

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

December 10, 2025

2:00 P.M. – 3:30 P.M.

APPROVED FEBRUARY 11, 2026

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

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

- 1. Action Item:** Sara Eckland, Ramsey Lee, and Kevin Fech will work together to make the Conflict-of-Interest Statement and Policy readable and includes everything necessary.
- 2. Action Item:** ILCW Executive Director will send the Policy and Procedure Committee a copy of the 2019 Policy and Procedure Document, so they have it in their records.
- 3. Action Item:** Kathy Acevedo and Mary Jane Grande will work on developing Preparedness and Preparation policies and procedures.
- 4. Action Item:** Ramsey Lee and Eric Riskus will work together to develop Attendance and Oversight policies and procedures.
- 5. Action Item:** Jackie Gordon and LySandra Owens will work together to develop Voting policies and procedures.
- 6. Action Item:** ILCW Executive Director will send ILCW Policy and Procedure Committee members their assigned workgroups members' email addresses.
- 7. Action Item:** Jackie Gordon and LySandra Owens will develop an updated version of the Bylaws that eliminates the need for a finance committee after completing their work on Voting policies and procedures.

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

- 1. Motion Item:** Eric Riskus made a motion to approve the December 10, 2025 ILCW Policy and Procedure Committee meeting agenda. Kevin Fech seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** LySandra Owens made a motion to approve the October 8, 2025 ILCW Policy and Procedure Committee meeting minutes. Eric Riskus seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Ramsey Lee made a motion to adjourn the December 10, 2025 ILCW Policy and Procedure Committee meeting. Jackie Gordon seconded the motion. Motion carried. Meeting Adjourned at 3:30 P.M.

## **C. Meeting Minutes**

### **1. Welcome and Introductions, Mary Jane Grande, ILCW Chair**

**ILCW Members Present:** Kathy Acevedo; Sara Eckland, ILCW Independent Living Center (ILC) Representative; Kevin Fech; Jacki Gordon; Mary Jane Grande, ILCW Chair; Ramsy Lee; LySandra Owens, ILCW Vice Chair-Elect; and Eric Riskus.

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

### **2. The meeting was called to order at 2:03 P.M. by Mary Jane Grande, 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](#).

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### **3. Review and Approve December 10, 2025 ILCW Policy and Procedure Committee Meeting Agenda**

- Eric Riskus made a motion to approve the December 10, 2025 ILCW Policy and Procedure Committee meeting agenda. Kevin Fech seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

### **4. Review and Approve October 8, 2025 ILCW Policy and Procedure Committee Meeting Minutes**

- LySandra Owens made a motion to approve the October 8, 2025 ILCW Policy and Procedure Committee meeting minutes. Eric Riskus seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.

### **5. 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 2:20 P.M.

### **6. Review and Discuss Committee Members' Assigned Tasks**

- ILCW Executive Director reviewed how this committee will structure meetings to ensure members have enough time to complete tasks.
  - The Committee will meet every other month to discuss progress on assigned tasks.
  - When a workgroup has completed an assigned task, they will inform ILCW Executive Director who will alert the rest of the committee that a vote will be needed to make a recommendation for approval by the Full Council.
    - Workgroups must give the Committee at least one week to review their completed task prior to requesting a vote for a recommendation to the Full Council.

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- ILCW Executive Director explained the difference between bylaws, policies, and procedures.
  - Bylaws represent something the Council is legally required to do.
  - Policies are things that the council should do but has some discretion as to when/how those things happen.
  - Procedures explain the steps needed to complete a task required by the bylaws or policies.
- Ramsey Lee provided an update on developing a readable Conflict of Interest policy/statement.
  - Ramsey Lee shared a document he worked on with help from Paula McElwee from the Independent Living Training and Technical Assistance (IL T&TA) program.
  - There doesn't seem to be much mentioned for remediation when conflicts of interest arise. Kevin Fetch could help make sure that the statement includes something about this.
  - Sara Eckland would also like to help make sure the statement and policy are completed.
  - Sara Eckland, Ramsey Lee, and Kevin Fech will work together to make the Conflict-of-Interest Statement and Policy readable and includes everything necessary. See Action Item 1.
- Mary Jane Grande provided an update on Preparedness and Participation policies and procedures.
  - Mary Jane Grande needs help with this topic; she has quite a few ideas but needs assistance honing it down.
    - Mary Jane Grande wants to ensure that the Council/Board has the tools they need when getting to a meeting to have meaningful, and potential fruitful, discussions. She also wants to ensure that they aren't blindsided when topics arise or avoid meetings entirely because they are ill-prepared to tackle more difficult issues.

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- There is a past iteration of a Policy and Procedure document that was completed in 2019. It is essentially copied from the 1973 Rehabilitation Act and has very little information; this topic is one that was listed in that document. The 2019 document is currently available on LiveBinders and has been a part of the past several meeting packets.
  - ILCW Executive Director will send the Policy and Procedure Committee a copy of the 2019 Policy and Procedure Document, so they have it in their records. See Action Item 2.
  - Kathy Acevedo and Mary Jane Grande will work on developing Preparedness and Preparation policies and procedures. See Action Item 3.
- Eric Riskus provided an update on Meeting Attendance and Oversight.
  - Eric Riskus was unsure if “oversight” referred to staff supervision or oversight of attendance policy(ies).
    - Oversight in this case refers to oversight of execution of attendance policy(ies). For example, per the Bylaws, after two unexcused absences, ILCW members may be removed from the council. However, there is no guidance to explain what the process for removal would be, and how much discretion, if any, the Council in executing this Bylaw.
    - Ramsey Lee and Eric Riskus will work together to develop Attendance and Oversight policies and procedures. See Action Item 4.
- LySandra Owens provided an update on Voting policies and procedures.
  - A brief policy document was submitted in March of 2025; however, it could be expanded.

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- A step-by-step explanation of Robert's Rules of Order should be included in the policy book being built by this committee.
- This section should also include an explanation of why it is important to voice their dissent through voting.
- Jackie Gordon and LySandra Owens will work together to develop Voting policies and procedures. See Action Item 5.
- ILCW Executive Director will send ILCW Policy and Procedure Committee members their assigned workgroups members' email addresses. See Action Item 6.

## **7. Review and Discuss Need for Update to Other ILCW Documents**

- ILCW Policy and Procedure committee was tasked by the Full Council with proposing updated Bylaws which eliminates the necessity for a Finance Committee.
  - Finance can be difficult for some people; eliminating the committee altogether might be problematic for some of the Council members have less knowledge of finances.
    - Currently Finance Committee is composed of all members of the Executive Committee and one additional person.
    - Finance Committee currently has little to discuss beyond approving financial statements because other matters are discussed either by the executive committee or by the Full Council.
    - Part of ILCW Executive Committee meeting times would be devoted to discussing financial considerations.
  - A finance committee could be added as an ad hoc or standing committee, but if it is not required in the Bylaws then when they do not meet, ILCW is not out of compliance.

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- Finance Committee is only mentioned a few places in the Bylaws, in the listing of standing committees and in the description of the treasurer's duties. Removing it from the Bylaws should not be difficult.
  - Jackie Gordon and LySandra Owens will develop an updated version of the Bylaws that eliminates the need for a finance committee after completing their work on Voting policies and procedures. See Action Item 7.

## **8. Review, Discuss, and Approve Parking Lot Items**

- Development of a document retention policy was discussed. ILCW Policy and Procedure committee determined that this item would likely be an assigned task at a future meeting, so adding it to a future agenda as a stand-alone item was not necessary.

## **9. Adjourn**

- Ramsey Lee made a motion to adjourn the December 10, 2025 ILCW Policy and Procedure Committee meeting. Jackie Gordon seconded the motion. Motion carried. See Motion Item 3.

**Meeting Adjourned at 3:30 P.M.**