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## **CPD Executive Committee Meeting Minutes**

**Thursday, September 4, 2024, from 10:00 A.M. to 11:30 A.M.**

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

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

1. **Action Item:** The CPD Committee Chairs will write a summary for their committees to include in the 2024 Annual report. The Chairs will email their summaries to DHS Support.

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

1. **Motion Item:** Ramsey Lee made a motion to approve the September 4, 2024, Executive Committee Meeting Agenda. Jackie Gordon seconded the motion. Motion carried.
2. **Motion Item:** Jackie Gordon made a motion to approve the August 15, 2024, Executive Committee Meeting minutes. Jeff Fox seconded the motion. Motion carried.
3. **Motion Item:** Jeff Fox made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried.

### **Executive Committee Meeting Minutes**

**Welcome and Introductions: Ben Barrett, Chairperson**

**Executive Committee members present:** Ben Barrett, Jeff Fox, Jackie Gordon, Ramsey Lee, Charles Vandenplas, Artrell Mason, Jason Ostrowski, and Karen Secor.

**Executive Committee members absent (Excused\*):** N/A

**DHS Staff Support Present:** Angela Brenna, Department of Health Services (DHS), and, Amber Mullet, DHS, BADR; Zachary Davenport, DHS, BADR.

**1. Ben Barrett, Chairperson called the meeting to order at 10:01 A.M.**

- The Executive Committee meeting was made available via phone at (669) 254-5252 with Meeting ID: 161 1786 1716 and via [Zoom](#).

**2. Review and Approve September 4, 2024, Executive Committee Meeting Agenda**

- Ramsey Lee made a motion to approve the September 4, 2024, Executive Committee Meeting Agenda. Jackie Gordon seconded the motion. Motion carried. See Motion Item 1.

**3. Review and Approve August 15, 2024, Executive Committee Meeting Minutes**

- Jackie Gordon made a motion to approve the August 15, 2024, Executive Committee Meeting minutes. Jeff Fox seconded the motion. Motion carried. See Motion Item 2.

**4. Public Comment on the State Plan for People with Physical Disabilities 2022-2024, or Issues Affecting People with Physical Disabilities**

- No public comment received.

**5. Review Draft of CPD 2024 Annual Report**

- The Committee reviewed the draft of the CPD 2024 Annual Report. The CPD Committee Chairs agreed to write a summary for their committees to include in the report. The Chairs will email their summaries to DHS Support to add. See Action Item 1.
- The Committee continued their discussion of items to be included in the report:
  - Wisconsin map showing visual representation of where toolkits have been shipped, where members have done outreach, and miles traveled.
  - Conferences and events members attended/will attend, and information learned.
  - Advocacy activities members attended/will attend.
  - Policies discussed and supported (including on-going advocacy.)
  - Other State Plans and CPD Work Plan Alignment.
  - CPD input on programs and policies.
  - History of CPD and recognition of members who have served for many years.
  - Future direction of CPD.

**6. Discuss the CPD Workplan, 2025-2027 Alignment with other State Plans in the following priority areas:**

- Health:
  - [Governor's Taskforce on Healthcare Workforce Report 2024](#)
  - [State Health Improvement Plan \(SHIP\) 2023-2027 Implementation Guide](#)
- Transportation:
  - [WisDOT ADA Transition Plan 2023](#)
  - [WisDOT Effective Communication Plan 2023](#)
  - [WisDOT Active Transportation Plan Engagement Action Plan 2050](#)
- Employment:
  - [Competitive Integrated Employment \(CIE\) Joint Plan State Fiscal Year \(SFY\) 2024-25](#)
  - [WI Act 178 Increasing Competitive Integrated Employment Outcomes SFY 2024 Annual Report](#)
- Housing:
  - [Division of Energy, Housing, and Community Resources 5 Year Consolidated Plan 2025-2029 \(under development.\)](#)
  - [Division of Energy, Housing, and Community Resources 2024 Annual Action Plan](#)
- Committee members discussed CPD strategic planning and goal alignment with other stakeholders and state plans in Wisconsin. Committee members will review the other state plans (links on agenda) prior to the next meeting.
- Committee members discussed goals for the CPD 2025-2027 Workplan. Ben Barrett suggested that agenda items be added to committees to continue discussion of strategic alignment in the priority areas.

**7. Discuss Dan Johnson Advocacy Award**

- The Committee discussed plans on how to receive nominations for the Dan Johnson Award. The Committee decided to keep planning for the Dan Johnson Award in the Executive Committee. The Committee will add additional time to the

next meeting to the develop the planning timeline, award ceremony and outreach items.

#### **8. CPD Committee Updates**

- The Committee discussed resuming the CPD Employment and Health Committee Meetings. CPD Chair, Ben Barrett, appointed Ramsey Lee and Artrell Mason as new CPD Employment Health Committee Co-Chairs.
- Karen Secor provided updated from the CPD Emergency Preparedness Committee.
- Charles Vandenplas provided updates from the CPD Transportation Committee.
- Jeff Fox provided updates from the CPD Housing Committee.

#### **9. Draft Next Executive Committee Meeting agenda**

- The Executive Committee drafted the October 2, 2024, CPD Executive Committee Meeting Agenda.

#### **10. Adjourn**

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

**The meeting adjourned at 11:30 A.M.**