



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551
POST OFFICE BOX 2659
MADISON, WI 53701-2659
PHONE: 608-266-3118
WEBSITE: cpd.wisconsin.gov

Wisconsin Council on Physical Disabilities By-laws Committee Meeting Minutes

Wednesday, July 22, 2020
1:00 P.M. to 2:00 P.M.

By-laws Committee Action and Motion Items

By-laws Committee Action Items

1. **Action Item:** Jason Ostrowski along with DHS support staff will make revisions discussed and send the draft version to By-laws Committee members for review and comment.
2. **Action Item:** The By-laws Committee members will review changes and provide edits and feedback prior to the next By-laws Committee meeting.
3. **Action Item:** DHS Support staff will work with Jason Ostrowski to schedule standing By-laws Committee meetings to continue until CPD Bylaws are complete.

By-laws Committee Motion Items

1. **Motion Item:** Charles Vandenplas made a motion to approve the July 22, 2020 By-laws Committee Meeting agenda. Kathy Johnson seconded the motion. Motion carried.
2. **Motion Item:** Kathy Johnson made a motion to approve the June 18, 2020 By-laws Committee Meeting Minutes. Charles Vandenplas seconded the motion. Motion carried.
3. **Motion Item:** Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried.

By-laws Committee Meeting Minutes

I. Welcome and Introductions, Jason Ostrowski, CPD Committee Chairperson

By-laws Committee members present: Jason Ostrowski; Jackie Gordon; Kathy Johnson; Charles VanDenplas; Karen Secor.

DHS staff support present: Maia Stitt, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

II. Meeting was call to order at 1:08 P.M.



- The meeting was available via teleconference and via Zoom.

III. Review and Approve the July 22, 2020 By-laws Committee Meeting Agenda

- Charles Vandenplas made a motion to approve the July 22, 2020 Agenda By-laws Committee Meeting agenda. Kathy Johnson seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve the June 18, 2020 By-laws Committee Meeting Minutes

- Kathy Johnson made a motion to approve the June 18, 2020 Agenda By-laws Committee Meeting agenda. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 2.

V. Public Comment on the State Plan for People with Physical Disabilities 2019-2021.

<https://cpd.wisconsin.gov/pdf/files/stateplan2019-21.pdf>

- No public comment was received.

VI. Review Current Draft of By-laws

• Discuss Revisions and Additions to Draft By-laws

- The By-laws Committee was provided with a red-lined version of the 2003 By-laws and a clean version.
- The By-laws Committee members discussed the process for editing the updated version of the By-laws.
 - The By-laws Committee agreed to use an updated format for the By-laws draft per previous from June 18, 2020 By-laws meeting.
 - The By-laws Committee agreed to work from the clean copy, but could reference the red-lined version to ensure no content was lost in the process.
- The By-laws Committee reviewed the current By-laws.
 - The By-laws Committee discussed authority and purpose.
 - The By-laws Committee recommended changes to include:
 - Clarity and further details be added to the authority and purpose.



- A recommendation was made to ensure the previous wording for authority was included in the updated version and that the document title be updated to the Wisconsin Council on Physical Disabilities.
- Additional formatting and grammatical edits were made.
 - The By-laws Committee discussed CPD member responsibilities.
- The By-laws Committee recommended changes to include:
 - Clarity and further details be added to the roles and responsibilities sections to provide clear and concise expectations of member participation and responsibilities.
- **Discuss Revisions and Additions to Draft Bylaws**
 - The By-laws Committee discussed the process for editing the remainder of the Bylaws.
 - Jason Ostrowski along with DHS support staff will make revisions discussed and send the draft version to By-laws Committee members for review and comment. See Action Item 1.
 - The By-laws Committee members will review changes and provide edits and feedback prior to the next By-laws Committee meeting. See Action Item 2.

XI. Schedule Follow Up Meetings

- The By-laws Committee recommended the next meeting take place after the CPD Quarterly meeting so that members have a chance to review the revised Bylaws and provide input.
 - It was recommended that the By-laws Committee meet twice per month to complete edits and updates to the Bylaws.
- DHS Support staff will work with Jason Ostrowski to schedule standing By-laws Committee meetings to continue until CPD Bylaws are complete. See Action Item 3.

XII. Adjourn

- Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 2.



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551
POST OFFICE BOX 2659
MADISON, WI 53701-2659
PHONE: 608-266-3118
WEBSITE: cpd.wisconsin.gov

The meeting adjourned at 2:08 P.M.