



COUNCIL ON
PHYSICAL DISABILITIES

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

**Thursday, May 26, 2022
2:00 P.M. to 3:00 PM**

APPROVED 07/27/2022.

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

1. **Action Item:** DHS support staff will provide Executive Committee members with vendor, accommodation, and travel information/forms in preparation for full Council meeting.

B. Executive Committee Motion Items

1. **Motion Item:** Charles Vandenplas made a motion to approve the May 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. Karen Secor seconded the motion. Motion carried.
3. **Motion Item:** Karen Secor made a motion to provide CPD Emergency Preparedness Toolkits to Broward County, Florida as requested. Charles Vandenplas seconded the motion. Motion carried.
4. **Motion Item:** Karen Secor made a motion to approve update 2022 CPD Annual Report to include Emergency Preparedness Toolkit, Individualized Council Memos in Memory of, and State Plan Charles Vandenplas seconded the motion. Motion carried
5. **Motion Item:** Charles Vandenplas made a motion to adjourn the meeting. Karen Secor seconded the motion. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions: Ben Barrett, Chairperson

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

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Executive Committee members absent (Excused*): Gabriel Schlieve and Jeff Fox*

Guest(s): Artrell Mason, CPD Member At-Large and Ramsey Lee, Governor's Committee on People with Disabilities (GCPD).

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

II. Ben Barrett, Chairperson called the meeting to order at 2:05 P.M.

The meeting was available via phone at (669) 254-5252 and Meeting ID: 161 465 0494 and via [Zoom](#).

III. Review and Approve May Executive Committee Meeting Agenda

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

IV. Review and Approve March Executive Committee Meeting Minutes

- Charles Vandenplas made a motion to approve the March Executive Committee meeting minutes. Karen Secor seconded the motion Motion carried. See Motion Item 2.

V. 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.

VI. Discuss Hybrid Meeting agenda and planning for full Council (CPD), July 28, 2022

- The Executive Committee discussed full Council agenda, meeting arrangements, and quarterly meeting agenda.
 - Quarterly meeting location to be determined in Southern Wisconsin, to ensure accessibility for both virtual and in-person disability and access needs.
 - DHS support staff and Council members discussed travel forms, accommodation needs, and vendor forms needed for Council member reimbursement for attending meetings and Council events.



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- DHS support staff will provide Executive Committee members with vendor, accommodation, and travel information/forms in preparation for full Council meeting. See Action Item 1.
- Executive Committee agenda for July 27, 2022, will include Governor's Committee for People with Disabilities (GCPD) #Access4All video viewing and discussion of Dan Johnson Advocacy Award. Executive Committee will make recommendations on how to proceed with both agenda items at the full Council meeting on July 28, 2022.
- Main focus of July 28, 2022 quarterly Council meeting will be Council structure and the State Plan for People with Disabilities, 2022-2024.

VII. Update on Active CPD Committees

- **Emergency Preparedness Committee**
 - The Emergency Preparedness Committee received a request from Broward County, Florida for acquisition of the Emergency Communication Folder, in Spanish.
 - Karen Secor made a motion to approve sending Emergency Preparedness Toolkits in response to request. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.
- **State Plan Committee**
 - The Council discussed how the State Plan will be utilized to develop the Council's annual work plan to be carried out by Council Committees.

VIII. Draft May 12, 2022, CPD Executive Committee Meeting Agenda

- The Executive Committee discussed waiting to draft the agenda until after the CPD Quarterly meeting is held in April.

IX. Adjourn

- Charles Vandenplas made a motion to adjourn the meeting. Karen Secor seconded the motion. Motion carried. See Motion Item 4.

The meeting adjourned at 3:00 P.M.

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