

Address: 3810 Milwaukee St.  
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Website: [il-wis.net](http://il-wis.net)



## **Independent Living Council of Wisconsin (ILCW) Policy and Procedure Committee Teleconference Meeting**

December 11, 2024

2:00 P.M. – 3:30 P.M.

APPROVED JANUARY 8, 2025

### **Action Items and Motion Items**

#### **A. ILCW Policy and Procedure Committee Meeting Action Items**

- 1. Action Item:** ILCW Executive Director will send members of the ILCW Policy and Procedure Committee Microsoft Word document versions of the ILCW Roles and Responsibilities document and ILCW Employee Handbook.
- 2. Action Item:** ILCW Executive Director will send Independent Living Centers' (ILCs') parental leave policies with ILCW Policy and Procedure Committee if the ILC directors are comfortable sharing their policies.
- 3. Action Item:** Mary Jane Gande will contact indiGO to request a copy of their parental leave policy so that it can be shared with ILCW Policy and Procedure Committee.
- 4. Action Item:** ILCW Executive Director will set up a recurring meeting time for the ILCW Policy and Procedure Committee on the ILCW meeting calendar for the second Wednesday of each month from 2:00 P.M. – 3:30 P.M.
- 5. Action Item:** ILCW Executive Director will add the ILCW Policy and Procedure Committee meeting schedule to the ILCW Meeting Schedule document.

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## **B. ILCW Policy and Procedure Committee Motion Items**

- 1. Motion Item:** Jason Endres made a motion to approve the December 11, 2024 ILCW Policy and Procedure Committee meeting agenda. Jackie Gordon seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Jason Endres made a motion to adjourn the December 11, 2024 ILCW Policy and Procedure Committee meeting. Ramsey Lee seconded the motion. ILCW Policy and Procedure Committee voted unanimously to adjourn the meeting. Motion carried.

## **C. Meeting Minutes**

### **I. Welcome and Introductions, Mary Jane Grande, ILCW Policy and Procedure Committee Chair**

**ILCW Members Present:** Jason Endres; Mary Jane Grande, ILCW Policy and Procedure Committee Chair; Jackie Gordon; Ramsey Lee; and Eric Riskus, ILCW Chair.

**ILCW Members Absent; Excused (\*):** Sara Eckland, ILCW Independent Living Center (ILC) Representative.

**ILCW Staff:** Tyler Wilcox, ILCW Executive Director

### **II. The meeting was called to order at 2:01 P.M. by Mary Jane Grande, ILCW Policy and Procedure Committee 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](#).

### **III. Review and Approve December 11, 2024 ILCW Policy and Procedure Committee Meeting Agenda**

- Jason Endres made a motion to approve the December 11, 2024 ILCW Policy and Procedure Committee meeting agenda. Jackie Gordon seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

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#### **IV. 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 public comments received; comment period closed at 2:14 P.M.

#### **V. Discuss Difference Between Policies, Procedures, and Bylaws**

- ILCW Executive Director provided a brief explanation of the difference between Policies, Procedures, and Bylaws.
  - Bylaws explain what things must happen for an organization to function. Bylaws are legally binding and are very difficult to change.
  - Policies are set by the organization but are not legally binding. Frequently policies are used to clarify and/or refine requirements that appear in an organization's Bylaws. Policies are much easier to change because they only require the agreement of the agency and do not have any legal impact on the organization.
  - Procedures are very flexible and describe how certain activities should be completed in a best-case scenario. Procedures may be changed ad hoc to fit situations not accounted for when the original procedure was developed. Permanent changes need agreement of the entire organization. Procedures do not require strict compliance.

#### **VI. Review and Discuss ILCW Policies**

- ILCW has several Policy and Procedure Documents.
  - The ILCW Policy and Procedure guidelines titled "Roles and Responsibilities" was developed in 2019. It is very basic and has never been fully implemented by the council. It is also lacking several key features like a document retention policy.
  - ILCW Fiscal Policies have been reviewed and updated as recently as 2023. While it is always valuable to review fiscal policies, they are the most up-to-date and complete currently.

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- ILCW Employee Handbook was completed in June of 2023. However, a parental leave policy was not included in the handbook. Parental leave is among the first items which the ILCW Policy and Procedure committee should address.
- ILCW Executive Director will send members of the ILCW Policy and Procedure Committee Microsoft Word document versions of the ILCW Roles and Responsibilities document and ILCW Employee Handbook. See Action Item 1.

## **VII. Discuss Policies and/or Procedures which Need Updates or Development**

- Development of a parental leave policy seems to be the most important activity for the Policy and Procedure committee at this time. ILCW Policy and Procedure committee would like to bring a recommendation to the full council for the January 2025 Full Council Quarterly Meeting.
  - ILCW Executive Director will send Independent Living Centers' (ILCs') parental leave policies with ILCW Policy and Procedure Committee if the ILC directors are comfortable sharing their policies. See Action Item 2.
  - Mary Jane Gande will contact indiGO to request a copy of their parental leave policy so that it can be shared with ILCW Policy and Procedure Committee. See Action Item 3.
- There are several other policies which ILCW should focus on following development of a parental leave policy.
  - Council member absences are addressed by the Bylaws, however there is no guidance with regards to how the council should remove members who have three or more unexcused absences.
  - ILCW should develop a policy for dissemination of documents, especially meeting packets.
    - Both Live Binders and Email work well, but there may be some accessibility issues with both methods of distribution.

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- ILCW does not have a formal document retention policy. It has been using the Fiscal policy to provide guidance, however this is incomplete and does not address documentation that doesn't have any fiscal information.
- ILCW should also put procedures regarding ensuring that documents and information are accessible in multiple formats and languages.

### **VIII. Discuss and Set Schedule for Policy and Procedure Committee Meetings**

- The ILCW Policy and Procedure Document, titled "ILCW Roles and Responsibilities" will require a great deal of attention and collaboration. However, the Policy and Procedure Committee should only need to meet 1 time per month.
- The time that the first meeting was held, i.e. the second Wednesday of each month from 2:00 P.M. – 3:30 P.M., works well for all committee members present.
  - ILCW Executive Director will set up a recurring meeting time for the ILCW Policy and Procedure Committee on the ILCW meeting calendar for the second Wednesday of each month from 2:00 P.M. – 3:30 P.M. See Action Item 4.
  - ILCW Executive Director will add the ILCW Policy and Procedure Committee meeting schedule to the ILCW Meeting Schedule document. See Action Item 5.

### **IX. Adjourn**

- Jason Endres made a motion to adjourn the December 11, 2024 ILCW Policy and Procedure Committee meeting. Ramsey Lee seconded the motion. ILCW Policy and Procedure Committee voted unanimously to adjourn the meeting. Motion carried. See Motion Item 2.

**Meeting Adjourned at 3:05 P.M.**