



COUNCIL ON  
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551  
POST OFFICE BOX 2659  
MADISON, WI 53701-2659  
PHONE: 608-266-3118  
WEBSITE: [dhs.wisconsin.gov/cpd](https://dhs.wisconsin.gov/cpd)

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## **Council on Physical Disabilities (CPD) Executive Committee Meeting Minutes**

**Monday, April 3, 2023**

**11:00 A.M. to 12:00 P.M.**

### **Executive Committee Action Items and Motion Items**

#### **A. Executive Committee Action Items**

1. **Action Item:** DHS support staff will send out the 2023 Dan Johnson Advocacy Award documents for call for nominations and information.
2. **Action Item:** DHS support staff will send out Zoom link meeting invites for ongoing Executive Committee Meetings.

#### **B. Executive Committee Motion Items**

1. **Motion Item:** Karen Secor made a motion to approve the April 3, 2023, Executive Committee meeting agenda. Jeff Fox seconded the motion. Motion carried.
2. **Motion Item:** Jeff Fox made a motion to approve the October 3, 2023, Executive Committee Meeting minutes. Karen Secor seconded the motion. Motion carried.
3. **Motion Item:** Jeff Fox 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; Jackie Gordon; Jeff Fox; and Karen Secor.

**Executive Committee members absent (Excused\*):** \*Charles Vandenplas and Gabriel Schlieve.

**Guest(s):** Artrell Mason, CPD Member-at-Large.

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



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## **II. Ben Barrett, Chairperson called the meeting to order at 11:01 A.M.**

The Executive Committee meeting was made available via phone at (669) 254-5252 with Meeting ID: 160 555 0998 and via [Zoom](#).

## **III. Review and Approve April 3, 2023, Executive Committee Meeting Agenda**

- Karen Secor made a motion to approve the April 3, 2023, Executive Committee meeting agenda. Jeff Fox seconded the motion. Motion carried. See Motion Item 1.

## **IV. Review and Approve October 3, 2022, Executive Committee Meeting Minutes**

- Jeff Fox made a motion to approve the October 3, 2022, 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 2022-2024, or Issues Affecting People with Physical Disabilities**

- No public comment was received.

## **VI. Update on Dan Johnson Advocacy Award**

- ***Application Deadline Extension***
  - The Executive Committee discussed updates and outreach for the 2023 Dan Johnson Advocacy Award documents to hopes of receiving applications.
    - Extended the deadline for the nominations to April 30, 2023.
    - DHS social media post with information and call for nominations last week.
    - Outreach to councils, committees, Independent Living Centers, and outreach to the list of attendees from the last award event.
- ***Award Event Location***
  - The Executive Committee also discussed having the award ceremony during the lunch hour at the October 26, 2023, Quarterly meeting.

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- DHS support staff will send out the 2023 Dan Johnson Advocacy Award documents for call for nominations and information. See Action Item 1.

## VII. CPD Committee Updates

- ***Emergency Preparedness***
  - The Emergency Preparedness Toolkit and Communication folder inventory, usage, and presentations/distribution were discussed, including local and regional distribution, and needs for the future.
    - Committee continues to meet monthly.
- ***Housing***
  - The Housing Committee met once and went over the work plan and assigned leads to strategies and deliverables.
    - Committee will continue to meet bi-monthly and planning on attending the *A Home for Everyone Conference* this summer.
- ***Employment***
  - The Employment Committee met once and went over the work plan and assigned leads to strategies and deliverables.
    - Committee will continue to meet bi-monthly.
- ***Transportation***
  - The Transportation Committee met once and went over the work plan and assigned leads to strategies and deliverables.
    - Committee will continue to meet bi-monthly.

## VIII. Draft April 20, 2023, CPD Quarterly Meeting Agenda

- The Executive Committee drafted the April 20, 2023, Quarterly Teleconference Meeting Agenda:
  - Review and Approve April 20, 2023, Quarterly Meeting Agenda

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- Review and Approve January 26, 2023, Quarterly Meeting Minutes
- Update on Dan Johnson Advocacy Award
- CPD Committee Updates:
  - Executive
  - Emergency Preparedness
  - Housing
  - Transportation
  - Employment and Health
- Discuss Membership and Recruitment
- Wisconsin State Budget and Legislative Updates
- Discuss CPD Quarterly Meeting Schedule; Virtual, In-person or Hybrid
- Adjourn

#### **IX. Discuss Ongoing Executive Committee Meeting Schedule**

- The Executive Committee discussed meeting monthly on months that there was not a Quarterly Meeting the first Monday of the month from 11:00 A.M.-12:00 P.M.
  - DHS support staff will send out Zoom link meeting invites for ongoing Executive Committee Meetings. See Action Item 2.

#### **X. Adjourn**

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

**The meeting adjourned at 12:00 P.M.**