

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

April 2, 2026

1:00 P.M. – 2:30 P.M.

APPROVED JUNE 4, 2026

Action Items and Motion Items

A. ILCW Executive Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will put a discussion regarding 401 (K) contributions by the Council for ILCW Staff on the next ILCW Executive Committee Agenda.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Julie Bergan made a motion to approve the April 2, 2026 ILCW Executive Committee meeting agenda. Kyle Kleist seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Sara Eckland made a motion to approve the March 5, 2026 ILCW Executive Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to recommend the February 2026 financial statement for approval by the full ILCW Council. Sara Eckland seconded the motion. The Executive Committee voted unanimously to recommend the financial statement for approval. Motion carried.
- 4. Motion Item:** Kyle Kleist made a motion for ILCW Executive Committee meeting to go into a closed session. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously. Motion carried. Closed session began at 2:03 PM.

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5. Motion Item: Sara Eckland made a motion for the ILCW Executive Committee meeting to move out of closed session. Kyle Kleist seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried. Closed session ended at 2:30PM.

6. Motion Item: Julie Bergan made a motion to adjourn the April 2, 2026 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried. Meeting Adjourned at 2:31 P.M.

C. Meeting Minutes

1. Welcome and Introductions, Mary Jane Grande, ILCW Chair

ILCW Members Present: Julie Bergan, ILCW Secretary; Sara Eckland, ILCW Independent Living Center (ILC) Representative; Mary Jane Grande, ILCW Chair; and Kyle Kleist, ILCW Vice Chair.

ILCW Members Absent; Excused (*): Kathy Acevedo*, ILCW Treasurer; and LySandra Owens, ILCW Vice Chair-Elect.

Guest(s): Cassandra Potter; and Amanda Utz, SustainableHR.

ILCW Staff: Tyler Wilcox, ILCW Executive Director.

2. The meeting was called to order at 1:05 P.M. by Mary Jane Grande, ILCW 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](#).

3. Review and Approve April 2, 2026 ILCW Executive Committee Meeting Agenda

- Julie Bergan made a motion to approve the April 2, 2026 ILCW Executive Committee meeting agenda. Kyle Kleist seconded the motion. ILCW Executive Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

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4. Review and Approve March 5, 2026 ILCW Executive Committee Meeting Minutes

- Sara Eckland made a motion to approve the March 5, 2026 ILCW Executive Committee meeting minutes. Kyle Kleist seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.

5. 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 comments received; comment period closed at 1:20 P.M.

6. Review and Discuss ILCW Financial Situation

- Review and Discuss February 2026 ILCW Financial Statement
 - No Notice of Award and waiting for remaining of Part B funding.
 - Spending overall has been minimal and can keep going financially until October 2026 and into the next fiscal year.
 - Weekly financial updates from the Executive Director will continue.
 - A payment of \$250 for SurveyMonkey was recently paid for.
 - Kyle Kleist made a motion to recommend the February 2026 financial statement for approval by the full ILCW Council. Sara Eckland seconded the motion. The Executive Committee voted unanimously to recommend the financial statement for approval. Motion carried. See motion item 3.

7. Review and Discuss ILCW Staff Benefits

- Amanda Utz, Sustainable HR, provided an overview of the benefits available to ILCW Staff through ILCW's Professional Employment Organization (PEO), SustainableHR.
 - All benefits in SustainableHR's benefits package are available to ILCW staff.

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- Staff may elect to retain or waive most benefits during the open enrollment period which usually begins in November of Each year.
 - Some benefits, like the 401 (K), may begin at any time.
 - Certain life events, like loss of coverage from another source, may trigger a “special enrollment period.”
- ILCW Executive Director elected to retain dental and vision coverage. This was not included in the budget and will amount to about \$2000 for the year. Because it is not 10% of the budget, a budget amendment is not needed. This was not included in the budget because in previous years he did not need to use the insurance offered by ILCW and SustainableHR.
- The ILCW Executive Director has been working full time, 30 hours a week per handbook, and has not contributed to any retirement account like a 403 (B) or 401 (K).
 - Sustainable HR offers a 401 (K) which ILCW staff may elect to make contributions to. ILCW Executive Director was not aware of this possibility.
 - Kyle Kleist noted that A full explanation of benefits was not completed when the Executive Director started.
 - ILCW may determine if it wishes to match contributions made by the Executive Director to the available 401 (K)
 - ILCW Executive Director advised that the Council should determine if a contribution match should be made available to benefit all potential ILCW staff, himself included.
 - ILCW Executive Director will put a discussion regarding 401 (K) contributions by the Council for ILCW Staff on the next ILCW Executive Committee Agenda
- ILCW Executive Committee found this discussion of benefits extraordinarily helpful.

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- To ensure new Executive Committee members understand the benefits, SustainableHR will be invited to review the ILCW Staff benefits package annually.

8. Review, Discuss, and Approve Parking Lot Items

- There were no parking lot items to discuss following this meeting's agenda.

9. Closed Session

- Kyle Kleist made a motion for ILCW Executive Committee meeting to go into a closed session. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously. Motion carried. Closed session began at 2:03 PM. See Motion Item 4.
- No votes were called during the closed session.
- Sara Eckland made a motion for the ILCW Executive Committee meeting to move out of closed session. Kyle Kleist seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried. Closed session ended at 2:30PM. See Motion Item 5.

10. Adjourn

- Julie Bergan made a motion to adjourn the April 2, 2026 ILCW Executive Committee meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 6.

Meeting Adjourned at 2:31 P.M