



Wisconsin Council on Physical Disabilities (CPD)

Executive Committee Open Meeting Minutes

Date of the Meeting: Friday, October 3, 2025, from 11:00 AM to 12:30 PM

Location: Online via [Zoom](#) and telephone, **Meeting ID:** 161 1786 1716.

Prepared by: Angela Brenna, DHS Staff on October 3, 2025

Minutes Status: DRAFT. These minutes will be presented for approval at the next CPD Executive Committee Meeting.

1. Call to Order

- Chairperson Ben Barrett called the meeting to order at 11:01 AM.

2. Roll Call

- **CPD Executive Committee Members Present:** Chairperson Ben Barrett, Vice Chairperson Jason Ostrowski, Secretary Jackie Gordon, Ramsey Lee, Karen Secor, Artrell Mason and Charles Vandenplas.
- **CPD Members Present:** Julie Blasky.
- **CPD Absent:** Karen Secor.
- **DHS Staff Present:** Angela Brenna.
- **Guest:** Stephanie Waite.

3. Approval of the Agenda

- Charles Vandenplas made a motion to approve today's agenda. Jason Ostrowski seconded. Motion carried.

4. Approval of the Minutes

- Julie Blasky made a motion to approve the September 19, 2025, Committee Meeting Minutes. Charles seconded. Motion carried.

5. Public Comment (11:20 AM to 11:30 AM)

- Public Comment was held from 11:20 AM to 11:30 AM. No public comment received.

6. CPD Executive Committee Elections

- DHS staff shared officer election process, including:
 - Chair, Vice Chair, Secretary are elected in even numbered years.
 - 3 Executive Committee members are elected in odd numbered years
 - Elections happen at the first meeting of the fiscal year (after July 1)
- Members discussed creating a nominations committee if there are 5 or more nominations received.
- Members discussed establishing a Bylaws Committee at the next quarterly meeting.
- Members discussed officer roles and committee composition. It was noted that the bylaws should be reviewed to clarify whether the Secretary role is automatically included on the Executive Committee and to clarify responsibilities.
- DHS staff shared plans to send a bylaws review document and request feedback, with the goal of discussing proposed updates at a future quarterly meeting. Topics discussed included:
 - Clarifying officer roles (Chair, Vice Chair, Secretary) and responsibilities in plain language.
 - Reviewing Executive Committee responsibilities (including state plan monitoring, bylaws review, and other governance duties).
 - Incorporating relevant statutory authority and ensuring materials are understandable for members.
- **Action Items:**
 - DHS Staff Angela will send out updated plain language election process and request nominations.
 - Ben agreed to look for historical CPD materials/emails that may support the bylaws review and share them with DHS staff.

7. Discussion of the Medicaid IRIS Program Grievance Policy and Procedures

- Members provided an update on a recent discussion with DHS IRIS policy/quality leadership regarding concerns raised at the prior meeting. Key points included:
 - Members raised concerns about transparency and accountability related to IRIS agency-based supportive home care, including incidents affecting participant health and safety.
 - DHS shared that a provider portal is anticipated and may include a process for participants to submit complaints.
 - Members emphasized ongoing concerns about whether agencies have reciprocal obligations to report serious incidents to IRIS consultants, participants, or decision-makers.
 - Members discussed differences between self-directed care and agency-based care, including participant authority and cost structure.
 - The group agreed to continue monitoring DHS follow-up and keep the topic on future agendas.
 - The Executive Committee discussed the idea of a CPD statement or communication but agreed it may be premature until additional details are provided by DHS.

8. Emergency Preparedness

- DHS staff noted that Zachary was unable to attend. A prior report regarding grant use had been shared. Discussion included:
 - A handout describing how to access the emergency preparedness toolkit online was shared with DHS leadership for review.
 - Members discussed the benefit of an improved, printable handout to promote the website, reduce strain on inventory, and support outreach at events.

9. GCPD United Councils Updates

- DHS staff shared updates from the most recent United Councils meeting, including:
 - A draft legislator letter template was revised based on feedback and redistributed for review.
 - Members discussed the value of coordinated letters from each council and/or a joint United Councils letter with logos.

- DHS staff noted that if CPD wishes to be listed as part of United Councils communications, CPD should take formal action to vote and record participation in meeting minutes.
- Program and Policy Updates from the United Councils Meeting were discussed:
 - Unemployment eligibility for SSDI recipients: A federal directive and related state action to allow eligible SSDI recipients to access unemployment benefits; members shared prior barriers and impacts.
 - Federal funding uncertainty/government shutdown risk: Potential impacts discussed for disability-related programs and services, including Protection & Advocacy services.
 - ADA Title II digital accessibility rule: Members discussed the April 2026 compliance timeline for state and local government digital accessibility (WCAG 2.1 AA), and the importance of planning and outreach.
 - ABLE program: Members requested an update; DHS staff will follow up with the office responsible regarding Wisconsin ABLE implementation and capacity.
 - Service animal definition: Members discussed potential legislation to align Wisconsin's definition with the ADA definition; a member offered to share more information with the full council.
 - Adult changing stations: DHS staff noted companion bills regarding accessible adult changing stations in public spaces and renovated/new large facilities; members requested the bill information for review.
 - IRIS FEA consolidation concern: Members raised concerns about the state moving to a single Fiscal Employer Agent (FEA), including impacts on timesheet options (paper vs. electronic), access barriers, and risk of service disruption. DHS staff will include the issue in future updates and consider it for United Councils discussion.

10. Review Action Items

- **DHS staff:** Send Executive Committee election process information and request nominations.
- **All members:** Review bylaws materials when distributed and provide feedback (targeting discussion at a future quarterly meeting).

- **All members:** Review and provide feedback on the United Councils legislator letter template.
- **DHS staff:** Add IRIS oversight/complaint process updates as a standing agenda item for continued discussion as DHS provides updates.
- **DHS staff:** Follow up on Wisconsin ABLE implementation status and report back.
- **Jason Ostrowski:** Share available information on proposed service animal definition changes for the full group.
- **DHS staff:** Share bill information discussed (adult changing stations; unemployment/SSDI item; other updates referenced).
- **Ramsey Lee:** Send IRIS FEA consolidation details to DHS staff for inclusion in future agenda materials and United Councils discussion.

11. Plan the Next Meeting

- Members drafted the agenda for the next CPD Executive Committee meeting.
- Members were reminded to submit agenda items at least 48 hours before meetings to support posting requirements and Open Meetings compliance.

12. Adjournment

- Julie Blasky made a motion to adjourn. Jason Ostrowski seconded the motion. Motion carried. Meeting adjourned at 12:21 PM.

About the CPD

The CPD was created by the Wisconsin Legislature, [WI State Statute 46.29](#), in 1989 and is administratively attached to the Wisconsin Department of Health Services (DHS). CPD works to improve the lives of people with physical disabilities through public awareness, advice to agencies, and policy recommendations. To learn more about the specifics of our mission, visit: dhs.wisconsin.gov/cpd.

Accessibility and Accommodations

If you need accommodations to participate, please contact [Angela Brenna](#) at 608-266-0128 or angelag.brenna@dhs.wisconsin.gov.