

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

January 8, 2025

2:00 P.M. – 3:30 P.M.

APPROVED FEBRUARY 26, 2025

Action Items and Motion Items

A. ILCW Policy and Procedure Committee Meeting Action Items

- 1. Action Item:** Amanda Utz will develop a draft parental leave policy to be presented at the January 27-28, 2025 Quarterly Meeting.

B. ILCW Policy and Procedure Committee Motion Items

- 1. Motion Item:** Jason Endres made a motion to approve the January 8, 2025 ILCW Policy and Procedure Committee meeting agenda. Eric Riskus seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Eric Riskus made a motion to approve the December 11, 2024 ILCW Policy and Procedure Committee meeting minutes. LySandra Owens seconded the motion. ILCW Policy and Procedure committee voted unanimously to approve the minutes.
- 3. Motion Item:** Jason Endres made a motion to recommend a 10-week parental leave allowance at 100% pay for employees of ILCW. Eric Riskus seconded the motion. ILCW Policy and Procedure committee voted unanimously to recommend the proposed parental leave policy to the full council.
- 4. Motion Item:** Eric Riskus made a motion to adjourn the January 8, 2025 ILCW Policy and Procedure Committee meeting. Jason Endres seconded the motion. Motion carried.

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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; LySandra Owens, ILCW Treasurer; and Eric Riskus, ILCW Chair.

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

Guest(s): Amanda Utz, Human Resources Manager, Sustainable HR.

ILCW Staff: Tyler Wilcox, ILCW Executive Director.

II. The meeting was called to order at 2: 15 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 January 8, 2025 ILCW Policy and Procedure Committee Meeting Agenda

- Jason Endres made a motion to approve the January 8, 2025 ILCW Policy and Procedure Committee meeting agenda. Eric Riskus seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

IV. Review and Approve December 11, 2024 ILCW Policy and Procedure Committee Meeting Minutes

- Eric Riskus made a motion to approve the December 11, 2024 ILCW Policy and Procedure Committee meeting minutes. LySandra Owens seconded the motion. ILCW Policy and Procedure committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.

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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 ended 2:25 P.M.

VI. Discuss ILCW Parental Leave Policy

- Amanda Utz provided ILCW Policy and Procedure committee with rationale for developing a parental leave policy.
 - A good parental leave policy will aid in the retention of current employees and recruitment of new employees if ILCW ever seeks additional staff support.
 - Organizations' parental leave policies are a good indication of workplace culture. ILCW is very focused on ensure that people and families come first; its parental leave policy should reflect that.
- Most organizations allow for 8 weeks of leave at 60% of the employees' pay.
 - Independent Living Centers (ILCs) in Wisconsin almost all base their parental leave on the Family Medical Leave Act, which allows for 12 weeks of leave without pay. None of the ILCs provide paid parental leave.
 - ILCW budgets for its staff's salaries before the start of the federal fiscal year, because the money is already accounted for, it would make sense to provide staff with 100% pay for the duration of their leave.
 - During the leave, all staff benefits should remain intact and paid time off accruals should continue.
 - 10 weeks of leave is more than standard and should not jeopardize the Council's ability to function while a staff person is on an extended period of leave.

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- Parental leave may be extended using accrued sick and/or vacation time.
- Parental leave is meant to cover the person giving birth, their partner, and persons who are adopting.
- Amanda Utz will develop a draft parental leave policy to be presented at the January 27-28, 2025 Quarterly Meeting. See Action Item 1.
- Jason Endres made a motion to recommend a 10-week parental leave allowance at 100% pay for employees of ILCW. Eric Riskus seconded the motion. ILCW Policy and Procedure committee voted unanimously to recommend the proposed parental leave policy to the full council. See Motion Item 4.

VII. Discuss Development of ILCW Policies and Procedures

- This agenda item is tabled until the February 26, 2025 ILCW Policy and Procedure Committee Meeting.

VIII. Review, Discuss, and Approve Parking Lot Items

- There were no “parking lot” items brought to the committees attention.

IX. Adjourn

- Eric Riskus made a motion to adjourn the January 8, 2025 ILCW Policy and Procedure Committee meeting. Jason Endres seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 3:03 P.M.