

Address: 3810 Milwaukee St.
Madison, WI 53714
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Independent Living Council of Wisconsin (ILCW) Membership Committee Teleconference Meeting

March 2, 2026

2:00 P.M. – 3:30 P.M.

APPROVED APRIL 6, 2026

Action Items and Motion Items

A. ILCW Membership Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will fix a typo in Action Item 3 of the February 2, 2026 ILCW Membership Committee Meeting Minutes.
- 2. Action Item:** ILCW Executive Director will email Laruen Grudzinski to tell her that the Membership Committee will recommend that the Governor appoint her to the Council as soon as there is a vacancy.
- 3. Action Item:** ILCW Executive Director will contact Mary Jane Grande, ILCW Chair and Policy and Procedure Committee Chair, to request a discussion with ILCW Membership Committee members regarding the ILCW Succession Plan be added to the April 8, 2026 ILCW Policy and Procedure Committee Meeting agenda.
- 4. Action Item:** ILCW Membership Committee members will find items that would be in a succession plan which the Policy and Procedure should either be aware of or should be working on.
- 5. Action Item:** ILCW Executive Director will investigate whether it is possible to add a link at the bottom of each page that returns the user to the table of contents in the Resource Development Document.
- 6. Action Item:** ILCW Membership Committee members will find at least 2 resources from their area which should be included in the document and email that information to the ILCW Executive Director.
- 7. Action Item:** ILCW Executive Director will add information regarding communicating with council members, accessing and using LiveBinders, using the <https://il-wis.net> website, expectations for

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Council members, and information about the ILCW committees to the new ILCW Orientation Slideshow.

- 8. Action Item:** Randi Johnson will draft an email to explain what the Membership Committee does and encourage more members to join so that it can continue working on its assigned tasks.
- 9. Action Item:** ILCW Executive Director will review Randi Johnson's Membership Committee recruitment email and provide feedback to Randi Johnson.
- 10. Action Item:** Randi Johnson will send a final draft of the ILCW Membership Committee recruitment email to the full council, after updating the message based on ILCW Executive Directors feedback, if necessary.

B. ILCW Membership Committee Motion Items

- 1. Motion Item:** Julie Bergan made a motion to approve the March 2, 2026 ILCW Membership Committee meeting agenda. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to approve the agenda. Motion carried.
- 2. Motion Item:** Julie Bergan made a motion to approve the February 2, 2026 ILCW Membership Committee meeting minutes. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Ramsey Lee made a motion to recommend Lauren Grudzinaki to the Governor's Office for appointment to ILCW. Julie Bergan seconded the motion. The ILCW Membership Committee voted unanimously to recommend Lauren Grudzinski's appointment to the Council. Motion carried.
- 4. Motion Item:** Julie Bergan made a motion to amend the March 5, 2026 Executive Committee Agenda to include a closed session to discuss responses to ILCW Executive Director's email regarding an advocacy action. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to amend the meeting agenda to include the closed session. Motion carried.

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5. Motion Item: Julie Bergan made a motion to adjourn the March 2, 2026 ILCW Membership Committee meeting. Ramsey Lee seconded the motion. Motion carried. Meeting Adjourned at 3:32 P.M.

C. Meeting Minutes

1. Welcome and Introductions, Randi Johson, ILCW Membership Committee Chair

ILCW Members Present: Julie Bergan, ILCW Secretary; Randi Johnson, ILCW Membership Committee Chair; and Ramsey Lee.

ILCW Members Absent; Excused (*): Mary Jane Grande*, ILCW Chair; and Tyler Wigington.

ILCW Staff: Tyler Wilcox, ILCW Executive Director

2. The meeting was called to order at 2:03 P.M. by Randi Johson, ILCW Membership 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](#).

3. Review and Approve March 2, 2026 ILCW Membership Committee Meeting Agenda

- Julie Bergan made a motion to approve the March 2, 2026 ILCW Membership Committee meeting agenda. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

4. Review and Approve February 2, 2026 ILCW Membership Committee Meeting Minutes

- Julie Bergan made a motion to approve the February 2, 2026 ILCW Membership Committee meeting minutes. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to approve the minutes. Motion carried. See Motion Item 2.

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- ILCW Executive Director will fix a typo in Action Item 3 of the February 2, 2026 ILCW Membership Committee Meeting Minutes. See Action Item 1.

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 comments received; comment period closed at 2:20 P.M.

6. Review and Discuss New Member Applications

- ILCW Executive Director knows Laruen Gruzzinski from his work with the Work Incentive Benefits Specialist Association (WIBSA), and her work at Independence First where she was a strong advocate and always on top of things.
 - Lauren completed and turned in the application for ILCW and at the Governor's Office of Appointments.
 - She no longer works for Independence First and therefore would not cause a compositional imbalance for the Council.
 - Per the 1973 Rehabilitation Act, a majority of the Council Members must be people with disabilities, people who do not work for state agencies, or work at Independent Living Centers (ILCs).
 - Governor Ever's Executive Order states that ILCW must have 18 members. Right now, we have 4 Ex-Efficio Members and 14 voting members, all of whom are counted towards the Governor's requirement.
 - ILCW by-laws require that the council have at least 11 voting members.
 - ILCW Executive Director tracks ILCW's roster to ensure that no imbalances occur and determine what communities need better representation on the Council.

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- ILCW does not have any vacancies. Laruen is aware and is willing to wait until someone resigns from the council to step into a roll as a voting member.
- She can represent the blind/low vision community on the Council.
- Ramsey Lee made a motion to recommend Lauren Grudzinaki to the Governor's Office for appointment to ILCW. Julie Began seconded the motion. The ILCW Membership Committee voted unanimously to recommend Lauren Grudzinski's appointment to the Council. Motion carried. See Motion Item 3.
 - ILCW Executive Director will email Laruen Grudzinski to tell her that the Membership Committee will recommend that the Governor appoint her to the Council as soon as there is a vacancy. See Action Item 2.

7. Discuss Development of Succession Plan

- ILCW Executive Director send ILCW Membership Committee several examples of succession plans via email and posted them on [LiveBinders](http://www.livebinders.com/b/3669073?tabid=da25a47c-85cc-4af9-88d5-57ef38bb573a) (<https://www.livebinders.com/b/3669073?tabid=da25a47c-85cc-4af9-88d5-57ef38bb573a>).
- ILCW Membership Committee Members reviews the plans.
 - The plan shared by the Ohio SILC appeared to be too basic for ILCW's purposes.
 - The Independent Living Research Utilization (ILRI) Document, 'How to develop a succession plan,' was over 30 pages. The Committee members agreed if it was too long, it would not be read.
- ILCW's succession plan will be public information, and it will be posted on LiveBinders both in draft and final forms.
- The ILCW succession plan will likely have analogues that are being developed by the Policy and Procedure Committee. Because we are a

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smaller group, it will be difficult to separate this task down, so it may be useful to collaborate with the Policy and Procedure committee to prevent unneeded work due to redundancy.

- The next Policy and Procedure Committee is scheduled for April 8, 2026, 2:00 P.M. – 3:30 P.M.
- ILCW Executive Director will contact Mary Jane Grande, ILCW Chair and Policy and Procedure Committee Chair, to request a discussion with ILCW Membership Committee members regarding the ILCW Succession Plan be added to the April 8, 2026 ILCW Policy and Procedure Committee Meeting agenda. See Action Item 3.
- ILCW Membership Committee members will find items that would be in a succession plan which the Policy and Procedure should either be aware of or should be working on. See Action Item 4.

8. Discuss In-Person Meeting

- The State of Wisconsin has not received a Notice of Award (NOA) for the remainder of its Federal Fiscal Year (FFY) 2026 Part B funding. This discussion will be tabled until the Council has a clearer view of its financial outlook for the rest of the fiscal year.

9. Discuss Resource Development Activities

- ILCW Executive Director made a resource development document using information that Randi Johnson gave him. This was intended to be for use with the council; it may be helpful for the entire Wisconsin Independent Living Network (WILN).
 - There were concerns that the Centers might feel threatened and think we are competing with them. However, the list is extensive and some grant information is useful for ILCs and not ILCW. ILCW's intent is to include ILCs and the whole of WILN, not compete with other entities in the network.

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- ILCW Executive Director will investigate whether it is possible to add a link at the bottom of each page that returns the user to the table of contents in the Resource Development Document. See Action Item 5.
- ILCW Membership Committee members will find at least 2 resources from their area which should be included in the document and email that information to the ILCW Executive Director. See Action Item 6.

10. Review and Discuss New ILCW Orientation Plan

- ILCW Executive Director developed a new slideshow for new member orientation. The slide deck has 82 slides, and the presentation takes approximately three hours.
 - ILCW Executive Director will add information regarding communicating with council members, accessing and using LiveBinders, using the <https://il-wis.net> website, expectations for Council members, and information about the ILCW committees to the new ILCW Orientation Slideshow. See Action Item 7.

11. Discuss Strategies to Encourage Council Members to Join Committees

- ILCW Executive Director will continue to encourage council Members to join various committees.
 - Not all ILCW Council Members join a committee.
 - ILCW Policy and Procedure committee will be implementing a policy that requires new members to choose at least one committee after 90 days.

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- ILCW committee chairs frequently report that a committee isn't doing or hasn't done anything recently at ILCW quarterly meetings. ILCW Executive Director would like to encourage committee chairs to report on projects or other activities that the committee are or have been Engaged in to help other Council members understand what each committee does and why it is important for the work of the council.
 - Randi Johnson will draft an email to explain what the Membership Committee does and encourage more members to join so that it can continue working on its assigned tasks. See Action Item 8.
 - ILCW Executive Director will review Randi Johnson's Membership Committee recruitment email and provide feedback to Randi Johnson. See Action Item 9.
 - Randi Johnson will send a final draft of the ILCW Membership Committee recruitment email to the full council, after updating the message based on ILCW Executive Directors feedback, if necessary. See Action Item 10.

12. Review, Discuss, and Approve Parking Lot Items

- A council member sent responses to an advocacy action alert that ILCW Executive Director sent to the council.
 - Julie Bergan made a motion to amend the March 5, 2026 Executive Committee Agenda to include a closed session to discuss the responses to ILCW Executive Directors email regarding an advocacy action. Ramsey Lee seconded the motion. ILCW Membership Committee voted unanimously to amend the meeting agenda to include the closed session. Motion carried. See Motion Item 4.

13. Adjourn

- Julie Bergan made a motion to adjourn the March 2, 2026 ILCW Membership Committee meeting. Ramsey Lee seconded the motion. Motion carried. See Motion Item 5.

Meeting Adjourned at 3:32 P.M