

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

April 15, 2026

2:00 P.M. – 3:30 P.M.

APPROVED JUNE 10, 2026

Action Items and Motion Items

A. ILCW Policy and Procedure Committee Meeting Action Items

- 1. Action Item:** ILCW Executive Director will investigate different methods to securely store sensitive information and ensure it is accessible to the Council.
- 2. Action Item:** ILCW Executive Director will provide annual training for ILCW Officers about security protocols and how to access sensitive data like login information.
- 3. Action Item:** ILCW Executive Director will add a standing agenda item to review progress on the Succession plan at ILCW Policy and Procedure Meetings.
- 4. Action Item:** Kathy Acevedo will update the ILCW Preparedness and Participation policy and procedure document to have, at most, an 8th grade reading level.
- 5. Action Item:** ILCW Executive Director will add a standing item to recommend completed policies and procedures for approval by the Council to future ILCW Policy and Procedure Committee agendas.
- 6. Action Item:** ILCW Executive Director will format the voting policy and put it on LiveBinders so it can be approved and adopted at the May 11, 2026 ILCW Full Council Quarterly Meeting.
- 7. Action Item:** Jackie Gordon will review the recommendations for the Conflict of Interest Policy and develop a completed document which can be approved and adopted by the full council at the May 11, 2026 Quarterly Meeting.



B. ILCW Policy and Procedure Committee Motion Items

- 1. Motion Item:** Jackie Gordon made a motion to approve the April 15, 2026 ILCW Policy and Procedure Committee meeting agenda. Kathy Acevedo 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 February 11, 2026 ILCW Policy and Procedure Committee meeting minutes. Jackie Gordon seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the minutes. Motion carried.
- 3. Motion Item:** Jackie Gordon made a motion to recommend Policies and Procedures for approval and adoption by the full Council as they are completed. Policies and procedures will be added to a full policy and procedure document as they are approved. Kathy Acevedo seconded the motion. ILCW Policy and Procedure Committee voted unanimously to recommend adoption of policies and procedures as they are completed to be added to a full document as they are approved.
- 4. Motion Item:** Ramsey Lee made a motion to adjourn the April 15, 2026 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 Policy and Procedure Committee Members Present: Kathy Acevedo, ILCW Treasurer; Kevin Fech; Jackie Gordon; Mary Jane Grande, ILCW Chair; Ramsey Lee; and LySandra Owens, ILCW Vice Chair-Elect.

ILCW Policy and Procedure Committee Members Absent; Excused (*): Eric Riskus.

Guest(s): Juile Bergan, ILCW Secretary; Randi Johnson; and Tyler Wigington.

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ILCW Staff: Tyler Wilcox, ILCW Executive Director.

2. The meeting was called to order at 2:04 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 April 15, 2026 ILCW Policy and Procedure Committee Meeting Agenda

- Jackie Gordon made a motion to approve the April 15, 2026 ILCW Policy and Procedure Committee meeting agenda. Kathy Acevedo seconded the motion. ILCW Policy and Procedure Committee voted unanimously to approve the agenda. Motion carried. See Motion Item 1.

4. Review and Approve February 11, 2026 ILCW Policy and Procedure Committee Meeting Minutes

- LySandra Owens made a motion to approve the February 11, 2026 ILCW Policy and Procedure Committee meeting minutes. Jackie Gordon 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. Discuss Succession Plan with ILCW Membership Committee

- The Executive Director stated that the Membership Committee is working on a succession plan but does want to duplicate work and that committee is small for that task.

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- Several succession plan examples were available for review. Some plans were extraordinarily detailed and some were very simple. ILCW's plan should be in the middle of these two extremes.
- Radi Johnson stated that as a nonprofit it is important to have information about what to do when certain members of the organization, both staff and volunteers, are not available.
 - Randi Johnson discussed what she liked and disliked about the succession plans that were given. What she liked included:
 - Insurance policy information;
 - Contact information for officers and staff;
 - Log in information;
 - Organizing the plan based on length of time someone is unable to perform their duties.
- MaryJane Grande stated some of the things the Policy and Procedure Committee is working on.
 - Randi Johnson stated she is trying to determine what belongs in a succession plan and what belongs in a policy and procedures document.
 - The Executive Director clarified that information that belongs in a succession plan may also have components which will exist in a policy and/or procedure document.
 - Randi Johnson brought up storing information on LiveBinders and another location should be considered to ensure access.
 - The Executive Director voiced concerns regarding storing information like passwords, credit cards, and login information. Furthermore, having multiple accounts which can be expensive.
 - ILCW Executive Director will investigate different methods to securely store sensitive information and ensure it is accessible to the Council. See Action Item 1.

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- The locations and access to sensitive information storage will be included in the Succession plan.
- LySandra Owens said that all officers had training before the Executive Director went on parental leave which included some of the security information necessary to open meetings, access the bank account, and other important activities.
 - From that comment the Executive Director said training for officers on security protocols will maintain continuity and protect sensitive information like passwords. Julie Bergan agreed this would be helpful.
 - ILCW Executive Director will provide annual training for ILCW Officers about security protocols and how to access sensitive data like login information. See Action Item 2.
- Jackie Godon wanted to know the mission of the Membership Committee.
 - Randi Johnson answered by stating the first area is to look at recruitment for the Council. When the Council is at full capacity, ILCW Membership Committee works on training and other tasks assigned to the committee which will benefit the members of the Council, like developing a succession plan to clarify what needs to be done when officers and/or staff are absent for extended periods of time and/or are no longer a part of the Council.
- The Executive Director stated that the Membership Committee is taking on the huge document of the Succession Plan, but it will break down into parts.
 - Some parts of the Succession Plan will require information from the Policy and Procedure committee and vice versa.
 - ILCW Executive Director will add a standing agenda item to review progress on the Succession plan at ILCW Policy and Procedure Meetings. See Action Item 3.



- From time to time, ILCW Membership Committee members may be asked to join ILCW Policy and Procedures meetings to provide a report on progress.

7. Review and Discuss Committee Members' Assigned Tasks

- Kathy Acevedo provided a discussion regarding the Preparedness and Participation policies and procedures which she and Mary Jane Grande collaborated on.
 - Preparedness and preparation, as presented, was written at a 14th grade reading level. ILCW's documents should never be at more than an 8th grade reading level.
 - A 2nd-3rd grade reading level is preferable whenever possible.
 - ILCW needs to work more at making sure documents are written in plain language.
 - Kathy Acevedo will update the ILCW Preparedness and Participation policy and procedure document to have, at most, an 8th grade reading level. See Action Item 4.
- There are several Policies which we may want to implement before the completion of a full Policy and Procedure document. It would make sense to adopt policies and procedures as they are completed and put them into the full document as they are approved. This will reduce wait time between development and adoption of policies and procedures.
 - Jackie Gordon made a motion to recommend Policies and Procedures for approval and adoption by the full Council as they are completed. Policies and procedures will be added to a full policy and procedure document as they are approved. Kathy Acevedo seconded the motion. ILCW Policy and Procedure Committee voted unanimously to recommend adoption of policies and procedures as they are completed to be added to a full document as they are approved. See Motion Item 3.

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- ILCW Executive Director will add a standing item to recommend completed policies and procedures for approval by the Council to future ILCW Policy and Procedure Committee agendas. See Action Item 5.
- LySandra Owens Reported that she and Jackie Gordon completed the Voting Policy and Procedure, and updated the document following discussion at the February 11, 2026 ILCW Policy and Procedure Committee Meeting.
 - ILCW Executive Director will format the voting policy and put it on LiveBinders so it can be approved and adopted at the May 11, 2026 ILCW Full Council Quarterly Meeting. See Action Item 6.
- Ramsey Lee informed the Policy and Procedures Committee that the Conflict of Interest policy and statement signature page has been available on LiveBinders for several months.
 - Recommendations for change are on the LiveBinder, however there is not currently a complete Conflict of Interest Policy document. In its current state it would not be appropriate to recommend to the full council for adoption and approval.
 - Jackie Gordon will review the recommendations for the Conflict of Interest Policy and develop a completed document which can be approved and adopted by the full council at the May 11, 2026 Quarterly Meeting. See Action Item 7.
- Eric Riskus was not available to discuss the Meeting Attendance and Oversight policy. The policy will be reviewed and recommended for approval at the June 11, 2026 ILCW Policy and Procedure Committee meeting.

8. Review and Discuss Need for Update to Other ILCW Documents

- This item was tabled until the June 11, 2026 ILCW Policy and Procedure Committee Meeting.

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9. Review, Discuss, and Approve Parking Lot Items

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

10. Adjourn

- Ramsey Lee made a motion to adjourn the April 15, 2026 ILCW Policy and Procedure Committee meeting. Jackie Gordon seconded the motion. Motion carried. See Motion Item 4.

Meeting Adjourned at 3:30 P.M