

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



Independent Living Council of Wisconsin (ILCW) Full Council Quarterly Teleconference Meeting

Monday, December 27, 2025, 10:00 A.M – 3:00 P.M.

Tuesday, December 28, 2025, 10:00 A.M – 3:00 P.M.

APPROVED MARCH 6, 2025

Action Items and Motion Items

A. ILCW Full Council Quarterly Meeting Action Items

- 1. Action Item:** ILCW Executive Director will contact Jason Glozier to request clarification regarding the information he wished Dana Raue to send him following the November 17-18, 2024 Quarterly Meeting.
- 2. Action Item:** ILCW Executive Director will develop a form using survey monkey which will allow Council members to submit ideas for training topics which would be appropriate for Wisconsin Independent Living Network Partners.
- 3. Action Item:** ILCW Executive Director will send all committee chairs the agenda template used for public meeting notices.
- 4. Action Item:** ILCW Executive Director and Eric Riskus will work together to develop a leadership packet for committee chairs which will include information that will be important for them to know.
- 5. Action Item:** ILCW Executive Director will send the Council maps which show the expansion and counties in which different Medicaid Waiver programs are available.
- 6. Action Item:** Diana Luttmann will change the statement of risk to include the risk of ILCW losing funding due to the Executive Order signed by President Donald Trump.
- 7. Action Item:** ILCW Executive Director will ask the organizers of Statewide Independent Living Council (SILC) Congress if the conference will be impacted by the recent Executive Order signed by President Donald Trump.

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8. ILCW Executive Director will add a discussion about purchasing a software solution for collaborative work, such as Microsoft Teams, to the February 6, 2025 ILCW Executive Committee Meeting.

B. ILCW Full Council Quarterly Motion Items

1. **Motion Item:** Mary Jane Grande made a motion to approve the January 27-28, 2025 Quarterly Meeting ILCW Full Council Quarterly meeting agenda. Ramsey Lee seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried.
2. **Motion Item:** Ramsey Lee made a motion to approve November 18-19, 2024 ILCW Full Council Quarterly meeting minutes. LySandra Owens seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried.
3. **Motion Item:** Jason Endres made a motion to approve the October, November, and December 2024 financial report. Julie Bergan seconded the motion. ILCW voted unanimously to approve the financial reports.
4. **Motion Item:** Jason Endres made a motion to approve the parental leave policy drafted by Amanda Utz, Sustainable HR PEO with a clarification to ensure that the 12-month eligibility period for new parents is a rolling window rather than a calendar year. Julie Bergan seconded the motion. ILCW voted unanimously to approve the Parental Leave policy. Motion carried.
5. **Motion Item:** Ramsey Lee made a motion to adjourn the January 27, 2025 Quarterly Meeting ILCW Full Council Quarterly meeting for the day to reconvene Tuesday, January 28, 2025 at 9:00 A.M. LySandra Owens seconded the motion. Motion carried.
6. **Motion Item:** Kyle Kleist made a motion to approve the Federal Fiscal Year 2024 Audit Report. Julie Bergan seconded the motion. ILCW voted unanimously to approve the audit. Motion carried.

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C. Meeting Minutes

Monday, January 27, 2025

I. Welcome and Introductions, Eric Riskus, ILCW Chair

ILCW Members Present: Julie Bergan, ILCW Vice Chair-Elect; Jason Endres; Mary Jane Grande; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; Ramsey Lee; LySandra Owens, ILCW Treasurer; Eric Riskus, ILCW Chair; and Tyler Wigington.

ILCW Members Absent; Excused (*): Ann Belisle; Sara Eckland*, ILCW Independent Living Center (ILC) Representative; Jackie Gordon*; and Martha Siravo.

ILCW Ex-Officio Members Present: Ashely Baker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR), ILCW Designated State Entity (DSE) Representative; Dana Raue, Department of Health Services (DHS); Taqwanya Smith, Department of Transportation (DOT); and Andrzej Walz-Chojnacki, Department of Vocational Rehabilitation.

Guest(s): Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC); Karl Kopp, Executive Director, Society's Assets Inc.; Marcus Schmitt, Kollath CPA; and Amanda Utz, Human Resource Manager, Sustainable HR.

ILCW Staff: Tyler Wilcox, Executive Director, ILCW.

II. The meeting was called to order at 10:00 A.M.

- The meeting was available via teleconference by calling (312) 626-6799 with meeting ID: 890 9852 6645. The meeting was also available via [Zoom](#).



III. Review and Approve January 27-28, 2025 Quarterly Meeting ILCW Full Council Quarterly Meeting Agenda

- Mary Jane Grande made a motion to approve the January 27-28, 2025 Quarterly Meeting ILCW Full Council Quarterly meeting agenda. Ramsey Lee seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried. See Motion Item 1.
 - Andrzej Walz-Chojnacki requested that his presentation for the Department of Vocational Rehabilitation be moved to sometime between 12:00 P.M and 2:00 P.M. on Tuesday, January 28, 2025.

IV. Review and Approve November 18-19, 2024 ILCW Full Council Quarterly Meeting Minutes

- Ramsey Lee made a motion to approve the November 18-19, 2024 ILCW Full Council Quarterly meeting minutes. LySandra Owens seconded the motion. ILCW voted unanimously to approve the minutes. Motion carried. See Motion Item 2.
 - ILCW Executive Director will contact Jason Glozier to request clarification regarding the information he wished Dana Raue to send him following the November 17-18, 2024 Quarterly Meeting. 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 (<http://www.livebinders.com/media/get/MjQ3MTE0MDM=>)
- No comments received; comment period closed at 10:23 A.M.

VI. Review and Discuss ILCW Treasurer's Report

- It is difficult to discern how well ILCW is spending because it is only the first quarter. However, this is to be expected.
 - Travel seems to have increased as compared with previous years. Travel is a major expenditure for the council.

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- ILCW has also purchased a three-computer license for a screen reader and magnification software suite.
- Jason Endres made a motion to approve the October, November, and December 2024 financial report. Julie Bergan seconded the motion. ILCW voted unanimously to approve the financial reports. Motion carried. See Motion Item 3.

VII. Review and Approve ILCW Parental Leave Policy

- When ILCW developed its most recent employee handbook, a parental leave policy was cited but never written.
- Wisconsin Independent Living Centers base their parental leave policies on the Federal Medical and Family Leave Act (FMLA)
 - FMLA allows 12 weeks of medical leave. However, that leave is unpaid.
 - Unpaid leave would likely not be feasible for most staff.
- ILCW Policy and Procedure committee worked with Amanda Utz from Sustainable HR PEO, ILCWs Professional Employer Organization (PEO), to develop a parental leave policy for Council staff.
 - The policy allows 100% paid leave for 10 weeks.
 - Leave includes parental leave following birth of a child, adoption, and placement.
 - During parental leave there is no impact to any other benefits and/or accruals.
 - Because ILCW is a non-profit, all funding is allocated at the beginning of each fiscal year. Therefore, there is no benefit to paying employees a percentage of their salaries during leave.
 - The ten weeks of leave must be taken within a year, but does not need to be taken consecutively.

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- The 12-month period should be a rolling period rather than a calendar year, especially to account for multiple adoptions, placements, and/or births within a calendar year.
 - Following the 10-week leave period, an employee may extend their leave using sick or vacation time if available.
 - ILCW Policy and Procedure Committee recommends approval of the parental leave policy described above.
- Jason Endres made a motion to approve the parental leave policy drafted by Amanda Utz, Sustainable HR PEO with a clarification to ensure that the 12-month eligibility period for new parents is a rolling window rather than a calendar year. Julie Bergan seconded the motion. ILCW voted unanimously to approve the Parental Leave policy. Motion carried. See Motion Item 4.

VIII. Discuss Topics for Wisconsin Independent Living Network (WILN)/Partner Organization Training to Satisfy 2025-2027 SPIL Goal

- Jason Glozier has started working on developing a training which looks at the Americans with Disabilities Act (ADA) as civil rights legislation
 - ILCW recommended this topic at a previous meeting.
- Several community members have expressed an interest in more formal training about advocacy, especially how to work with legislators.
 - A train the trainer program to help people teach others how to advocate may also be appropriate.
- Continuing to suggest topics will allow WILN to develop training well in advance of each fiscal year, and may allow for more advanced topics as well as funding trainers from outside of the network.

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- ILCW Executive Director will develop a form using survey monkey which will allow Council members to submit ideas for training topics which would be appropriate for Wisconsin Independent Living Network Partners. See Action Item 2.

IX. Discuss Committee Chair Responsibilities

- ILCW Chair would like to ensure that all Council members who are Committee chairs have the resources they need to successfully support those committees.
- ILCW Executive Director will be going on parental leave in the near future, it is important that the Council is able to function without him.
 - ILCW Executive Director will send all committee chairs the agenda template used for public meeting notices. See Action Item 3.
 - ILCW Executive Director and Eric Riskus will work together to develop a leadership packet for committee chairs which will include information that will be important for them to know. See Action Item 4.

X. Review and Discuss Updates from ILCW Executive Director

- The Administration on Community Living (ACL) has reportedly changed the date that the Program Performance Report (PPR) is due from January 31, 2025 to March 31, 2025. Furthermore, the Q90 platform should not be used as it is unclear whether the change in the training and technical assistance contact will impact which platform ACL uses for reporting.
 - ILCW had completed and submitted their PPR on Q90 prior to when the guidance was released. ILCW Executive Director has since downloaded the PPR and will resubmit it if necessary.

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- ILCW Executive Director sent out two versions of the SPIL Amendment to sign – one with changes tracked and the other without changes tracked. Upon returning from leave, ILCW Executive Director learned that Center for Independent Living Western Wisconsin (CILWW) is now doing business as Compass IL. ILCW is awaiting word from ACL to determine if a new version of the SPIL will need to be created with the new ILC name. If a new version is created, signatures will be needed from the ILC directors, ILCW Chair, and Designated State Entity.
- ILCW Executive Director will not be attending Statewide Independent Living Council (SILC) Congress this year so that he may stay home and care for his newborn.

XI. Discuss Reports From ILCW Ex-Officio Members and Partner Organizations

- Ashley Baker provided a report for the Designated State Entity (DSE)
 - Engage for Change cross-council summit will be held April 29 – May 1, 2024. All ILCW members are invited and encouraged to attend.
 - There is a new public facing Aging and Disability Resource Center (ADRC) directory, Peer Place. The new directory is user friendly, and is accessible by anyone who needs information on goods and services that will aid persons with disabilities and older persons. The directory is meant to be dynamic, and can be expanded to include topics, such as recreation, that are not currently included on the site. Peer Place can be reached at <https://www.dhs.wisconsin.gov/adrc/index.htm>.
- Dana Raue provided a report for the Department of Health Services (DHS).
 - DHS recently opened an opportunity for Wisconsin residents to provide feedback in order for the Department to develop a strategy for ensuring the quality of Medicaid. The results of that request for feedback is available on [the DHS website](https://www.dhs.wisconsin.gov/medicaid/quality-strategy.htm). (<https://www.dhs.wisconsin.gov/medicaid/quality-strategy.htm>)

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- Wisconsin received one of 15 grants related to improving maternal outcomes for pregnant persons who are enrolled in Medicaid or Children's Health Insurance Program (CHIP). The grant is intended to bolster physical health, mental health, and provide for other needs. The program also includes targeted technical assistance for the grantees to help them ensure the success of the program. The grant begins January 1, 2025 and will run for 10 years. More information can be found on the [Center for Medicaid Services \(CMS\) Website](https://www.cms.gov/priorities/innovation/innovation-models/transforming-maternal-health-tmah-model) (<https://www.cms.gov/priorities/innovation/innovation-models/transforming-maternal-health-tmah-model>).
- Both Family Care and Include, Respect, I Self-Direct (IRIS) waiver programs are expanding.
 - Family Care will have four providers in all nine counties that are a part of Geographic Service Region 5 (GSR 5) which includes Dane County.
 - Family Care Partnership will be available through My Choice Wisconsin in Columbia, Dodge, Dane and Jefferson Counties. iCare will be in those counties as well. Family Care Partnership is also being offered in Rock, Adams, Waushara, Marquette, Green Lake, and Adams Counties.
 - IRIS will now have 5 consulting agencies in GSR 5.
 - ILCW Executive Director will send the Council maps which show the expansion and counties in which different Medicaid Waiver programs are available. See Action Item 5.

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- Taqwanya Smith provided an update for the Department of Transportation (DOT).
 - A new intern started with DOT in January 2025 and will be working with the Department through June 1, 2025, which is a full semester. They will be working on projects throughout the department. They will also be working with the transit section and the non-driver advisory committee.
 - DOT is in the process of developing online fillable forms similar to those that are already available for the Department of Health Services and Department of Justice. DOT is currently focusing on Americans with Disabilities Act complaints, reasonable accommodations requests, language access request, and non-discrimination complaint forms.
 - DOT is also updating its website to go beyond the requirements set forth in Section 508 of the 1973 Rehabilitation Act, As Amended. They are working toward being complaint with Website Content Accessibility Guidelines (WCAG).
- Kyle Kleist provided an update for the Wisconsin Rehabilitation Council (WRC)
 - WRC has not met since the last ILCW Full Council Meeting.
 - Client Assistance Program (CAP) report has not changed. Some cases have gone to litigation, however these are repeat cases and/or attempts for resolution. There are several complaints regarding equipment loans against ILCs, however ILCs showed that the equipment requested was for items that were either too large or too costly to feasibly move between centers.
 - Department of Vocational Rehabilitation will begin re-branding efforts in the next couple of months. This has been done in several states and has had some positive results. ILCW may be able to help with this process.

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- It is unclear how the new federal administration will affect DVR. Linda McMahon is being considered as Secretary of Education, which could have some impact on DVR which is administered by the Department of Education.
- Jason Glozier provided a report for the Wisconsin Coalition of Independent Living Centers (WCILC)
 - Jason Glozier, WCILC will be presenting information about the Wisconsin Independent Living Network (WILN) with Pam Jensen, Wisconsin Integrated Transition Planning Project Coordinator and Sara Kuehn, DVR. The Coalition is hoping to increase its focus on youth.
 - Elevance is granting WCILC \$20,000 to support programming. A 3D Printer was purchased so that low-cost Assistive Technology (AT) can be made for persons who have less money available to purchase items. Some of the funding will also go toward Access to Independence to support their efforts to develop a bi-lingual transition program. \$5,000 is will be retained by the coalition for network wide expansion.
 - WCILC voted to raise dues for membership in the organization. The additional will be used to help support development of a resource library and solidify efforts intended to develop affinity groups for BIPOC, LGBTQIA+, Deaf, and Blind communities as starters. The dues constitutes unrestricted funding and thus allows Diversity, Equity, and Inclusion efforts to continue without jeopardizing ILCs' Federal funding.
 - There is only one quarter's worth of reporting data for the SPIL tracker. No centers have reached 1% of the disabled population in their counties, however, they have been making efforts to bolster their presence in historically underrepresented communities. ILCs are also working toward increasing advocacy efforts for and with their consumers.

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- WCILC executive committee elections were held in November. Kyle Kliet will be the WCILC president, Marci Boucher will be Vice President, and Don Wigington will be the Member-at-Large.

XII. Adjourn for the Day

- Ramsey Lee made a motion to adjourn the January 27, 2025 Quarterly Meeting ILCW Full Council Quarterly meeting for the day to reconvene Tuesday, January 28, 2025 at 9:00 A.M. LySandra Owens seconded the motion. Motion carried. See Motion Item 5.

Meeting Adjourned at 1:25 P.M. to reconvene Tuesday, January 28, 2025 at 9:00 A.M.

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Tuesday, January 28, 2025

XIII. Welcome and Introductions, Eric Riskus, ILCW Chair

ILCW Members Present: Julie Bergan, ILCW Vice Chair-Elect; Jason Endres; Randi Johnson, ILCW Secretary; Kyle Kleist, ILCW Vice Chair; Ramsey Lee; LySandra Owens, ILCW Treasurer; and Eric Riskus, ILCW Chair.

ILCW Members Absent; Excused (*): Ann Belisle; Sara Eckland*; Jackie Gordon*; Mary Jane Grande*; Martha Siravo*; and Tyler Wigington*.

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

Guest(s): Marci Boucher, Executive Director, Independence First; and Diana Luttmann, RitzHolman CPA.

ILCW Staff: Tyler Wilcox, ILCW Executive Director.

XIV. The meeting was called to order at 10:16 A.M. by Eric Riskus, 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](#).

XV. Review to Approve Federal Fiscal Year (FFY) 2024 Audit

- Diana Luttmann, RitzHolman CPA provided a review of the FFY 2024 Audit.
 - Overall the FFY 2024 Audit was very positive. A new walkthrough tool and new standards were used to evaluate ILCW's financial health and controls. Overall, there are no issues to report.

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- Some recommendations were made due to the new standards. These recommendations are not findings; they are minor changes to some of the processes ILCW uses and can be implemented relatively quickly.
- FFY 2024 was very similar in terms of finances to FFY 2023.
 - ILCW had a loss of about \$5,526. This is partially due to the website's amortization which is currently \$5,000 per year.
 - About 85% of expenses go toward programmatic activities and about 15% to administrative activities.
 - Revenue in FFY 2024 was \$147,000. This is higher than the previous year and is due to the \$10,000 Part B Carryover.
- ILCW is increasing how much cash and receivables it has each fiscal year.
 - ILCW can operate about 3 months with the cash it currently has on hand.
 - If ILCW pays off all of its liabilities, it can operate for about 1.9 months.
 - ILCW has some non-cash expenses, but its liquidity has increased somewhat.
 - ILCW is on the smaller side of its financial peer group but has more liquidity than others in the group.
 - As long as ILCW continues to receive funding, it is in a good position to continue operating as normal.
- President Donald Trump signed an executive order after work hours January 27, 2025 which ordered all government funded grants be frozen pending investigations to determine which programs were necessary.



- Diana Luttmann will change the statement of risk to include the risk of ILCW losing funding due to the Executive Order signed by President Donald Trump. See Action Item 6.
- Kyle Kleist made a motion to approve the Federal Fiscal Year 2024 Audit Report. Julie Bergan seconded the motion. ILCW voted unanimously to approve the audit. Motion carried. See Motion Item 6.

XVI. Discuss Program Officer Role at the Administration for Community Living (ACL) as Presented by Peter Nye, ACL

- Per guidance provided to the department of Health and Human Services (HHS), Peter Nye was unable to attend the meeting and to provide information to the Council at this time. Agenda item tabled indefinitely.

XVII. Discuss Updates Provided by ILCW Committees

- Raindi Johson, ILCW Secretary provided an update for ILCW Membership Committee.
 - ILCW Membership Committee was unable to meet on January 6, 2024 due to technical issues.
 - ILCW is still awaiting word on the appointment of Amoun Sayaovong to the Council.
- Kyle Kleist, ILCW Vice Chair, provided an update for the ILCW SPIL committee.
 - ILCW SPIL committee has not met since before the November 18-19, 2024 Full Council meeting, and thus has nothing to report.
- ILCW Executive Director provided a brief update for the ILCW Policy and Procedure Committee.
 - Mary Jane Grande has already proven to be a great leader for this committee and has already brought a new policy to the Full Council which was approved.

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- Policy and Procedure committee will meet on a bi-monthly basis to allow for committee members to develop workgroups between committee meetings.
- Eric Riskus, ILCW Chair, provided an update for the ILCW Executive Committee.
 - ILCW Executive Committee has been concerned with ensuring that the Policy and Procedure Committee was able to start having regular, productive meetings and understand its charge. Because that committee is off to a good start, the Executive Committee may begin working on other priorities.

XVIII. Discuss Continued Development of Strategic and Succession Plans

- ILCW Membership Committee and ILCW Executive Committee are continuing to collect information and develop both the Strategic and Succession Plan. This will remain a standing agenda item until both plans are fully developed and approved.

XIX. Review and Discuss the Include, Respect, I Self-Direct (IRIS) Medicaid Waiver Program Training as Presented by Randi Johnson, ILCW Secretary

- Due to scheduling conflicts, ILCW Secretary was unable to complete the Power Point slideshow necessary for the presentation. Agenda item tabled until the April 21-22 ILCW Full Council Quarterly meeting.

XX. Discuss ILCW Attendance at Conferences and Other Events

- IL Day is February 12-13, 2024.
 - Council members should have registered and booked their hotels. If they need help, they may reach out to ILCW Executive Director for assistance.
- It is unclear if the Executive Order signed by President Trump will have an impact on SILC Congress this year.

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- ILCW Executive Director will ask the organizers of Statewide Independent Living Council (SILC) Congress if the conference will be impacted by the recent Executive Order signed by President Donald Trump. See Action Item 7.
- ILCW will have an exhibitor's booth at this year's Peer Recovery Conference scheduled for April 15 – April 17, 2025.
 - Julie Bergan and LySandra Owens will attend the conference and provide information about the Council and Wisconsin Independent Living Network (WILN).
- The Self-Determination Conference will be held October 20-25, 2025.
 - Council Person's should go both to help at the exhibitors table, but also to engage in the breakout sessions presented at the conference.
 - Randi Johnson, ILCW Secretary, will be providing a session about the Include, Respect, I Self-Direct (IRIS) Medicaid Waiver program.

XXI. Discuss and Approve Items Placed in "Parking Lot" for Inclusion in Future Meetings or Referral to an ILCW Committee.

- ILCW needs better software for collaborative work. The initial conversation regarding the merit of purchasing a software solution for collaboration should take place at the next ILCW Executive Committee meeting.
 - ILCW Executive Director will add a discussion about purchasing a software solution for collaborative work, such as Microsoft Teams, to the February 6, 2025 ILCW Executive Committee Meeting. See Action Item 8.

XXII. Adjourn

- LySandra Owens made a motion to adjourn the January 27-28, 2025 Quarterly Meeting ILCW Full Council Quarterly meeting. Kyle Kleist seconded the motion. Motion carried. See Motion Item 7.

Meeting Adjourned at 11:11 A.M.