

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



Independent Living Council of Wisconsin (ILCW) Quarterly Meeting

Monday November 13, 2023, 10:00 A.M. – 3:00 P.M.

Tuesday November 14, 2023, 9:00 A.M. – 12:00 P.M.

APPROVED FEBRUARY 19, 2024

Action Items and Motion Items

A. ILCW November 13-14, 2023 Quarterly Meeting Action Items

- 1. Action Item:** ILCW Program Coordinator will contact Anna Anderson for more information about ILCW joining the Wisconsin Disability Vote Coalition.
- 2. Action Item:** ILCW Program Coordinator will contact the Department of Administration to seek legal help and advice regarding the disparity between the Bylaws and Executive Orders regarding ILCW's membership.
- 3. Action Item:** Martha Siravo will send information about the University of Wisconsin, Whitewater ADA program to Taqwanya Smith.
- 4. Action Item:** Amber Mullett, Department of Health Services (DHS) will help the Council find a new DHS representative to serve as an Ex-Officio member of ILCW.
- 5. Action Item:** ILCW Program Coordinator will ask Finance Committee members if they are able to change the meeting time for the upcoming Finance Committee Meetings.
- 6. Action Item:** ILCW Program Coordinator will develop a map that shows where different Council Members live in the state.
- 7. Action Item:** ILCW Program Coordinator will develop a doodle poll to determine the best dates for the February 2023 and May 2023 Quarterly Meetings.

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8. Action Item: ILCW Program Coordinator will add an agenda item to the February 2023 Quarterly Meeting agenda to discuss dates and locations for the ILCW yearly in-person meeting.

B. ILCW November 13-14, 2023 Quarterly Meeting Motion Items

- 1. Motion Item:** Kyle Kliest made a motion to approve the ILCW November 13-14, 2023 Quarterly Meeting with adjustments for ex-officio and liaison scheduling conflicts. Juile Bergan seconded the amended motion. ILCW voted unanimously to approve the agenda with adjustments for scheduling conflicts. Motion carried.
- 2. Motion Item:** LySandra Owens made a motion to approve the ILCW August 14-15, 2023 Quarterly Meeting minutes. Kyle Kleist seconded the motion. ILCW voted unanimously to approve the minutes.
- 3. Motion Item:** LySandra Owens made a motion to approve the July, August, and September 2023 ILCW Financial reports. Jackie Gordon seconded the motion. ILCW voted unanimously to approve the financial reports.
- 4. Motion Item:** Jason Beloungy made a motion to use the Part B Carryover funding to give \$1,000 to each Independent Living Center in Wisconsin for the CILS First subscription and to use the additional \$2,000 to help cover some of the additional costs anticipated for Independent Living (IL) Days. LySandra Owens Seconded the motion. ILCW voted unanimously to provide the ILCs with \$8,000 for their CILS First Subscriptions and \$2,000 to costs associated with IL Days. Motion carried.
- 5. Motion Item:** Jason Beloungy made a motion to add Juneteenth as a paid holiday for ILCW Staff. Julie Bergan seconded the motion. ILCW voted unanimously to add Juneteenth as a paid holiday. Motion carried.

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- 6. Motion Item:** Eric Riskus made a motion to approve and adopt the ILCW Employee Handbook as presented by Sustainable Human Resources (HR). LySandra Owens seconded the motion. ILCW voted unanimously to approve and adopt the employee handbook. Motion carried.
- 7. Motion Item:** Kyle Kleist made a motion to adjourn ILCW November 13, 2023 Quarterly Meeting to reconvene at 9:00 A.M. November 14, 2023. Randi Johnson seconded the motion. Motion carried.
- 8. Motion Item:** Kyle Kleist made a motion for ILCW to meet in-person once per year at the May meeting which will rotate between different ILCs and Aging and Disability Resource Centers (ADRCs). LySandra Owens seconded the motion. Kyle Kleist amended the motion: will meet one time per year in-person at the May Quarterly meeting to coincide with the WCILC meeting locations. LySandra Owens seconded the motion as amended.
- 9. Motion Item:** Jackie Gordon made a motion for ILCW to meet once per year at a time, date, and location as determined by the Council. LySandra Owens seconded the motion. ILCW voted unanimously to have yearly in-person meetings. Motion carried.
- 10. Motion Item:** LySandra Owens made a motion to adjourn the ILCW November 13-14, 2023 Quarterly Meeting. Kyle Kleist seconded the motion. ILCW voted unanimously to adjourn the meeting. Motion carried.



C. Meeting Minutes

Monday, November 13, 2023

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Members Present: Jason Beloungy, ILCW Independent Living Center (ILC) Representative; Julie Bergan; Jason Endres, ILCW Chair; Jackie Gordon; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Treasurer; Eric Riskus, ILCW Vice-Chair Elect; Martha Siravo; and Tyler Wigington.

ILCW Ex-Officio Members Present: Sara Kuehn, Department of Vocational Rehabilitation (DVR); Amber Mullett, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Taqwanya Smith, Department of Transportation (DOT); and Lisa Sobczyk, DHS, BADR, Designated State Entity (DSE) Representative.

Guest(s): Jason Glozier, Executive Director Wisconsin Coalition of Independent Living Centers (WCILC); and Ashley Walker, DHS, BADR.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator

II. The meeting was called to order at 10:01 A.M. by Jason Endres, ILCW Chair

- The meeting was held in-person at Independent Living Resources (ILR) in La Crosse, Wisconsin.
- The meeting was also available via teleconference by calling (312) 626-6799 with meeting ID: 846 4025 1289 or via [Zoom](#).

III. Review and Approve ILCW November 13-14, 2023 Quarterly Meeting Agenda

- Kyle Kleist made a motion to approve the ILCW November 13-14, 2023 Quarterly Meeting agenda. Julie Bergan seconded the motion.
 - Taqwanya Smith, DOT is unable to stay past 12:00 P.M. and requested a time to provide a report to the council before the lunch break.

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- Liaison reports can be moved to follow the public comment period.
 - Amber Mullett, DHS will not be available until the time listed on the agenda.
- Kyle Kliet made a motion to approve the ILCW November 13-14, 2023 Quarterly Meeting with adjustments for ex-officio and liaison scheduling conflicts. Juile Bergan seconded the amended motion. ILCW voted unanimously to approve the agenda with adjustments for scheduling conflicts. Motion carried. See Motion Item 1.

IV. Review and Approve ILCW August 14-15, 2023 Quarterly Meeting Minutes

- LySandra Owens made a motion to approve the ILCW August 14-15, 2023 Quarterly Meeting minutes. Kyle Kleist seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Program Coordinator has been having difficulty contacting the Disability Vote Coalition to request information about ILCW becoming a member. It was recommended that he try to contact Anna Anderson for more information.
 - ILCW Program Coordinator will contact Anna Anderson for more information about ILCW joining the Wisconsin Disability Vote Coalition. 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 (<https://www.livebinders.com/media/get/MjIxMjk0OTI=>)
- No public comments received; comment period closed at 10:20 A.M.

VI. Discuss ILCW Budget and Financial Information

- Financial reports have been reviewed as they become available by ILCW Finance Committee.

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- There have not been any causes for concern regarding ILCW's spending according to the reports.
 - ILCW fully expended all anticipated funding for Federal Fiscal Year (FFY) 2023. There will be a Part B carryover which is scheduled to be discussed later in the meeting.
 - ILCW Finance Committee recommends approval of the July, August, and September 2023 financial reports by the full council.
 - LySandra Owens made a motion to approve the July, August, and September 2023 ILCW Financial reports. Jackie Gordon seconded the motion. ILCW voted unanimously to approve the financial reports. Motion carried. See Motion Item 3.
- DHS has transitioned its reimbursement process to the Grant Enrollment and Application System (GEARS).
 - There has not been any noticeable impact on ILCW.
 - Although GEARS is supposed to work more quickly than the previous system, ILCW reports differently from other groups that use GEARS, so it has seen no notable changes.
 - The GEARS reports were supposed to calculate reimbursement to the penny, as opposed to the nearest whole dollar. However, the reporting mechanism does not allow for to-the-penny accounting, and is automatically rounding inputs to the nearest whole dollar.
 - GEARS reports have been completed on-time, and reimbursements have arrived in a timely fashion.
- ILCW has started FFY 2024 on a good note. Council members have attended both the Association of Programs for Independent Living (APRIL) and Self-Determination conferences in October. The Council will discuss the Statewide Independent Living Council (SILC) Congress later in this meeting. Several ILCW member will attend that conference as well.

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- ILCW is also working on SPIL development, and there will be expenses associated with that process.
- There may be other opportunities for travel, training, and development for the Council as the year progresses.

VII. Discuss Federal Fiscal Year (FFY) 2023 Part B Carryover

- Following a reconciliation, DHS found that ILCW had \$10,000 that were previously unaccounted for in Part B funding.
 - ILCW and BADR were both unaware of this funding. However, because it comes from the Part B award, it can be carried over into FFY 2024.
- ILCW Treasurer, at the request of the ILCW Executive Committee, provided the Council with a list of possible uses for the additional funding:
 - Purchase of additional Assistive Technology (AT) and/or software.
 - For example, Job Access With Speech (JAWS) or similar screen reading software, additional microphones for meeting access, external hard drives.
 - Most AT may be purchased through the WisTech program, or through other funding sources which would be more appropriate for the Council.
 - Using funding for transportation and additional costs which may be related to Independent Living (IL) Days.
 - IL Days seems likely to be more expensive this year. The hotel utilized by the network does not have enough accessible capacity, and there have been some difficulties with transportation in the past. This seems to be a good use of the funding.

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- IL Days continues to be the best means for collaboration between centers, the DSE, the Council and other network partners.
- Funds for scholarships to national conference.
 - The scholarship offered by the Council last year went well, however it was difficult to estimate the cost, this would make it hard to ensure that all carryover funds were expended by the end of the fiscal year.
- Use funds for salary of administrative staff to assist with daily operations of the Council.
 - The additional funding is not enough to provide a salary for a full-time employee. \$10,000 may be enough for a part-time position, however, there is no guarantee that there would be funds available for continued employment of a hire after the end of this fiscal year.
- Invest in training about Diversity, Equity, and Inclusion (DEI), Cultural Awareness, and Intersectionality.
 - ILCW has training budget which could be utilized for this type of training in the future.
 - This funding will not be available to the council following FFY 2024; investments in DEI, cultural awareness, and intersectionality should not be time limited.
- Funds may be used to help pay for the Independent Living Centers' (ILCs') CILS First subscriptions.
 - All ILCs in Wisconsin use CILS First as a Data Management System. ILCW benefits because this ensures that data collection remains consistent across the state.

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- Jason Beloungy made a motion to use the Part B Carryover funding to give \$1,000 to each Independent Living Center in Wisconsin for the CILS First subscription and to use the additional \$2,000 to help cover some of the additional costs anticipated for Independent Living (IL) Days. LySandra Owens Seconded the motion. ILCW voted unanimously to provide the ILCs with \$8,000 for their CILS First Subscriptions and \$2,000 to costs associated with IL Days. Motion carried. See Motion Item 4.

VIII. Discuss ILCW Bylaws to Approve Updates

- Recruitment efforts have been more effective, and there has been greater interest in joining the Council. Increasing the number of voting members seems warranted at this time.
 - According to the Bylaws, ILCW should have 11 voting members
 - Recently the ILCW Program Coordinator found that Governor Jim Doyle had signed an Executive Order (Executive Order 65) which established the Council. The Order also stated that ILCW should have 18 voting members. This is at odds with the Bylaws.
 - The following two Governors (Walker and Evers) signed Executive Orders that reestablished several councils as a group and did not make any specific mention of voting member size.
 - ILCW should seek legal advice to determine whether Jim Doyle's Executive Order stands as is, or if ILCW should be following its Bylaws.
 - ILCW Program Coordinator will contact the Department of Administration to seek legal help and advice regarding the disparity between the Bylaws and Executive Orders regarding ILCW's membership. See Action Item 2.
- Further discussion regarding updating the Bylaws and increasing ILCW's membership is tabled until the February 2024 Quarterly Meeting.



IX. Discuss and Approve ILCW Employee Handbook

- Sustainable Human Resources (HR) is ILCW's Professional Employment Organization. In June they sent a completed final draft of the ILCW Employee Handbook to the Council.
 - ILCW Executive Committee reviewed the handbook over the past few months as part of their yearly policy review cycle.
 - In 2021 President Joe Biden signed the legislation that made Juneteenth, June 19th, a Federal Holiday. ILCW should observe this as a paid holiday for employees of the Council.
 - Observance of the holiday shows solidarity with the Black community and is a good time for reflection on the advocacy efforts that are still needed to help those communities.
 - Jason Beloungy made a motion to add Juneteenth as a paid holiday for ILCW Staff. Julie Bergan seconded the motion. ILCW voted unanimously to add Juneteenth as a paid holiday. Motion carried. See Motion Item 5.
- Eric Riskus made a motion to approve and adopt the ILCW Employee Handbook as presented by Sustainable Human Resources (HR). LySandra Owens seconded the motion. ILCW voted unanimously to approve and adopt the employee handbook. Motion carried. See Motion Item 6.

X. Discuss Updates from ILCW Liaisons and Partner Organizations

- Taqwanya Smith, DOT, provided an update for the Department of Transportation.
 - DOT held and Americans with Disabilities Act (ADA) training last month. The training was designed for engineers, and focused on pedestrian access, especially with regards to traffic signals and construction zones. ILCW Program Coordinator and ILCW Chair were both invited to and presented at the training as persons with lived experience.

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- The United States Access Board has finalized Pedestrian Rights of Way Access Guidelines (PROWAG). Although many areas have been operating under PROWAG while designing pedestrian access, it has not been an official standard. Department of Justice (DOJ) will go to public comment for proposed rulemaking, and then it will be adopted. Following adoption, all pedestrian rights of way will need to use PROWAG.
- DOT is evaluating rest stations and is considering adding universal changing stations as part of its efforts to update the rest areas.
 - Changing stations will be built to ADA standards. However, there is some concern that this could negatively impact accessibility in other ways.
 - University of Wisconsin, Whitewater has an ADA program, which may be able to help the DOT engineers and architects better plan for universal changing stations at rest stops.
 - Martha Siravo will send information about the University of Wisconsin, Whitewater ADA program to Taqwanya Smith. See Action Item 3.
- Parking enforcement, particularly enforcement of keeping access lanes between accessible parking spots, is underutilized.
 - Parking enforcement is usually a municipal issue, not a DOT issue.
 - Changing signage to prevent parking in access lanes is untenable.
 - Rather than treating this as a police and/or parking enforcement issue, treating it as a building code enforcement issue can be more fruitful in some municipalities.

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- DOT recognizes that there are a number of concerns regarding accessible parking, and they are continually seeking means to improve the situation.
- Jason Glozier, Executive Director WCILC provided an update for the Wisconsin Coalition of Independent Living Centers (WCILC).
 - WCILC is in the process of closing out FFY 2023.
 - 49 of 72 counties are meeting the 1% threshold for service to persons with disabilities in those counties. 13 counties that missed the 1% threshold were at a .8% - .9%.
 - Five of eight Independent Living Centers (ILCs) served all counties in their service areas at greater than 1%.
 - Six of eight ILCs had 75% or more of their consumers successfully complete their goals.
 - The two that missed the 75% threshold missed by 1-2%. These were also the ILCs with the largest service areas.
 - At the last WCILC board meeting, demographers and cartographers presented some information regarding the new funding formula that is currently being developed.
 - Funding formulas would only be used after ILCs all have base funding equal to the amount quoted in SPIL.
 - This is approximately \$625,000 in the Amended 2021-2024 SPIL.
 - The formula being used now only looks at county populations and square mileage. This is not a good indication of how population is distributed across the state and across ILC service areas. The formula should be completed in the next couple of months and will hopefully be ready for the 2025-2027 SPIL.

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- The new formula will include several new data points, which should make funding across the state more equitable after all ILCs get to base funding. The new data points include:
 - Counties' total population.
 - Counties' population of persons with disabilities.
 - ILCs' total service area, which is derived from parcel data looking areas zoned for residential or commercial use.
 - Drive distance.
 - Drive time.
 - Drive distance and drive time look at both nearest ILC and an area's designated ILC; in some cases, the nearest ILC may not be the ILC which provides services to a particular area.
- Jason Beloungy, ILC Representative will be stepping down as the ILCW ILC Representative. He will be replaced by Sara Eckland from Independent Living Resources (ILR)
 - Jason Beloungy will remain on the SPIL Committee and Funding, Expansion, and Growth workgroup.
 - ILCW Program Coordinator is working with Sara Eckland and Jason Beloungy to make the transition as seamless as possible.
- Sara Kuehn, DVR provided an update for the Division of Vocational Rehabilitation.
 - DVR continues to recruit, train, and hire new staff. There has been some turnover, especially with field staff.

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- The Department is making significant progress on the Career Pathways Advancement project. DVR met its initial enrollment goals, and Rehabilitation Services Administration (RSA) has granted DVR an additional \$6 million to continue the project for another five years and provide for some data analysis.
- DVR is currently working on the 2024-2027 combined state plan. The plan will not be in place until October of 2024.
- The Diversity, Equity, and Inclusion (DEI) Action Plan was initiated prior to the Covid-19 pandemic. DVR is still working through the action steps in that plan. Federally, departments of rehabilitation have had difficulty spending their funding, however Wisconsin DVR has been fully expanding its funding. Disparities in Wisconsin are due to differences in how Workforce Development Areas (WDAs) allow for consumer spending on services.
- Kyle Kleist, ILCW Vice-Chair provided an update for the Wisconsin Rehabilitation Council (WRC).
 - WRC met recently and had some updates from the Client Assistance Program (CAP).
 - Last year there were 58 CAP requests.
 - 45% were about complex Vocational Rehabilitation (VR) services.
 - 8 total involved the ILCs.
 - All issues were resolved; 70% without a hearing.
 - Wisconsin employs more persons with disabilities than other states. However, Wisconsin also has a higher percentage of persons working at sub-minimum wage, and many individuals working in supported, as opposed to community, employment.
 - Persons who are not working in sheltered workshops or similar supported employment situations tend to have better wages than persons in other states.

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- Wisconsin DVR has successfully expended all its funding for the past two years. is on track to do so this year as well.
- Lisa Sobczyk, DHS, BADR, DSE Representative provided a report for the Designated State Entity.
 - For the second year in a row, ILCW was able to expend all its budgeted funding. This has allayed many of the concerns the DSE and other state agencies had regarding ILCW's operations.
 - A reconciliation at the State found that the Administration on Community Living had provided ILCW with an additional \$10,000 in Part B funding. ILCW Program Coordinator, ILCW, and the DSE were all unaware of this additional funding until the reconciliation had been completed.
 - As soon as the DSE was made aware, ILCW Program Coordinator was alerted to the additional funding.
 - Because it is Part B funding, it can be carried over into FFY 2024.
 - Although this funding will be carried over, it should not have an impact on ILCW's ability to request additional Innovation and Expansion (I&E) funds from DVR in May.
 - Due to the timing of the reconciliation and the grant renewal process at Department of Health Services (DHS), ILCW Program Coordinator was unable to use the funding before books closed on FFY 2023.
 - All FFY 2024 contracts have been completed by the ILCs and ILCW. ILCW will need an updated contract before it can use the new Part B Carryover funding because it was not included in the original FFY 2024 contract.
 - DSE completed its compliance review of indiGO, formerly North Council Independent Living. This was the final compliance visit.
 - Most ILCs only had minor findings, many of which were corrected fairly quickly. If ACL were to audit any of the ILCs in Wisconsin, we shouldn't have any findings.

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- Many of the reports are currently in draft form. DSE is working on completing those and sending the reports to their respective ILCs.
- In the future, DSE will rotate through the centers for compliance visits, either based on random assignment or if there are financial concerns.
- There appears to be a significant amount of disability legislation during this session of the state assembly. The Wisconsin Independent Living Network (WILN) should continue to advocate for increased network-wide funding.
- Amber Mullett, DHS, BADR provided a report for the Department of Health Services.
 - Amber Mullett's term as the DHS Liaison has expired, and she is not eligible for another term.
 - The Council has a need for greater involvement in public health space overall. Collaboration across different agencies within DHS would be beneficial for ILCW.
 - Issues regarding provision of services through Medicare and Medicaid are of particular importance for persons with disabilities.
 - Working with agencies that are also connected with education and the Department of Public Instruction (DPI) would also be beneficial.
 - Karen Odegard may be a good replacement for Amber Mullett. Karen is a liaison for DHS and has a good understanding of the different agencies within the department.
 - Amber Mullett, Department of Health Services (DHS) will help the Council find a new DHS representative to serve as an Ex-Officio member of ILCW. See Action Item 4.



XI. Discuss and Review ILCW Membership

- ILCW Program Coordinator reviewed ILCW Committee Membership assignments with the Council.
 - Executive Committee is currently up to date on ILCW Program Coordinator's roster.
 - Julie Bergan was added to the Membership Committee.
 - Eric Riskus is listed on the rolls for finance committee. Finance Committee meetings have been scheduled at the same time as the Director's meeting at Midstate Independent Living Choices.
 - ILCW may be able to reschedule Finance Committee meetings.
 - ILCW Program Coordinator will ask Finance Committee members if they are able to change the meeting time for the upcoming Finance Committee Meetings. See Action Item 5.
 - If Finance Committee is unable to reschedule, Julie Bergan would be willing to join the committee.
 - The size of SPIL Committee was reduced because making quorum was difficult.
 - Those that want to work on the SPIL are encouraged to join workgroups or to provide support at the meetings with public comments, rather than joining the committee as a full member to help keep the rolls from getting too big again.

XII. Meet with ILR Staff and/or Consumers

- This item was struck; there were too few staff or consumers available to meet with the Council.

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XIII. Adjourn

- Kyle Kleist made a motion to adjourn ILCW November 13, 2023 Quarterly Meeting to reconvene at 9:00 A.M. November 14, 2023. Randi Johnson seconded the motion. Motion carried. See Motion Item 7.

Meeting adjourned at 2:13 P.M. to reconvene at ILR on November 14, 2023 at 9:00 A.M.

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Tuesday, November 13, 2023

XIV. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Members Present: Julie Bergan; Jason Endres, ILCW Chair; Jackie Gordon; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; LySandra Owens, ILCW Secretary; Martha Siravo; and Tyler Wigington.

ILCW Members Absent; Excused (*): Jason Beloungy*, ILCW Independent Living Center (ILC) Representative; and Eric Riskus*, ILCW Vice Chair-Elect.

ILCW Ex-Officio Members Present: Taqwanya Smith, Department of Transportation (DOT); and Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), Designated State Entity (DSE) Representative.

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator

XV. Reconvened ILCW November 13-14, 2023 Quarterly Meeting at 9:05 A.M. by Jason Endres, ILCW Chair.

- ILCW November 13-14, 2023 Quarterly Meeting reconvened at ILR November 14, 2023 at 9:05 A.M.
- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 846 4025 1289. The meeting was also available via [Zoom](#).

XVI. Discuss Updates Provided by ILCW Program Coordinator

- ILCW Program Coordinator provided updates to the Council prior to the meeting via email.
 - The 2021-2024 Amended SPIL has been signed and approved by the Administrator at the Administration for Community Living (ACL.) The approval was made near the end of September; changes made by the amendments went into effect October 1, 2023, which is the start of the 2024 Federal Fiscal Year (FFY).

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- There is a Part B Carryover of \$10,000 from FFY 2023 into FFY 2024. ILCW Program Coordinator, ILCW, and the DSE were unaware of the additional funding that was available to the council. All other Part B and Innovation and Expansion (I&E) funding was fully expended by the end of FFY 2023.
- ILCW's audit fieldwork day will be on December 11, 2023. ILCW Program Coordinator has completed the engagement letter and will begin the audit process near the end of November and the beginning of December 2023.
- There is a new Director for the Office of Appointments. ILCW Program Coordinator is in the process of reaching out to him and setting up a meeting with Even Steck, Karen Odegaard, and the new Director, Joe Magestro.
- ILCW received a Notice of Award (NOA) from ACL. Due to the current Continuing Resolution (CR), the NOA only included a pro-rated award which covers expenses from the start of FFY 2024 (October 1, 2023) through the end of the CR (November 18, 2023). Following the expiration of the CR, there are three possible outcomes.
 - A new CR may be passed by the Federal Government, at which time, ILCW will receive another NOA to cover funding through the expiration of the new CR.
 - The Federal Government will pass a budget, at which point a new NOA will be sent which will include the remainder of the FFY 2024 funding.
 - The CR could expire without any solution. ILCW would not receive a new NOA, but DHS would likely be able to help cover expenses, with the understanding that the Federal Government would repay DHS when either a new CR or the budget are passed.

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- ILCW will begin its nomination process for officer position at the February meeting. This year ILCW Chair, ILCW Treasurer, and ILCW Vice-Chair Elect will be up for election.
 - ILCW Treasurer and ILCW Vice-Chair Elect are both eligible for reelection.
 - ILCW Chair has served two terms and may not serve another term as Chair.
 - ILCW Program Coordinator will also send Notices of Continuance to Council Members whose terms expire in July of 2024 so they may notify ILCW Program Coordinator, the Council, and the Office of Appointments of their intent to serve another term on the Council, or to resign from the Council at the end of their term.
- To improve communication and make the Council more effective, ILCW Program Coordinator will begin having 1-on-1 check in meetings with Council Members.
- ILCW Program Coordinator will begin sending individual emails to council members who have not returned a sighted Conflict of Interest agreement, their current accommodations request, or both.

XVII. Discuss ILCW FFFY 2024 Quarterly Meeting Schedule

- In-person attendance at Full Council meetings has been low; only three people were present for the second day of the November 2023 Quarterly Meeting.
 - Holding meetings in person requires a significant amount of staff time for coordination and expense for lodging, meals, and other travel expenses. Continuing to hold all full council meetings in-person is not a good use of ILCW funding.
 - Transportation from different parts of the state can be extraordinarily difficult, especially for people who cannot drive and do not have someone available to drive them.

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- Many other statewide councils and committees are moving to 1 in-person meeting per fiscal year.
- It would make sense for the ILCW Quarterly Meeting to coincide with a WCILC board meeting. WCILC and ILCW meetings coincide in May and November.
 - In terms of weather, May may be the best option for an in-person quarterly.
- Determining meeting locations would be easier if we knew where council members were located.
- ILCW Program Coordinator will develop a map that shows where different Council Members live in the state. See Action Item 6.
- Kyle Kliet made a motion for ILCW to meet in-person once per year at the May meeting which will rotate between different ILCs and Aging and Disability Resource Centers (ADRCs). LySandra Owens seconded the motion. Kyle Kleist amended the motion: will meet one time per year in-person at the May Quarterly meeting to coincide with the WCILC meeting locations. LySandra Owens seconded the motion as amended. See Motion Item 8.
 - ILCW has held meetings at ILCs so that the Council could get to know staff and see first-hand what ILCs were working on.
 - If the May meeting coincides with WCILC board meeting, this will also coincide with signatures for the final draft of the new SPIL on SPIL development years (e.g., 2024, and every three years thereafter.)
 - ILCW should look at its schedule before committing to a meeting time. The Council should be sure that members can attend in-person and will be able to secure transportation to make it to the next in-person meeting.

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- Jackie Gordon made a motion for ILCW to meet once per year at a time, date, and location as determined by the Council. LySandra Owens seconded the motion. ILCW voted unanimously to have yearly in-person meetings. See Motion Item 9.
- The February 2023 and May 2023 Quarterly meetings have not been scheduled.
 - ILCW Program Coordinator will develop a doodle poll to determine the best dates for the February 2023 and May 2023 Quarterly Meetings. See Action Item 7.
 - ILCW Program Coordinator will add an agenda item to the February 2023 Quarterly Meeting agenda to discuss dates and locations for the ILCW yearly in-person meeting. See Action Item 8.

XVIII. Discuss Completion of FFY 2023 SPIL Goals

- WCILC Executive Director provided a discussion of SPIL goals which related specifically to Wisconsin's ILCs and WILN in his report during the first day of the November 13-14, 2023 ILCW Quarterly Meeting.
- The WILN Retreat was a success, and the SPIL goal related to having a retreat has been completed.
- ILCW has been more active in the network. Members have visited centers, attended Independent Living (IL) Days, the WILN Retreat, and ILCW has had in-person meetings.
 - For FFY 2024, ILCW Council Members should each select a WILN Advocacy committee to join. Per the SPIL amendment, we will begin tracking attendance at these meetings, and ILCW attendance will be a measure that we will be looking at specifically.
- ILCW Member have engaged in more training over FFY 2023 than they had in FFY 2022, but there is still some room for improvement. However, this goal can be considered complete for FFY 2023.



XIX. Discuss Training Regarding ILCW Member Travel as Presented by ILCW Treasurer and ILCW Program Coordinator

- ILCW Treasurer provided training about traveling.
- It would be a good idea to begin thinking about developing a travel guide for council members. The guide would include information regarding accommodations available, accessibility, and expectations Council members should request and have when visiting different locations in the state. This will be particularly useful for locations that the Council visits frequently such as the Steven's Point Holiday Inn Convention Center and Kalahari Resort in the Wisconsin Dells.
 - This would be a massive administrative undertaking for the ILCW Program Coordinator. Staff support may be necessary to ensure that this can be completed and will remain up to date.
- A Travel and Transportation Committee may be warranted to help ILCW make travel arrangements, build out a travel guide for Council Members, and to help develop strategies for in state and out-of-state travel and transportation.
- ILCW Program Coordinator provided a brief tutorial on using the ILCW Expense Report form he developed.

XX. Discuss Statewide Independent Living Council (SILC) Congress Attendance

- Per budgetary considerations, three Council Members may join the SILC Congress this year.
- SILC Congress is a great opportunity for newer members to network, met other SILC members, and see what is happening in other States and possibly other countries.
- SILC Congress Early-Bird Rate ends November 15, 2023, so a decision is needed today to ensure ILCW can use the discounted rate.
 - Julie Bergan, Jason Endres, ILCW Chair, Tyler Wigington, and Tyler Wilcox, ILCW Program Coordinator, will be attending the SILC Congress in Little Rock, Arkansas March 11-13, 2023.



XXI. Discuss Updates Provided by ILCW Committees

- Jason Endres, ILCW Chair, provided an update on the ILCW Executive Committee.
 - ILCW Executive Committee meets monthly, except months in which there are quarterly meetings.
 - The most recent meetings have been focused on the Part B Carryover and ILCW Program Coordinator yearly staff evaluation.
- Randi Johnson, ILCW Secretary, provided an update on the ILCW Membership Committee.
 - There has been increased interest in joining the Council. This interest is spurring the conversations regarding ILCW Membership numbers.
 - ILCW Membership Committee has only had three members; more members would help the committee better complete recruitment and other efforts which ultimately support the Council and ILCW Members.
- Kyle Kliet, ILCW Vice Chair provided an update on the ILCW SPIL Committee.
 - SPIL Committee decreased the number of official members on the committee. The next meeting will be November 21, 2023. With reduced membership, SPIL Committee is optimistic that it will make quorum.
 - All SPIL committee workgroups have scheduled meetings. The Systems Advocacy group has goals completed and will be working on other tasks.
 - ILCW Program Coordinator has a template for Public Hearings, SPIL Committee will discuss the hearings schedule at the November 21, 2023, meeting as well.

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XXII. Adjourn

- LySandra Owens made a motion to adjourn the ILCW November 13-14, 2023 Quarterly Meeting. Kyle Kleist seconded the motion. ILCW voted unanimously to adjourn the meeting. Motion carried. See Motion Item 10.

Meeting Adjourned at 11:06 A.M.