

Address: 3810 Milwaukee St.  
Madison, WI 53714  
Phone: (608) 575-9293  
Website: [ilcwis.org](http://ilcwis.org)



## **Independent Living Council of Wisconsin (ILCW) November Quarterly Teleconference Meeting**

Monday, November 14, 2022 10:00 A.M. – 3:00 P.M.  
Tuesday, November 15, 2022 10:00 A.M – 12:00 P.M.

APPROVED FEBRUARY 13, 2023

### **Action Items and Motion Items**

#### **A. ILCW November 14-15, 2022 Quarterly Meeting Action Items**

- 1. Action Item:** ILCW Program Coordinator will register LySandra Owens, Angela Brenna, and himself for SILC Congress before the December 15, 2022 early bird deadline.
- 2. Action Item:** ILCW Program Coordinator will send the July and August 2022 financial statements to the full council for review before the November 15, 2022 Quarterly Meeting.
- 3. Action Item:** ILCW Program Coordinator will send Financial Reports to the ILCW Full Council monthly for review; comments and questions will be addressed at ILCW Finance Committee meetings quarterly.
- 4. Action Item:** ILCW Program Coordinator will investigate developing a new expense reporting form in a spreadsheet program to reduce the likelihood of arithmetic errors and reduce time needed review expense forms when reimbursement requests are made.
- 5. Action Item:** ILCW Program Coordinator will add a discussion regarding resource development to the next ILCW Executive Committee meeting agenda
- 6. Action Item:** ILCW Program Coordinator will send the ILCW Conflict of Interest Statement and Accommodation Request form to ILCW members.

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**7. Action Item:** ILCW Program Coordinator will send an updated meeting invite to the ILCW Full Council for the February 13-14, 2023 ILCW Quarterly Meeting.

### **B. ILCW November 14-15, 2022 Quarterly Meeting Motion Items**

- 1. Motion Item:** Jason Beloungy made a motion to approve the November 14-15, 2022 ILCW November 14-15, 2022 Quarterly meeting agenda. Kyle Kleist seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the November 14-15, 2022 ILCW November 14-15, 2022 Quarterly meeting agenda. Kyle Kleist seconded the motion. Motion carried.
- 3. Motion Item:** Eric Riskus made a motion to adjourn the November 14-15, 2022 ILCW Quarterly Meeting. Jason Beloungy seconded the motion to adjourn the meeting. Motion carried.

### **C. Meeting Minutes**

#### **Monday, November 14, 2022**

#### **I. Welcome and Introductions, Jason Endres, ILCW Chair**

**ILCW Members Present In-Person:** Jason Beloungy; Angela Brenna; Jason Endres; Kyle Kleist; and Eric Riskus.

**ILCW Members Present Via Zoom:** Jackie Gordon; Randi Johnson; Deb Langham; LySandra Owens; and Martha Siravo.

**ILCW Ex-Officio Members Present Via Zoom:** Sarah Kuehn, Division of Vocational Rehabilitation (DVR); Amber Mullett, Department of Health Services (DHS), Beureau of Aging and Disability Resources (BADR); and Taqwanya Smith, Department of Transportation (DOT).

**Designated State Entity (DSE) Representative Present Via Zoom:** Lisa Sobczyk, DHS, BADR.

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**Guest(s) Present In Person:** Ashely Walker, DHS, BADR; and Don Wigington, Executive Director, Midstate Independent Living Choices (MILC).

**ILCW Staff:** Tyler Wilcox, ILCW Program Coordinator.

## **II. The meeting was called to order at 10:12 by Jason Endres, ILCW Chair**

- The meeting was held in-person at MILC, Stevens Point, Wisconsin.
- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 817 8762 9877. The meeting was also available via [Zoom](#).

## **III. Review and Approve November 14-15, 2022 ILCW November 14-15, 2022 Quarterly Meeting Agenda**

- Jason Beloungy made a motion to approve the November 14-15, 2022 ILCW November 14-15, 2022 Quarterly meeting agenda. Kyle Kleist seconded the motion. Motion carried. See Motion Item 1.

## **IV. Review and Approve September 29, 2022 ILCW Full Council Meeting Minutes**

- Eric Riskus made a motion to approve the September 29, 2022 ILCW November 14-15, 2022 Quarterly meeting minutes. LySandra Owens seconded the motion. Motion carried. See Motion Item 2.

## **V. Public Comment on the State Plan for Independent Living (SPIL) or Related to Independent Living Centers and Services**

- Link to SPIL (<https://www.livebinders.com/media/get/MjIxMjk0OTI=>)
- No comment received; public comment period closed at 10:18 A.M.

## **VI. Discuss Updates from ILCW Liaisons and Partner Organizations**

- Taqwanya Smith, DOT, provided an update for DOT.
  - The Non-Driver Advisory Committee will be meeting November 22, 2022 at 9:00 A.M. – 3:30 P.M. The Committee meeting will be live streamed on YouTube. The meeting can

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be accessed using the following link:

<https://www.youtube.com/watch?v=nFE9FAPCW4Q>.

- Sara Kuehn, DVR Representative, provided and update for DVR.
  - DVR has released two new online resources to help youth in transition.
    - The [career pathways](#) website provides information about careers in 16 different fields. The website is available at the following link:  
<https://dwd.wisconsin.gov/career-pathways/>
    - The [Transition Action Guide](#) (TAG) provides information to everyone involved in the transition process and explains their rights, responsibilities, roles, and how they should work with others on the transition team. The website can be found at the following link:  
<https://dwd.wisconsin.gov/dvr/policy-guidance/toolkits-guides-manuals/transition-action-guide/>
- Jason Glozier, WCILC Representative, Provided an update for DVR.
  - All eight ILCs expended their FFY 2022 Part B funding and will not have a carryover in FFY 2023.
  - WCILC is collecting Part B funding data and SPIL goal data to be used in the ILCW Program Performance Report (PPR) due January 31, 2022.
  - IL Days will be more focused on Wisconsin Independent Living Network (WILN) advocacy efforts and have four main tracks.
    - WILN Advisory Committees will be responsible for three tracks.
      - Transportation
      - Mental Health and Substance Use Disorder
      - Health Care and Long-Term Care

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- The fourth track will focus on network development, including discussion and development for the 2024-2026 SPIL.

## **VII. Discuss Attendance at Statewide Independent Living Council (SILC) Congress**

- The theme of this year's SILC Congress is the value of SILCs.
  - ILCW should consider providing a presentation about how to build an IL network that collaborates and works well together.
  - Having SILC members and ILC leadership present together would help show
- There is room in the budget for 3 council members and an ILCW Staff Person.
  - LySandra Owens would like to go to the SILC Congress.
  - Angela Brenna would like to go to the SILC Congress.
  - Either Eric Riskus or Jason Beloungy will take the third spot; both need to check their schedules.
- ILCW Program Coordinator will register LySandra Owens, Angela Brenna, and himself for SILC Congress before the December 15, 2022 early bird deadline. See Action Item 1.

## **VIII. Discuss ILCW Budget and Financials**

- ILCW Program Coordinator provided a review of the September, 2022 financial report.
- ILCW expended all Federal Fiscal Year (FFY) 2022 Part B and Innovation and Expansion funds.
  - ILCW will not have a carryover of Part B funds from FFY 2022.
- The meeting packet did not include financial reports from July 2022 or August 2022.

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- ILCW Finance Committee was unable to meet and therefore could not make a recommendation to approve the financial reports.
- ILCW Program Coordinator will send the July and August 2022 financial statements to the full council for review before the November 15, 2022 Quarterly Meeting. See Action Item 2.
- Approval of Financial Reports tabled until the November 15, 2022 Quarterly Meeting.
- ILCW Program Coordinator will send Financial Reports to the ILCW Full Council monthly for review; comments and questions will be addressed at ILCW Finance Committee meetings quarterly. See Action Item 3.

#### **IX. Discuss and Review ILCW Expense and Reimbursement Reporting as Presented by ILCW Program Coordinator**

- ILCW Program Coordinator provided a presentation about the ILCW reimbursement process and a demonstration of how to use the ILCW Expense Form.
- ILCW Program Coordinator will investigate developing a new expense reporting form in a spreadsheet program to reduce the likelihood of arithmetic errors and reduce time needed review expense forms when reimbursement requests are made. See Action Item 4.

#### **X. Discuss Updates from DHS Liaison, Amber Mullett, or Designee**

- Amber Mullett, DHS, BADR, shared several links with ILCW full council.
  - The DHS Independent Living Support Program Pilot will begin in July of 2023. Aging and Disability Resource Centers (ADRCs) and Tribal Aging and Disability Resource Specialist (ADRS) will be funded through the America Rescue Plan Act (ARPA). This will be a good opportunity for ILCs to partner with the ADRCs and Tribal ADRSs in their area. More

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information can be found at the following link:

<https://www.dhs.wisconsin.gov/arpa/hcbs-ilsp.htm>.

- Telehealth services are available for persons who test positive for persons 18 and older who test positive for COVID-19. More information can be found at the following link:  
<https://www.dhs.wisconsin.gov/covid-19/telehealth.htm>.
- Agency requests for the 2023-2025 Wisconsin Biennial Budget request are available to view at the following website:  
<https://doa.wi.gov/Pages/StateFinances/CurrentBiennialBudget.aspx>.
  - The DHS requests can be found at the following link:  
<https://doa.wi.gov/budget/SBO/2023-25%20435%20DHS%20Budget%20Request%20a.pdf>.
- Information regarding “unwinding” temporary rules regarding Medicaid and BadgerCare Plus during the COVID-19 pandemic can be found at the following website:  
<https://www.dhs.wisconsin.gov/covid-19/unwindingtoolkit.htm>.
- BADR is supportive of ILCW and WILN taking a more active role in the state, especially with advocacy efforts.
  - BADR will continue to find opportunities for partnership with the ILCs, ILCW and WCILC on grants and other special projects.
  - DHS Representative is taking a more active role in WILN retreat planning, SPIL Development, and ILCW Council meetings.
  - Some DHS resources may be made available to ILCW when needed by the council.
- DHS Representative has been working with both WCILC Executive Director and ILCW Program Coordinator to build and strengthen WILN’s relationship with the DSE, BADR, and DHS.

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## **XI. Meet with MILC Staff and/or Consumers**

- Don Wigington, Executive Director, MILC, provided a discussion about services offered at MILC.
  - Representative payee program.
  - Include Respect, I Self-Direct (IRIS) consultant agency.
  - Home care services.
- Eric Riskus provided information about MILC's drop-in mental health disability program.
  - Consumers may visit the drop-in center when it is open without appointments.
  - Staff and other consumers provide peer support; MILC staff at the center have completed Peer Support training.
  - The center runs several different programs to help consumers who visit with independent living skills.

## **XII. Recess**

**Meeting Recessed at 2:30 P.M. to reconvene at 10:00 A.M.  
Tuesday November 15, 2022.**

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**Tuesday November 15, 2022**

**XIII. Welcome and Introductions, Jason Endres, ILCW Chair**

**ILCW Members Present In-Person:** Jason Beloungy; Angela Brenna; Jason Endres; Kyle Kleist; and Eric Riskus.

**ILCW Members Present Via Zoom:** Jackie Gordon; Randi Johnson; Deb Langham; LySandra Owens; and Martha Siravo.

**ILCW Ex-Officio Members Present Via Zoom:** Sarah Kuehn, Division of Vocational Rehabilitation (DVR); Amber Mullett, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); and Taqwanya Smith, Department of Transportation (DOT).

**Designated State Entity (DSE) Representative Present Via Zoom:** Lisa Sobczyk, DHS, BADR.

**Guest(s) Present In-Person:** Ashely Walker, DHS, BADR; and Don Wigington, Executive Director, Midstate Independent Living Choices (MILC).

**ILCW Staff:** Tyler Wilcox, ILCW Program Coordinator.

**XIV. Reconvene ILCW November 14-15, 2022 Quarterly Meeting**

- ILCW November 14-15, 2022 Quarterly Meeting Reconvened at MILC at 10:05 A.M.
- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 817 8762 9877. The meeting was also available via [Zoom](#).

**XV. Discuss Resource Development**

- Building up some unrestricted funding will be important to the council.
  - Unrestricted funds will give ILCW some ability to lobby.
  - The state reimbursement schedule can cause some issues with cashflow; having some funding in reserves will help alleviate that.

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- ILCW will need to determine how much funding should be kept in reserve.
  - Too much funding could put the Council's non-profit status in jeopardy.
  - This would be a good discussion for the ILCW Executive Committee.
  - ILCW Program Coordinator will add a discussion regarding resource development to the next ILCW Executive Committee meeting agenda. See Action Item 5.
- ILCW may be able to provide some technical assistance and consultation for the centers.
  - ILCW Program Coordinator developed the Teaching Relationships for Everyone in Everyday Situations (TREES) relationships curriculum. He would be able to provide training to new staff on this program.
  - ILCW Program Coordinator and other staff at Society's Assets maintained school-aged services virtually during the COVID-19 pandemic, this might also be a good topic for some technical assistance.
- NASILC may be able to provide some examples of resource development initiatives they would be willing to share.
- There may be grants and other opportunities available from State agencies, network partners, and other stakeholders.
  - It will be important to make sure that any grant opportunities do not compete with the ILCs or WCILC.
  - There may be opportunities that allow for collaborative efforts across the network.
- Seeking direct donations may be a better way to build up ILCW reserves.

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- ILCW has an Amazon Smile account, which provides a minimum of 5 dollars per quarter when it is activated by people shopping on Amazon.com.
- The Blackbaud foundation sends ILCW a check for \$24.00 monthly.
- There may be other foundations and organizations who would be willing to provide some funding to ILCW.
- Resource development projects should not overwhelm ILCW Program Coordinator's capacity or interfere with his ability to complete other job duties.
  - A time study would help determine what capacity ILCW Program Coordinator has to work on resource development activities.

## **XVI. Discuss and Sign ILCW Annual Paperwork**

- ILCW Program Coordinator reviewed the documents that need to be collected annually from ILCW Members.
  - ILCW Conflict of Interests Policy should be current with each fiscal year.
  - The Accommodations Request document is used to justify any expenses related to ADA accommodations paid for by the council.
- ILCW Program Coordinator will send the ILCW Conflict of Interest Statement and Accommodation Request form to ILCW members. See Action Item 6.
  - Documents may be signed and returned by any means, including electronically, by mail, or dropping off at the ILCW office.

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## **XVII. Discuss Updates Provided by ILCW Committees**

- Jason Endres, ILCW Chair, provided an update on the ILCW Executive Committee.
  - ILCW Executive Committee continues to meet monthly.
  - ILCW Executive Committee is working toward making the council stronger.
  - The Committee meets between ILCW Full Council meetings, and often looks at issues that do not need the Full Councils engagement or that need to be addressed before the Full Council can convene.
- Randi Johnson, ILCW Secretary, provided an update on the ILCW Membership Committee.
  - Membership Committee was unable to meet for its last scheduled meeting due to a lack of quorum; several committee members were on vacation.
  - ILCW Membership Committee consistently works on developing new outreach strategies.
    - A major focus is creating meaningful diversity within the full council and targeting recruitment efforts toward historically excluded populations.
  - Newer ILCW Members are encouraged to join the Membership Committee; their experiences with joining the council will help streamline the application and orientation process.
- Kyle Kleist, ILCW Vice-Chair, provided an update on the SPIL Committee.
  - SPIL committee is continuing to meet monthly, despite the 2020-2023 SPIL extension.
    - The Administration on Community Living (ACL) is asking for SPIL amendments.

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- The new SPIL will be a significant change; ACL would likely not accept the new proposals as an amendment.
- Current efforts within the SPIL workgroups are focused on making amendments to the current SPIL. When these are solidified, workgroups will return to development of the new (2024-2026) SPIL.
- Angela Brenna, WILN Retreat Planning Committee Chair, provided an update on the WILN Retreat Planning Committee.
  - WILN Retreat Planning Committee is focusing on what we will do for the IL Days portion of the WILN Retreat.
    - On the evening of February 7<sup>th</sup>, there will be a meet and greet provided for WILN Leadership.
    - IL Training day, February 8<sup>th</sup>, will have several tracks, one of which will be devoted to network collaboration and SPIL development.
  - The committee will be determining a location for the June retreat at the next meeting, November 22, 2022.
    - The retreat will be held around Wausau or Steven's Point Wisconsin, because this is a central location.
    - There are several convention and/or conference centers that the committee is looking at.
      - Accessibility is the most important consideration.
      - Room layout, proximity to lodging and/or parking, available technology, and other factors are also being considered.

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## **XVIII. Adjourn**

- ILCW Chair, Jason Endres, encouraged council members to tell ILCW Program Coordinator what they would like to see on the agenda prior to the next quarterly meeting.
- ILCW Program Coordinator requested the dates for the next quarterly meeting be changed from February 20-21, 2023 to February 13-14, 2023 due to a scheduling conflict.
  - ILCW Program Coordinator will send an updated meeting invite to the ILCW Full Council for the February 13-14, 2023 ILCW Quarterly Meeting. See Action Item 7.
- Eric Riskus made a motion to adjourn the November 14-15, 2022 ILCW Quarterly Meeting. Jason Beloungy seconded the motion to adjourn the meeting. Motion carried. See Motion Item 3.

**ILCW Quarterly Meeting Adjourned November 15, 2022 at 11:07 A.M.**