



**Council on Physical Disabilities (CPD)  
By-Laws Committee Meeting Minutes**

**Thursday, August 27, 2020**

**1:00 P.M. to 2:00 PM**

**This meeting held virtually in accordance with Governor Evers' Executive Order  
#72**

**Meeting is available via Zoom and Conference Call  
Access Information:**

**Phone Number: 312-626-6799 (US) or  
844-708-2569 (Toll Free) Conference ID: 956 9119 1482**

**APPROVED: September 17, 2020**

**Action Items and Motion Items**

**Action Items**

1. **Action Item:** DHS support staff will complete edits discussed and agreed in By-Laws Committee Meeting on August 27, 2020, and will provide an updated draft of the By-Laws to committee members for review prior to the next meeting September 17, 2020.

**Motion Items**

1. **Motion Item:** A motion was made by Charles Vandenplas to approve the August 13, 2020 By-Laws Committee Meeting agenda. The motion was seconded by Kathy Johnson Motion carried.
2. **Motion Item:** A motion was made by Kathy Johnson to approve the August 13, 2020 By-Laws Committee Meeting minutes with the correction of taking the word *both* out of Article V, Duties of the Chairperson, so that it reads: *If the Chairperson, Vice-Chairperson and Secretary are absent from a committee meeting, the Chairperson shall assign another committee member to preside over the meeting.* The motion to approve the meeting minutes with identified correction was seconded by Charles Vandenplas. Motion carried.

3. **Motion Item:** A motion was made by Kathy Johnson to approve the August 13, 2020 By-Laws Committee Meeting agenda. The motion was seconded by Karen Secor. Motion carried.

### **Meeting Minutes**

#### **I. Welcome and Introductions: Jason Ostrowski, Chairperson**

**Council members present (all via teleconference):** Karen Secor; Charles Vandenplas; Jason Ostrowski; Kathy Johnson; Ben Barrett and Jackie Gordon.

**Council members absent:** N/A

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

#### **Meeting Called to Order**

- The meeting was called to order at 1:03 P.M. by Jason Ostrowski, Chairperson.
- The meeting was available via teleconference and Zoom.

#### **II. Review and Approve August 27, 2020 By-Laws Committee Meeting Agenda**

- A motion was made by Charles Vandenplas to approve the August 13, 2020 By-Laws Committee Meeting agenda. The motion was seconded by Kathy Johnson. Motion carried. See Motion Item 1.

#### **III. Review and Approve August 13, 2020 By-Laws Committee Meeting Minutes**

A motion was made by Kathy Johnson to approve the August 13, 2020 By-Laws Committee Meeting minutes with the correction of taking the word *both* out of Article V, Duties of the Chairperson, so that it reads: *If the Chairperson, Vice-Chairperson and Secretary are absent from a committee meeting, the Chairperson shall assign another committee member to preside over the meeting.* The motion was seconded by Charles Vandenplas. See Motion Item 2.

#### **IV. Public Comment on the State Plan for People with Physical Disabilities 2019-2021 or Issues Affecting People with Physical Disabilities**

- No public comment was provided.

#### **V. Review Current Draft of By-Laws**

- By-Laws Committee reviewed and edited draft of CPD By-Laws that were last edited during the By-Laws committee meeting on August 13, 2020.
- Article VI, Executive Committee, Composition:
  - Remove *ideally* and language will read, *shall include at least three people with disabilities.*
- Article VI, Executive Committee, Duties

- Sentence that reads: *Participate in the development of, review, comment on, and monitor all other state plans relating to programs affecting programs serving persons with physical disabilities.* Delete the words *affecting programs*, so that sentence reads *programs serving people with physical disabilities.*
- Article VI, Executive Committee Meetings
  - By-Laws Committee discussed Executive Committee Meetings and the chain of command if the officers are absent. In the absence of the Chair, the Chair role would default to the Vice Chair, and the Vice Chair would default to the Secretary role.
  - Table this sentence that reads: *Meetings of the Executive Committee may be called by the Chairperson, Vice-Chairperson, or upon petition to the Chairperson by two (2) members of the Executive Committee.*
- DHS support staff will complete edits discussed and agreed in By-Laws Committee Meeting on August 27, 2020, and will provide an updated draft of the By-Laws to committee members for review prior to the next meeting September 17, 2020. See Action Item 1.

## **VI. Schedule Follow Up Meetings**

- The next CPD By-Laws Committee Meeting is scheduled for September 17, 2020 from 2:00 P.M to 3:00 P.M.

## **VII. Adjourn**

- A motion was made by Kathy Johnson to adjourn the meeting. The motion was seconded Karen Secor. Motion carried. See Motion Item 3.

**The meeting adjourned at 3:08 PM.**