

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

APPROVED SEPTEMBER 6, 2024

June 6, 2023

12:30 P.M. – 2:00 P.M.

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Executive Director will update the ILCW Executive Committee and Full Council when there are any updates about additional Innovation and Expansion Funds
- 2. Action Item:** ILCW Executive Director will contact Jackie Gordon to ask if she is interested in chairing an ILCW Policies and Procedures workgroup or committee.
- 3. Action Item:** ILCW Executive Director will schedule a time to discuss an update to the Bylaws with Eric Riskus and Sara Eckland.
- 4.** ILCW Executive Director will contact Margo Lucas to request more information and demonstrations of captioning applications that can be accessed by individuals with smart phones or other similar internet connected devices.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** LySandra Owens made a motion to approve the June 6, 2023 ILCW Executive Committee meeting agenda. Sara Eckland seconded the motion. Motion carried.
- 2. Motion Item:** Kyle Kleist made a motion to approve the May 2, 2024 ILCW Executive Committee meeting minutes. LySandra Owens seconded the motion. Motion carried.

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- 3. Motion Item:** Kyle Kleist made a motion to adjourn the June 6, 2023 ILCW Executive Committee meeting. LySandra Owens seconded the motion. ILCW voted unanimously to adjourn the meeting. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

ILCW Executive Committee Members Present: Sarah Eckland, ILCW Independent Living Center (ILC) Representative; Jason Endres, ILCW Chair; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; and LySandra Owens, ILCW Treasurer.

ILCW Executive Committee Members Absent; Excused (*): Eric Riskus*, ILCW Vice Chair-Elect.

Guest(s): Julie Bergan.

ILCW Staff: Tyler Wilcox, ILCW Executive Director.

II. The meeting was called to order at 12:33 P.M. by Jason Endres, ILCW Chair

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 827 0813 8817. The meeting was also available via [Zoom](#).

III. Review and Approve June 6, 2023 ILCW Executive Committee Meeting Agenda

- LySandra Owens made a motion to approve the June 6, 2023 ILCW Executive Committee meeting agenda. Sara Eckland seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve May 2, 2024 ILCW Executive Committee Meeting Minutes

- Kyle Kleist made a motion to approve the May 2, 2024 ILCW Executive Committee 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 (<http://www.livebinders.com/media/get/MjQ3MTE0MDM=>)
- No comments received; comment period closed at 12:41 P.M.

VI. Discuss Results of Meeting With Department of Vocational Rehabilitation (DVR) for Possible Innovation and Expansion (I&E) Finding Increase for the Council

- Kyle Kleist, LySandra Owens, and ILCW Executive Director joined several representatives from DVR to discuss the possibility of increasing ILCW's Innovation and Expansion (I&E) funding allocation.
 - ILCW did not request an increase to the overall resource plan; additional funding would allow ILCW to direct more Part B funding to the ILCs to more directly benefit consumers.
 - DVR was unsure if additional I&E funding was available. They will give ILCW an answer on or before June 14, 2024.
 - ILCW Executive Director will update the ILCW Executive Committee and Full Council when there are any updates about additional Innovation and Expansion Funds. See Action Item 1.

VII. Discuss Possible Updates to ILCW Bylaws

- During the May 20-21, 2024 ILCW Quarterly Meeting, Jackie Gordon seemed interested in chairing or participating in a Policy and Procedures committee or workgroup.
 - ILCW has a draft policies and procedures manual that was started in 2019 but has not been completed.
 - ILCW does not have any real document retention policy beyond the 6 year retention requirement for financial documents from the Internal Revenue Service (IRS).

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- A Policy and Procedures manual would give the Board some flexibility to make changes without needing to update the bylaws.
 - It will be important to distinguish between policies and procedures.
 - Procedures can be altered more readily than policies.
- ILCW Executive Director will contact Jackie Gordon to ask if she is interested in chairing an ILCW Policies and Procedures workgroup or committee. See Action Item 2.
- Section IV of the Bylaws will need to be updated to more closely match the requirement in the executive order that authorizes the Council. The Executive Order requires that the council have 18 members. The Bylaws state that the council will have 11 voting members.
 - Currently ILCW has 4 Ex-officio members and 12 voting members. Ramsey Lee was recently appointed, when he completes his Oath of Office, ILCW will have 13 voting members.
 - ILCW will need to fill one vacancy. The Council could add an Ex-officio member or seek to find another voting member.
- The update to the Bylaws should use the same or similar language to the Executive Order to minimize confusion.
 - ILCW Executive Director will schedule a time to discuss an update to the Bylaws with Eric Riskus and Sara Eckland. See Action Item 3.

VIII. Discuss Captioning Software for In-Person Meetings and Activities

- There are two services available which would allow a captioner to send captions during in person meetings directly to a Council member or guest's cell phone or a similar internet connected device.

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- The free captioning program would allow Council Members to use a link for each meeting and see the captions as they are being presented to the group.
- The version that ILCW would have to pay for charges per line of captioned text, however it has more options to improve accessibility for users.
- Testing these services at the next ILCW Full Council meeting would allow ILCW to determine if they would like to have the applications available at all in-person meetings.
- ILCW Executive Director will contact Margo Lucas to request more information and demonstrations of captioning applications that can be accessed by individuals with smart phones or other similar internet connected devices. See Action Item 4.

IX. Discuss Transition Plan for New ILCW Officers

- Jason Endres, Eric Riskus, and ILCW Executive Director have been working together to plan and transition the duties of the chair so that we are ready for the change in leadership on July 1, 2024. They are also working together to make adjustments to bank accounts, credit cards, and other financial interests.
- LySandra Owens will be continuing as ILCW Treasurer, so there is no need for any transition plan at this time.
- Julie Bergan will be the new ILCW Vice Chair-Elect. She, Eric Riskus, and ILCW Executive Director will work together to discuss her new role. She will also be given access to documents and other information provided to the ILCW Executive Committee.

X. Discuss Development of Workgroup for ILCW Youth Program

- Work toward developing the ILCW Youth Program is on hold for the time being. Eric Riskus needs time to transition into his new role as chair.
- Several Council Members are investigating successful youth programs and providing information to Eric Riskus.

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- There will likely be a workgroup devoted to a youth program, but this has not been established yet. ILCW Membership Committee will begin discussions again during their August 5, 2023 meeting.

XI. Adjourn

- Kyle Kleist made a motion to adjourn the June 6, 2023 ILCW Executive Committee meeting. LySandra Owens seconded the motion. ILCW voted unanimously to adjourn the meeting. Motion carried. See Motion Item 3.

Meeting Adjourned at 1:51 P.M.