



COUNCIL ON
PHYSICAL DISABILITIES

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

**Thursday, February, 11, 2021
2:00 P.M. to 3:00 PM**

Approved: March 11, 2021.

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Kathy Johnson will send an email to the full Council to inquire about adding Council membership to the State Plan for People with Physical Disabilities.
- 2. Action Item:** DHS support staff will email out the draft of the State Fiscal Year (SFY) 2020 with the sections that need updated to the Council members that volunteered to complete these sections.
- 3. Action Item:** DHS support staff will email Executive Committee members copies of the 2012 Employment and Barriers Survey to review prior to the next Executive Committee Meeting on March 11, 2021.
- 4. Action Item:** DHS support staff will send out a Doodle poll to the Council to inquire about who wants to serve on the reconvened Emergency Preparedness Committee and to set up ongoing monthly meetings through December 2021.

B. Executive Committee Motion Items

- 1. Motion Item:** Charles Vandenplas made motion to approve the February Executive Committee meeting agenda. Kathy Johnson seconded the motion. Motion carried.
- 2. Motion Item:** Jackie Gordon made a motion to approve the November Executive Committee meeting minutes. Charles Vandenplas seconded the motion. Motion carried.
- 3. Motion Item:** Kathy Johnson made a motion for the Executive Committee to draft the Employment and Barriers Survey. Charles Vandenplas seconded the motion. Motion carried.

4. **Motion Item:** Kathy Johnson made the motion to table the discussion of the Parking Permit Bill to a non-biennial budget year. Karen Secor seconded the motion. Motion carried.
5. **Motion Item:** Kathy Johnson made a motion to reconstitute the Emergency Preparedness Committee until the end of the 2021 calendar year. Jackie Gordon seconded the motion. Motion carried.
6. **Motion Item:** Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions: Ben Barrett, Vice Chairperson

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

Executive Committee members absent (Excused*): Jason Ostrowski*.

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

Ben Barrett, Vice-Chairperson called the meeting to order at 2:02 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 885 5071 1605 and via [Zoom](#).

II. Review and Approve February Executive Committee Meeting Agenda

- Charles Vandenplas made a motion to approve the February Executive Committee meeting agenda. Kathy Johnson seconded the motion. Motion carried. See Motion Item 1.

III. Review and Approve November Executive Committee Meeting Minutes

- Jackie Gordon made a motion to approve the November Executive Committee meeting minutes. Charles Vandenplas 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 Status of the CPD State Plan for People with Disabilities, 2022-2024

- Kathy Johnson, CPD State Plan Committee Chair, stated that the Committee is working on final revisions to the State Plan for People with Physical Disabilities.
- The goal of the State Plan Committee is to have a final draft of the state plan ready for review by the April Executive Committee and for approval by the full Council at the April CPD Quarterly meeting.
- Kathy Johnson stated that the Committee was still needing support with the employment and transportation sections of the plan.
 - Kathy Johnson will send an email to the full Council to inquire about adding Council membership to the State Plan for People with Physical Disabilities. See Action Item 1.

VI. Discuss Status of 2020 CPD Annual Report

- Kathy Johnson stated that Council members had volunteered to complete sections of the State Fiscal Year 2019 Annual Report and were now working on updating sections from the 2019 Annual Report to reflect business that was conducted in 2020.
 - DHS support staff will email out the draft of the State Fiscal Year (SFY) 2020 with the sections that need updated to the Council members that volunteered to complete these sections. See Action Item 2.

VII. Discuss Request for an Employment and Barriers Survey

- The Executive Committee discussed a request sent by Tammy Hofmeister, Community Integration Specialist at DHS, as to whether the Council may conduct another Employment and Barriers Survey. In 2012, Council had conducted a survey on employment possibilities for working-age Family Care members with physical disabilities.
- Executive Committee members agreed to move forward with drafting a new survey and the Executive Committee will draft the survey instrument at the March Executive Committee meeting.



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- Kathy Johnson made a motion for the Executive Committee to draft the Employment and Barriers Survey. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.
- DHS support staff will email Executive Committee members copies of the 2012 Employment and Barriers Survey to review prior to the next Executive Committee Meeting on March 11, 2021. See Action Item 3.

VIII. Discuss Parking Permit Bill

- Executive Committee members discussed holding off on moving forward with the Parking Permit Bill due to 2021 being a biennial budget year in the state legislature.
 - Kathy Johnson made the motion to table the discussion of the Parking Permit Bill to a non-biennial budget year. Karen Secor seconded the motion. Motion carried. See Motion Item 4.

IX. Discuss Emergency Preparedness Grant

- The Executive Committee discussed receiving notification that \$100,000 in grant funding was available through the Office of Preparedness and Emergency Health Care to assist with updating and producing more Emergency Preparedness Toolkit copies and additional documents. These funds need to be expended by June 30, 2021.
 - The Executive Committee discussed updating the pandemic section of the toolkit, incorporating accessible communication documents (visual communications cards, ADRC front desk communication cards, vaccine information, fillable forms and creating an App to utilize to download the toolkit) and working in conjunction with the Governor's Committee for People with Disabilities (GCPD) on a 'Know your Rights' handout.
 - Kathy Johnson made a motion to reconstitute the Emergency Preparedness Committee until the end of the 2021 calendar year. Jackie Gordon seconded the motion. Motion carried. See Motion Item 5.
 - DHS support staff will send out a Doodle poll to the Council to inquire about who wants to serve on the reconvened Emergency Preparedness Committee and to set up ongoing monthly meetings through December 2021. See Action Item 4.



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X. Discuss Member Recruitment Activities

- The Executive Committee discussed member recruitment. DHS support staff informed the Executive Committee about potential members that the Governor's Office has in que for the Council.
- DHS support staff are revising membership recruitment flyers e created by Jason Ostrowski to ensure they are accessible. Draft of the membership recruitment flyers should be available for the March Executive Committee meeting.

XI. Discuss CPD Social Media Outreach and YouTube Channel

- The Executive Committee deferred this agenda item due to Jason Ostrowski being absent from the meeting.

XII. Discuss Agenda Items for CPD March 11, 2021 Executive Committee Meeting and CPD April 22, 2021 Quarterly Meeting

- The Executive Committee discussed the March 11, 2021 Executive Committee meeting agenda and the following topics should be included:
 - Review CPD's SFY 2020 Annual Report;
 - Review Draft of the State Plan for People with Disabilities, 2022-2024;
 - Draft Employment and Barriers Survey;
 - Discuss Status of Emergency Preparedness Grant;
 - Discuss and Review Governor's Committee for People with Disabilities (GCPD) Healthcare Access Survey Results; and
 - Discuss CPD Social Media Outreach and YouTube Channel.
- The Executive Committee decided to defer drafting the April 22, 2021 Quarterly meeting agenda until the March Executive Committee meeting.

XIII. Adjourn

- Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 6.

The meeting adjourned at 3:05 P.M.