



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET,
ROOM 551
POST OFFICE BOX 2659
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Council on Physical Disabilities (CPD) Executive Committee Teleconference Meeting Minutes

Thursday, June 10, 2021

2:00 P.M. to 3:00 PM

Approved September 9, 2021

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Jackie Gordon will edit and condense the CPD Operating Agreement and email it out to the Executive Committee by June 15, 2021 for feedback.
- 2. Action Item:** Ben Barrett will send an email to all CPD Membership explaining and requesting nominations for the Executive Committee Membership Vacancy. Nominations will be sent to Charles Vandenplas; and the election will be conducted at the July 22, 2021 Quarterly Meeting.
- 3. Action Item:** Ben Barrett will update the Call for Nominations form for the 2021 Dan Johnson Advocacy Award.
- 4. Action Item:** This Agenda Item, *Discuss 2021 Dan Johnson Advocacy Award*, will be added to the upcoming July 22, 2021 Quarterly Meeting, to gain Full Council feedback.

B. Executive Committee Motion Items

- 1. Motion Item:** Charles Vandenplas made a motion to approve the June Executive Committee meeting agenda. Karen Secor seconded the motion. Motion carried.
- 2. Motion Item:** Charles Vandenplas made a motion to approve the March Executive Committee meeting minutes. Jeff Fox seconded the motion. Motion carried.

Motion Item: Karen Secor made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried.



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C. Executive Committee Meeting Minutes

I. Welcome and Introductions: Ben Barrett, Vice Chairperson

Executive Committee members present: Ben Barrett; Karen Secor; Charles Vandenplas; Jeff Fox and Jackie Gordon.

Executive Committee members absent (Excused*): Not applicable.

Guests: Artrell Mason, Member-At-Large, Council on Physical Disabilities.

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

Ben Barrett, Vice-Chairperson called the meeting to order at 2:10 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 876 5171 0461 and via [Zoom](#).

II. Review and Approve June Executive Committee Meeting Agenda

- Charles Vandenplas made a motion to approve the June Executive Committee meeting agenda. Karen Secor seconded the motion. Motion carried. See Motion Item 1.

III. Review and Approve March Executive Committee Meeting Minutes

- Charles Vandenplas made a motion to approve the March Executive Committee meeting minutes. Jeff Fox seconded the motion. Motion carried. 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 received.



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V. Discuss Operating Agreement

- The Executive Committee discussed Chapter 19 of Wisconsin State Statute; General Duties of Public Officials, and Code of Conduct Operating Agreement, that may be acknowledged and followed by CPD membership.
 - Ben Barrett explained that the Operating Agreement was a collective agreement developed during a Group Power Training by members of disability related constitute councils.
 - The Executive Committee agreed that having an Operating Agreement gave the Council reference if any issue with membership conduct were to arise. The Committee discussed adding the CPD Mission and Vision statements to the document, and condensing the Operating Agreement to customize it based on the needs of the Council.
 - Jackie Gordon will edit and condense the CPD Operating Agreement and email it out to the Executive Committee by June 15, 2021 for feedback. See Action Item 1.

VI. Discuss CPD Executive Committee Membership Vacancy

- The Executive Committee discussed Executive Committee Membership Vacancy in the absence of Kathy Johnson, former CPD Member.
 - Ben Barrett will send an email to all CPD Membership explaining and requesting nominations for the Executive Committee Membership Vacancy. Nominations will be sent to Charles Vandenplas; and the election will be conducted at the July 22, 2021 Quarterly Meeting. See Action Item 2.

VII. Discuss 2021 Dan Johnson Award

- The Executive Committee discussed the 2021 Dan Johnson Award.
- Jeff Fox brought up the need for the event to be an in-person celebration, and having it this year might be too soon with COVID-19 concerns still lingering. Jackie Gordon agreed that it would be good to do a *Call for Nominations* this year, and have the event early 2022.



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- Ben Barrett will update the Call for Nominations form for the 2021 Dan Johnson Advocacy Award. See Action Item 3.
- This Agenda Item, *Discuss 2021 Dan Johnson Advocacy Award*, will be added to the upcoming July 22, 2021 Quarterly Meeting, to gain Full Council feedback. See Action Item 4.

VIII. Discuss Emergency Preparedness Grant and Governor's Committee for People with Disabilities (GCPD) Collaboration

- Karen Secor updated the Executive Committee that the \$100,000 in grant funding through the Office of Preparedness and Emergency Health Care has been fully expensed; a bulk of the funding going towards updating the Pandemic Section of the Toolkit and creating the Communication Folder in collaboration with GCPD.
- The Executive Committee discussed the next phase being outreach on the Emergency Preparedness Toolkit and Communications Folder by presenting at upcoming events, to groups and booths at conferences.
 - Karen Secor stated that the Emergency Preparedness Committee will be meeting ongoing through 2021 and strategizing outreach efforts.

IX. Draft July 22, 2021 CPD Quarterly Meeting Agenda

- The Executive Committee discussed the July 22, 2021 Quarterly meeting agenda and the following topics should be included:
 - CPD 2021 Officer Elections;
 - Discuss CPD Operating Agreement;
 - Discuss CPD Committee Updates;
 - CPD Liaison Updates;
 - Discuss 2021 Dan Johnson Advocacy Award;
 - Discuss Council Membership Recruitment;
 - Discuss Employment Barriers Survey



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X. Adjourn

- Karen Secor made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.

The meeting adjourned at 3:12 P.M.