

**Independent Living Council of Wisconsin (ILCW)
Council Meeting – Wausau, WI
Meeting minutes of 05/06/08
Accepted 08/13/08**

Members in attendance:

Kathie Knoble-Iverson, Chair
Evelyn Buckles, Secretary
Teddy Pyke
Pat Lerch
Joy Combs

Members Absent:

Bruce Huseboe

Via Phone:

Chuck Benner

Others present:

William Parke-Sutherland, Executive Assistant
Mike Bachhuber, Executive Director
Neelam Dhadankar

Agenda item:

1. Call to Order @ 9:10 a.m. – Kathie Knoble-Iverson

2. Public Comment

No public comment

3. Executive Director's Report – Mike Bachhuber

- Staff announcements
 - William is now full-time as of the end of March
- Public Charity License.
 - Mike will proceed with application.
- 2008 SPIL Work Plan Update
 - State wide policy development. Target Dates: 02/08 – 08/08
Have made progress on some. Remainder will be reviewed and discussed at the August meeting.
 1. Develop ILCW Committee Structure.
On agenda for discussion.
 2. Review policies of appointments.

Evelyn will schedule appointment with the Governors office. William and Mike will attend the meeting as well.

3. Staffing.

Specific to RSA guidance. Council maintains control over staffing of the Council. Regulations state “supervision”. Council has authority to hire and fire E.D. and E.D. supervises staff.

4. Service Provider.

Mike will be meetings with DVR. Policy regarding IL service providers.

○ Leadership.

1. ILC’s to develop grassroots networks with no less than 10 members.
2. ILCW/DSU. Contracts.

Consumer participation fund. Draft of policy for discussion.

○ Long Term Care.

- 1.
2. Consumer representation on LTC council.
 - Statewide. Tim Sheehan
 - Local councils.
- 3.

○ Discussed with Sinikaa Santala and Dan Johnson.

4. RFP for independent advocate. Sinikaa.
5. Request report from LTC. Sinikaa.
6. Request for financial support for relocations. Sinikaa.
7. SDS RFP consumer based. Did not occur. DHFS announced intent to award.

○ Work force. Ongoing.

○ ADRC coordination. Template for ILC/ADRC coordination. WCILC developed MOU/MOA and ILC’s will be meeting with local ADRC’s.

○ Promote resources for ILC’s. Sinikaa.

○ Transportation. Bob O. and Tim S. Rural initiatives are operational in both areas. Expanding collaboration

○ Housing.

1. Housing committee. Housing for All meeting.
2. Attend local housing conference.

3. Universal Design initiatives. WCILC and Housing for All working on. Commerce department group (Steven LaVigne).
4. Develop talking points for Leg days. Done.

Employment.

1. DWD. Making work pay demonstration. Mike will follow up with Charlene about status. Mike will follow up with Glen Olson as well.
2. LTC/FC education
- 3.
4. Charlene follow up.

Disaster Preparedness. ILC's will be developing plans with their service areas. Special Needs plan. Local plans-service providers have plans in effect. Nursing homes have plans and drills/tests of system. OSHA regulations.

A.T. WCILC-John Nousaine. Teleconference w/WCILC on 05/08.

- 1.
2. Talking point in Leg days. Not done this year.

Outreach.

1. Define served/underserved. On agenda to be discussed.
2. Identify data to support.
3. Develop steps to fill gaps in service. Next step. Use data obtained to develop plan.
4. Network of ILC's. Peer Review.
5. Advocacy funding.
6. ILC
7. Training and collaboration.

4. Policy Updates

- Proposed Corporate Fiscal Policy.
 - Members received a copy of the draft fiscal policy. BOD establishes the parameters. Board doesn't gain developing detailed policies if not monitored. Policy statement at general level and BOD is willing to monitor.

Internal procedures relating to the policies will be established after Audit.
Evelyn Buckles moved to approve financial policy as proposed. Pat Lerch seconded. Motion carried.

- Appointments/Council Makeup.
 - Members received a copy of the draft Appointment Process. Changed to Council Recruitment Policy.

Joy Combs moved to approve the proposed Council Recruitment Policy. Pat Lerch seconded. Motion carried.

- Staffing discussion relating to RSA guidance. Members reviewed the State Plan for Independent Living Section 5.4 Staffing.

There was discussion on developing a policy versus a procedure. In Article IV-Officers of the By-Laws it states that the “Chair shall supervise the Executive Director”.

Send letter to RSA stating that ILCW reviewed the SPIL and other policies and procedures and indicate our responses.

There was discussion regarding council membership and procedures. Membership committee will develop the standard documents for Council member’s files.

- Service Provider Requirements. Mike will meet with DVR to develop the requirements.

5. Working Lunch

Members watched and ADAPT DVD and Neelum gave a summary of the paper she wrote related to women and disabilities.

6. Distinction between Council & Corporation – Mike Bachhuber

There was discussion regarding becoming both a Council and a Corporation. RSA is directing what activities the Council can do with the Federal funds received. If ILCW becomes a Corporation we are then able to conduct activities for resource development.

Articles of Incorporation would not need to be changed. By-Laws would need to be changed.

As long as Council controls its budget and controls staff, RSA would not oppose.

The Council would function the same way and would carry out functions of the Council (SPIL, etc.).

Currently the Board of Directors *is* the Council. There was discussion related to who would be the Board members, how would they be elected, and who would be on the Board.

Mike will be meeting with RSA next week and will discuss this and will report back to the Board.

Is this group an extension of the governor for the purpose of RSA guidelines OR is it an independent corporation to fill mission statement and the council pieces are just one piece of the puzzle?

Unrestricted funds can be used for anything the board decides as opposed to what RSA says it can do.

Work Plan. RSA funds currently.

Question: Could Corporation funds be used to fund Council activities? Response: Corporation funds could be used to fund any activity including Council activities.

There was discussion about a reserve fund for the Council.

Question: What are examples of other fund development that would provide unrestricted funds? Response: Administrative Contracts for other entities. Infra-structure Grants to establish reserve funds.

Question: Was Peer Power consistent with RSA guidelines? Response: It was consistent with RSA guidelines because staff time was not used to develop the project and the collaboration with DD Board.

Consensus. More information needed. A phone conference will be scheduled with the Executive Director of Michigan and staff will be notified of date and time.

Executive Committee Report – Mike Bachhuber

- Audit was reviewed by the Committee with the Auditors. The report is submitted to the board for approval.

Members received a copy of the Audit and it was reviewed by the Council. The management letter was also reviewed and discussed.

Pat Lerch moves for approval to accept the Audit. Teddy Pyke seconded. Motion carried.

- Interim Travel Policy.
Discussion only. Committee approved travel policy.
- Peer Power Contract. Youth Transition.
Discussion only. Committee approved the contract.

DVR. Making Work Pay. Charlene Dwyer.

Charlene presented on the Ticket to Work Partnership Plus. She discussed Employment Networks or to establish Employment Network Consortiums.

**Independent Living Council of Wisconsin (ILCW)
Board Meeting – Wausau, WI
Meeting minutes of 05/07/08**

Members in attendance:

Kathie Knoble-Iverson, Chair
Evelyn Buckles, Secretary
Teddy Pyke
Pat Lerch
Joy Combs

Via Phone:

Chuck Benner

Members Absent:

Bruce Huseboe

Others present:

William Parke-Sutherland, Executive Assistant
Mike Bachhuber, Executive Director
Neelam Dhadankar

8. Reconvene. Kathie called the meeting to order at 9:15 a.m.

9. Secretary's Report – Evelyn Buckles.

Members received a copy of the Quarterly Meeting Minutes from February 4th and 5th, 2008.

Joy Combs moved to approve the Quarterly Meeting Minutes from February 4th and 5th. Pat Lerch seconded. Motion carried.

10. Finance Committee

Chuck Benner volunteered for the Finance Committee. Mike will forward the meeting dates and times to Chuck.

Committee has been reviewing all policies and procedures of the organization to ensure that there is a system in place that best serves the organization. Chuck will meet with Tracy and Mike to review.

- **Financial Statements.** Members received copies of Under budget for the six months. Finance Committee submitted to the Executive Committee for approval. Executive Committee approved financial statements. Submitted to Board for review.
- **DVR Invoice process.** Mike will be meeting with DVR next week to discuss billing process.
- **FFY2008 Budget.** Budget adjustments. Budget drafted in August. Submitted. Have had six months spending experience and have a much better idea of where we are with spending.

Executive Committee approved amended budget. Submitted to Board for review and approval.

Board approved.

- **Cost Allocation Plan.** Finance Committee will develop procedure.

11. Membership Committee. Evelyn Buckles

Members received copies of the Governor's applications of candidates for the Council. Recommendation to the Board by Membership Committee to recommend six candidates to the Governor's office. Mike will write a cover letter stating our reason for submitting the candidates.

Kathie moved to accept the job description amended to add under Essential duties "Generate applications and maintain as close to full council" and under Values desired "Commitment to "consumer control, self-help and mutual assistance". Pat Lerch seconded. Motion carried.

William will make the changes.

12. Added to agenda:

Chair Report. Kathie Knoble-Iverson

Kathie will be developing a process for annual review. Any member interested in working on the process can contact Kathie.

WCILC Report. Kathie Knoble-Iverson

- SDS.
- IL Leg Days. Mike will discuss with Maureen.
- Strategic Plan.

- Joint meeting in August. La Crosse.
- Joint website. Joint marketing efforts.
- Leadership development.
- Succession Plan.
- Emergency Plan.

Reminder. Joint meeting in August in La Crosse.

13. State Agency Reports.

- **DHFS. Gail Propson and Sara Lincoln.**

Members were given a copy of a report from Sinikka Santala, Administrator Division of Long-Term Care in DHFS and it was reviewed by both Gail and Sara. If members want more information or contact information for any of the programs, contact Gail or Sara.

Gail reported:

- approximately 20 counties will start Family Care this year.
- SDS Waiver will begin July 1 in current Family Care counties. State plan amendment will be developed.
- ADRC development continues
- RFP for Disability Ombudsman Program deadline June 2, 2008.
- Wisconsin Council on Long Term Care has been re-established.
- Relocations have seen an increase from January 2005 to today. The ICF-MR relocations have dropped but the admissions into are also low. Bethesda will be downsizing/closing. Community Relocations have increased from Brain Injury facilities. No pending list at this time. Serving people as they apply for services. Need to make Money Follows the Person more attractive to counties.
- Diversion slots. Allocated across counties. Some counties did not apply for the slots.

Members were given a copy of Strengthening Wisconsin's Long-Term Care Workforce Final report from the Direct Care Workforce Issues Committee of the Wisconsin Long-Term Care Reform.

There was discussion regarding turnover, recruitment, wages and benefits of direct care workers.

Sara reported:

- **DHFS, DWD and DPI MOA.** A Transition Coordinator appointed. Mike Linak.

- **New Department of Children and Family services** will begin July 1st. DHFS will become Department on Health Services.
- **Managed care taskforce meeting regularly.** Final meeting in May. Final recommendations to DLTC. Will be public listening sessions regarding the report. Report can be found at the Pathways website.
- **MIG.** Awarded over \$6 million for 2008. Funds are being granted and contracted. New RFP for grant funds up to \$440,000 statewide. Lee Schulz has been appointed the ILC representative to the Advisory committee.
- **SSDI Cash benefits.** Fourth year in the pilot. A national demonstration being developed. Kate Anderson is the contact.
- **MAPP.** Over 13,000 enrolled currently.
- **WisTech/WisLoan.** Mini-grants for recreational equipment. Grants deadline is May 30th. Awards in early June. One time funds.
- **ILC Contracts.** Grant Continuation materials for 2009 were sent out. The MOU between ADRC's and ILC's are being developed.
- **Wisconsin Emergency Preparedness.** Response plans are being developed regionally and locally. Materials are available on the DHFS website.
- **Division of Mental Health and Substance Abuse Services and Division of Public Health-The Integration of Physical Health, Mental Health, Substance Use, and Addiction.** Goal is to promote system changes need to improve health outcomes in Wisconsin.

Working Lunch. Mike presented 704 information.

13. Continued. DVR report. Members received a written report from DVR. Waiting list for services. Plans are costing more.

Next meeting. Joint meeting with WCILC is August 11-13, 2008 in La Crosse.