

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

June 4, 2026

1:00 P.M. – 2:30 P.M.

APPROVED JULY 9, 2026

Action Items and Motion Items

A. ILCW Executive Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will meet with a representative from Slavic401K to discuss options and next steps needed for ILCW to activate a 401(k) for ILCW Staff.
- 2. Action Item:** ILCW Executive Director will contact Summit Credit Union to request an increase of his Credit Card limit from \$3,500 to \$7,500.
- 3. Action Item:** ILCW Executive Director will inform ILCW Policy and Procedure Committee that an update must be made to the ILCW Fiscal Policies.
- 4. Action Item:** ILCW Executive Director will send a draft version of the 2028-2030 Needs Assessment survey to the Full Council to collect comments and suggestions before the June 16, 2026 ILCW State Plan for Independent Living (SPIL) Committee meeting.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** LySandra Owens made a motion to approve the June 4, 2026 ILCW Executive Committee meeting agenda. Julie Bergan 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 April 2, 2026 ILCW Executive Committee meeting minutes. Julie Bergan seconded the motion. ILCW Executive Committee voted unanimously to approve the minutes. Motion carried.

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- 3. Motion Item:** Sara Eckland made motion to recommend the April, 2026 ILCW Final Report for approval by the Full Council. Julie Bergan seconded the motion. The Executive Committee voted unanimously to recommend the report for approval. Motion carried.
- 4. Motion Item:** Sara Eckland made a motion to grant ILCW Executive Director decision making authority to develop a 401(k) plan with a 3% contribution match with Slavic401K. The Executive Committee voted unanimously to grant decision making authority to the Executive Director. Motion carried.
- 5. Motion Item:** Julie Bergan made a motion to increase ILCW Executive Director's credit card limit from \$3,500 to \$7,500. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to increase the credit limit. Motion Carried.
- 6. Motion Item:** Sara Eckland made a motion to adjourn the June 4, 2026 ILCW Executive Committee meeting. LySandra Owens seconded the motion. Motion carried. Meeting Adjourned at 1:36 P.M.

C. Meeting Minutes

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

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

ILCW Members Absent; Excused (*): Kathy Acevedo*, ILCW Treasurer; and Mary Jane Grande*, ILCW Chair.

Guest(s): Lauren Grudzinski; and Jason Willborn, CEO, SustainableHR Professional Employer Organization (PEO).

ILCW Staff: Tyler Wilcox, ILCW Executive Director

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2. The meeting was called to order at 1:03 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](#).

3. Review and Approve June 4, 2026 ILCW Executive Committee Meeting Agenda

- LySandra Owens made a motion to approve the June 4, 2026 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.

4. Review and Approve April 2, 2026 ILCW Executive Committee Meeting Minutes

- Sara Eckland made a motion to approve the April 2, 2026 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.

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

6. Review and Discuss ILCW Finances

- In April, ILCW spent about \$8,000, which is the estimated minimum needed for monthly operations.
 - Grant packets have been signed and are being executed following receipt of Notices of Award for the remainder of Federal Fiscal Year (FFY) 2026. ILCW will need to increase funding to fully expend its Part B allocation by the end of the Fiscal Year.

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- The National Council on Independent Living Conference attendance by ILCW member and Scholarships will amount to approximately \$25,000.
- The Council will need to continue to look for other ways to spend the funding to make sure ILCW does not have any carryover.
- Per ILCW Bylaws, ILCW Executive committee may conduct business on behalf of the council. However, ILCW Executive Committee still wants to recommend Financial Reports to the full council rather than approving them at ILCW Executive Committee meetings.
 - Sara Eckland made motion to recommend the April, 2026 ILCW Final Report for approval by the Full Council. Julie Bergan seconded the motion. The Executive Committee voted unanimously to recommend the report for approval. Motion carried. See motion item 3.

7. Discuss Details of 401(k) for ILCW Employees

- Jason Willborn provided the Executive Committee a brief explanation of the next steps needed to activate a 401(k) for ILCW Staff.
 - A 3% match is standard for most organizations. This means that ILCW would match any contributions staff make to their 401(k) plans up to 3% of their salary.
 - ILCW Executive Committee members stated that a 3% match seemed appropriate for ILCW.
 - Activating a 401(k) plan will not require a budget amendment for this fiscal year because 3% of ILCW Staff salary is less than 10% of the total budget and therefore would not trigger the need for amendment.
 - Jason Willborn stated that it could be possible to have the 401(k) activated and ready for contributions as early as the first period in August.

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- ILCW Executive Director stated that we need a vote from the full Council. The August quarterly meeting will be August 11, which is a week later than the 1st pay period of that month.
- ILCW would need to meet with Slavic401K, the company that administers the 401(k) plans for SustainableHR.
 - ILCW Executive Director will meet with a representative from Slavic401K to discuss options and next steps needed for ILCW to activate a 401(k) for ILCW Staff. See Action Item 1.
- Sara Eckland made a motion to grant ILCW Executive Director decision making authority to develop a 401(k) plan with a 3% contribution match with Slavic401K. The Executive Committee voted unanimously to grant decision making authority to the Executive Director. Motion carried. See motion item 4.

8. Discuss Reporting Needed from Wisconsin Coalition of Independent Living Centers (WCILC)

- Agenda item tabled until the July 9, 2026 ILCW Executive Committee Meeting.

9. Review and Discuss Increasing ILCW Executive Director Credit Card Limit

- The Executive Director said the current credit card limit is \$3,500; ILCW Chair also has a Credit Card with a limit of \$3,500 for overflow.
 - During months in which there is a significant amount of travel, this credit limit is inadequate.
 - A \$10,000 limit would be too high.
 - A \$7,500 credit limit seems to be fairly standard for ILC and other Executive Directors of similar organizations.

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- Julie Bergan made a motion to increase ILCW Executive Director's credit card limit from \$3,500 to \$7,500. LySandra Owens seconded the motion. ILCW Executive Committee voted unanimously to increase the credit limit. Motion Carried. See Motion Item 5.
- ILCW Executive Director will contact Summit Credit Union to request an increase of his Credit Card limit from \$3,500 to \$7,500. See Action Item 2.
- ILCW Executive Director will inform ILCW Policy and Procedure Committee that an update must be made to the ILCW Fiscal Policies. See Action Item 3.

10. Review and Discuss Need for Executive Committee to Approve Needs Assessment Survey Before it is Sent Out

- ILCW SPIL Committee has been working on the Needs Assessment. Most ILCW Executive Committee members are also a part of the SPIL committee. As such a majority of ILCW Executive Committee is familiar with the survey and comfortable with SPIL Committee publishing the survey if they feel that it is ready for distribution.
 - ILCW Executive Director will send a draft version of the 2028-2030 Needs Assessment survey to the Full Council to collect comments and suggestions before the June 16, 2026 ILCW State Plan for Independent Living (SPIL) Committee meeting. See Action Item 4.

11. Review, Discuss, and Approve Parking Lot Items

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

12. Adjourn

- Sara Eckland made a motion to adjourn the June 4, 2026 ILCW Executive Committee meeting. LySandra Owens seconded the motion. Motion carried. See Motion Item 6.

Meeting Adjourned at 1:36 P.M