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** LySandra Owens made a motion to approve the October 3, 2024 ILCW Executive Committee meeting minutes. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** LySandra Owens made a motion to recommend that ILCW Finance Committee and ILCW Executive Committee meetings be held concurrently starting in Calendar Year 2025. Julie Bergan

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seconded the motion. ILCW Executive Committee voted unanimously to hold joint Finance and Executive Committee meetings. Motion carried.

- 4. Motion Item:** Sara Eckland made a motion to adjourn the December 5, 2024 ILCW Executive Committee meeting. LySandra Owens seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Kyle Kleist, ILCW Vice Chair

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

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

ILCW Staff: Tyler Wilcox, ILCW Executive Director

II. The meeting was called to order at 12:45 P.M. by Kyle Kleist, ILCW Vice Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 890 9852 6645. The meeting was also available via [Zoom](#).

III. Review and Approve December 5, 2024 ILCW Executive Committee Meeting Agenda

- Julie Bergan made a motion to approve the December 5, 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.

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IV. Review and Approve October 3, 2024 ILCW Executive Committee Meeting Minutes

- LySandra Owens made a motion to approve the October 3, 2024 ILCW Executive Committee meeting minutes. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Executive Director will remind Eric Riskus to send ILCW Executive Committee members the ILCW Administrative Staff job description and the ILCW Bylaws describing ILCW Officer roles and responsibilities. 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=>)
- Kyle Kleist provided some information regarding the Department of Vocational Rehabilitation (DVR).
 - DVR will be asking the State Legislature to help provide funding to help alleviate \$1.6 Million dollar shortfall in the state's match funding. If DVR does not receive the funding, it will not be able to use all federal funds available to the Department. This, in turn, will lead to DVR developing a wait list for consumers who need services in order to secure employment.
- Public comment closed at 12:55 P.M.

VI. Discuss Updates Regarding Q90 and Program Performance Report (PPR) and 2025-2027 SPIL Amendment Submission

- ILCW Executive Director has been working on an offline version of the PPR in order to get it prepared for submission.
- The morning before this meeting, Administration on Community Living (ACL) informed Statewide Independent Living Councils (SILCs) that the Independent Living Services (ILS) PPR was ready for online completion and submission.

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- ILCW Executive Director will complete the online version of the Program Performance Report (PPR) and inform the Designated State Entity that they may begin working on their portion of the PPR. See Action Item 2.
- ILCW is still waiting on word as to when it should submit the 2025-2027 SPIL Amendment. ILCW has reached out to ACL, who have responded that they would let ILCW know when the amendment can be submitted and signed by the ILCs Directors.
 - ILCW Executive Director will continue to request guidance with regards to when and how to submit the 2025-2027 SPIL Amendment. See Action Item 3.

VII. Discuss Work Distribution During ILCW Executive Director Parental Leave

- ILCW Executive Director will be taking extended leave in early 2025 to help care for his new baby. During his leave, administrative tasks will need to be completed by ILCW Members. The DSE may also be willing to help with some tasks.
- ILCW does not have a formal parental leave policy.
 - Sara Eckland reported that Independent Living Resources (ILR) follows the policies in the Family Medical Leave Act (FMLA). However, this would not apply to ILCW which currently has a staff of one person.
 - Center for Independent Living Western Wisconsin (CILWW) also follows FMLA guidelines.
 - ILCW should, as a council determine how it wishes to protect the ability of staff persons to take leave when necessary, and further determine if this leave should be paid.
 - It may be appropriate for Finance Committee to look at this policy. The Policy and Procedure committee will also be focusing on parental leave.

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- Due to the holidays, it may be necessary to cancel both Finance Committee and Executive Committee meetings in January.
- Finance committee has been having trouble making quorum. Most Finance Committee members are also Executive Committee members. Holding both meetings concurrently may be a good step to ensure that Finance Committee can meet more regularly.
 - LySandra Owens made a motion to recommend that ILCW Finance Committee and ILCW Executive Committee meetings be held concurrently starting in Calendar Year 2025. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously to hold join Finance and Executive Committee meetings. Motion carried. See Motion Item 3.

VIII. Adjourn

- Sara Eckland made a motion to adjourn the December 5, 2024 ILCW Executive Committee meeting. LySandra Owens seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 1:16 P.M.