

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

December 7, 2023
12:30 P.M. – 2:00 P.M.

Action Items and Motion Items

A. ILCW Executive Committee Action Items

- 1. Action Item:** ILCW Program Coordinator will work with Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC) to determine how best to use the additional funds from the Part B Carryover to support Independent Living (IL) Days
- 2. Action Item:** ILCW Program Coordinator will contact Adage Source to discuss how to send them funding to pay for part of the eight Independent Living Centers' (ILCs') CILs First subscriptions.
- 3. Action Item:** ILCW Independent Living Center (ILC) Representative, Jason Beloungy, will send notice of his resignation to the Office of Appointments before Sara Eckland receives her Oath of Office and other appointment paperwork.

B. ILCW Executive Committee Motion Items

- 1. Motion Item:** Kyle Kleist made a motion to approve the December 7, 2023 ILCW Executive Committee meeting agenda after moving the agenda item regarding the ILCW Program Coordinator annual review ahead in the agenda to directly follow the public comment period. LySandra Owens seconded the motion. Motion carried.
- 2. Motion Item:** Jason Beloungy made a motion to approve the October 9, 2023 ILCW Executive Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried. Motion carried.
- 3. Motion Item:** Kyle Kleist made a motion to approve a 5% increase in salary for the ILCW Program Coordinator, as indicated by the ILCW Chair's annual evaluation. LySandra Owens seconded the motion. Motion carried.

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- 4. Motion Item:** Jason Beloungy made a motion to adjourn the December 7, 2023 ILCW Executive Committee meeting. LySandra Owens seconded the motion. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions, Jason Endres, ILCW Chair

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

ILCW Staff: Tyler Wilcox, ILCW Program Coordinator

II. The meeting was called to order at 12:34 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 December 7, 2023 ILCW Executive Committee Meeting Agenda

- Kyle Kleist made a motion to approve the December 7, 2023 ILCW Executive Committee meeting agenda after moving the agenda item regarding the ILCW Program Coordinator annual review ahead in the agenda to directly follow the public comment period. LySandra Owens seconded the motion. Motion carried. See Motion Item 1.
 - Kyle Kleist must leave the meeting early. He worked with Jason Endres to complete the annual staff review with ILCW Program Coordinator. Kyle Kleist would like the agenda item regarding the annual review moved ahead in the agenda to follow the public comment period.

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IV. Review and Approve October 9, 2023 ILCW Executive Committee Meeting Minutes

- Jason Beloungy made a motion to approve the October 9, 2023 ILCW Executive Committee meeting minutes. Kyle Kleist seconded the motion. Motion carried. 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 public comment received; comment period closed at 12:39 P.M.

VI. Review and Discuss Updates Provided by ILCW Program Coordinator

- ILCW Program Coordinator provided updates to the ILCW Executive Committee via email prior to the December 7, 2023 ILCW Executive Committee meeting.
 - ILCW's audit field work day is scheduled for December 11, 2023 at 3:00 P.M. ILCW Program Coordinator has been working with Marcus Schmitt, Kollath Certified Public Accountants (CPA), and RitzHolmanCPAs to completed and provide paperwork necessary to complete the audit.
 - ILCW Program Coordinator has been working with he Designated State Entity (DSE) to ensure that the new contract with the Part B Carryover funding is included and ready for reimbursement through the Grants, Enrollment, Application, and Reporting System (GEARS) process. The contract should be ready for signatures soon, and ILCW should be able to draw from the Part B Carryover funds by the next GEARS due date, December 15, 2023.

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- ILCW Program Coordinator met with the new Office of Appointments Director, Joe Magestro, Evan Steck, Office of Appointments, and Karen Odegaard, Department of Health Services (DHS). The meeting covered the appointment process and the composition of ILCW.
- Julie Bergan, ILCW Chair, ILCW Program Coordinator, and Tyler Wigington are all registered for the SILC Congress. ILCW Program Coordinator will be helping Julie Bergan and Tyler Wiginton get plane tickets for themselves and their caregivers. ILCW Chair helped secure accessible hotel rooms for himself and Julie.
 - All tickets were purchased at the “early bird” rate of \$350.00 plus service fees charged by PayPal.

VII. Review and Discuss ILCW Program Coordinator Annual Review

- ILCW Program Coordinator added action steps to goals as requested by the ILCW Executive Committee.
- ILCW Chair spoke with Sustainable HR following the review meeting with Kyle Kleist, Jason Endres, and ILCW Program Coordinator to initiate a pay increase of 5% for the ILCW Program Coordinator.
 - The pay increase was agreed to by the ILCW Executive Committee during a closed session to discuss ILCW Program Coordinator’s annual review.
- Kyle Kleist made a motion to approve a 5% increase in salary for the ILCW Program Coordinator, as indicated by the ILCW Chair’s annual evaluation. LySandra Owens seconded the motion. Motion carried. See Motion Item 3.

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VIII. Discuss Procedure for Expending Part B Carryover Funds as Approved by the Full Council November 13, 2023

- ILCW will be using \$2,000 of the Part B Carryover funds to support Independent Living (IL) Days. ILCW will maintain control of the funds and coordinate with Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC) to determine how best to use the additional funding.
 - The additional funding would most likely be used to pay some of the transportation costs for shuttles to and from hotels and to and from the capitol.
 - ILCW Program Coordinator will work with Jason Glozier, Executive Director, Wisconsin Coalition of Independent Living Centers (WCILC) to determine how best to use the additional funds from the Part B Carryover to support Independent Living (IL) Days. See Action Item 1.
- ILCW Program Coordinator has worked with Adage Source in the past and can reach out to their support team to determine how best to send the \$8,000 for the centers' CILS First subscriptions to them.
 - ILCW Program Coordinator will contact Adage Source to discuss how to send them funding to pay for part of the eight Independent Living Centers' (ILCs') CILs First subscriptions. See Action Item 2.

IX. Discuss Transition and Orientation of New ILCW Independent Living Center (ILC) Representative, Sara Eckland

- ILCW Program Coordinator has reached out to Sara Eckland very recently to schedule her orientation meeting. Although she has not been appointed to the Council officially, her appointment is being reviewed and she will likely receive her oath of office before the end of December 2023.

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- Because the appointment is progressing, Jason Beloungy feels comfortable sending his notice of resignation to the Office of Appointments.
- ILCW Independent Living Center (ILC) Representative, Jason Beloungy, will send notice of his resignation to the Office of Appointments before Sara Eckland receives her Oath of Office and other appointment paperwork. See Action Item 3.

X. Adjourn

- Jason Beloungy made a motion to adjourn the December 7, 2023 ILCW Executive Committee meeting. LySandra Owens seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 1:13 P.M.