

Address: 3810 Milwaukee St.  
Madison, WI 53714  
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## **Independent Living Council of Wisconsin (ILCW) Policy and Procedure Committee Teleconference Meeting**

February 11, 2026

2:00 P.M. – 3:30 P.M.

APPROVED APRIL 15, 2026

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

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

- 1. Action Item:** ILCW Executive Director will work on formatting the Policies and Procedures document as sections are completed to ensure formatting is accessible and consistent.

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

- 1. Motion Item:** LySandra Owens made a motion to approve the February 11, 2026 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:** Eric Riskus made a motion to approve the December 10, 2025 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.
- 3. Motion Item:** LySandra Owens made a motion to adjourn the February 11, 2026 ILCW Policy and Procedure Committee meeting. Eric Riskus seconded the motion. Motion carried. Meeting Adjourned at 3:30 P.M.

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## **C. Meeting Minutes**

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

**ILCW Members Present:** Kevin Fech; Jackie Gordon; Mary Jane Grande, ILCW Chair; LySandra Owens, ILCW Vice Chair-Elect; and Eric Riskus.

**ILCW Members Absent; Excused (\*):** Kathy Acevedo\*, ILCW Treasurer; and Ramsey Lee.

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

### **2. The meeting was called to order at 2:07 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](#).

### **3. Review and Approve February 11, 2026 ILCW Policy and Procedure Committee Meeting Agenda**

- LySandra Owens made a motion to approve the February 11, 2026 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.

### **4. Review and Approve December 10, 2025 ILCW Policy and Procedure Committee Meeting Minutes**

- Eric Riskus made a motion to approve the December 10, 2025 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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## **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/MjQ3MTE0MMDM=>)
- No public comment received; comment period closed at 2:20 P.M.

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

- Mary Jane Grande provided an update on policies and procedures pertaining Participation and Preparedness.
  - Kathy and Maryjane were unable to meet but will be meeting later this week.
  - Mary Jane has stated one of her additions is board minutes must be in live binder 7 days before the meeting.
  - Board minutes need to be submitted to the Chair and Executive Director for review 10 days after the end of a meeting.
  - ILCW Executive Director recommended reviewing a council Member's activity and how well they are participating to determine if they should be invited to serve a second term on the Council.
- ILCW Executive Director provided a brief update regarding the Conflict-of-Interest Policy.
  - ILCW Executive Direct has not heard any word from this group's leader. A good outline for the policy exists, however it isn't ready to be reviewed by the full council.
- LySandra Owens provided an update about the Voting Policy and Procedures.
  - A recommendation that each Council Member vote for every motion is included.
    - "Each member should vote based on their opinion, even if it differs from the group. Each member must cast a vote if they are a voting member of the group."

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- Mary Jane Grande will begin implementing a roll call vote at future meetings; however, this will not be a policy. Future Chairs should decide how they wish to manage voting during ILCW meetings.
- Eric Riskus provided an update on the Meeting Attendance and Oversight policy.
  - The policy is more or less completed; some minor updates are necessary.
    - “Oversight” includes both oversight of the attendance policy and oversight of the Executive Director by the Council.
  - For this and other policies, language should reflect what is written in the bylaws.
- ILCW Executive Director will work on formatting the Policies and Procedures document as sections are completed to ensure formatting is accessible and consistent. See Action Item 1.

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

- Agenda item tabled until the April 8, 2026 ILCW Policy and Procedure Committee Meeting.

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

- There were no parking lot items to discuss following this meeting’s agenda.

## **9. Adjourn**

- LySandra Owens made a motion to adjourn the February 11, 2026 ILCW Policy and Procedure Committee meeting. Eric Riskus seconded the motion. Motion carried. See Motion Item 3.

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