



State of Wisconsin

Governor's Committee for People with Disabilities

1 WEST WILSON STREET, ROOM 551
POST OFFICE BOX 2659
MADISON, WI 53701-2659
Telephone: 608-266-9354
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Governor's Committee for People with Disabilities (GCPD) Executive Committee Teleconference Meeting Minutes

**Thursday, September 2, 2021
1:00 P.M. to 2:00 P.M.**

Approved September 9, 2021

Executive Committee Action and Motion Items

A. Executive Committee Action Items

1. **Action Item:** The Executive Committee will continue to loop Elizabeth Goodsitt into conversations regarding the training video and plans for including first hand interviews and data related to the COVID-19 Consumer Survey findings.
2. **Action Item:** The Executive Committee Members will review the list of potential GCPD membership candidates prior to the next GCPD Executive Committee on September 9, 2021.

B. Executive Committee Motion Items

1. **Motion Item:** Rhonda Staats made a motion approve the September 2, 2021 Executive Committee meeting agenda. Tom O'Connor seconded the motion. Motion carried.
2. **Motion Item:** Margaret Kristan made a motion to approve the August 26, 2021 Executive Committee meeting minutes. Tom O'Connor seconded the motion. Motion carried.
3. **Motion Item:** Tom O'Connor made a motion to adjourn the meeting. Margaret Kristan seconded the motion. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions, David Morstad, Chairperson

Executive committee members present: David Morstad; Ben Barrett; Tom O'Connor; Rhonda Staats; and Margaret Kristan.

Executive committee members absent (excused*): Not applicable.



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Guest: Ramsey Lee, Member-at-large, GCPD; Evelyn Azbell, Member-at-large, GCPD; Elizabeth Goodsitt, Department of Health Services (DHS) Communications Department, Advanced Communications Specialist; and Jeff Fox, Member-at-large, Council on Physical Disabilities (CPD).

DHS support staff present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR); Amber Mullett, DHS, BADR; Monica Smith, DHS, BADR.

II. David Morstad, Chairperson called the meeting to order at 1:04 P.M.

The meeting was made available via phone at 1-844-708-2569 with Meeting ID: 837 9599 2010 and via [Zoom](#).

III. Review and Approve September 2, 2021 Executive Committee Meeting Agenda

- Rhonda Staats made a motion approve the September 2, 2021 Executive Committee meeting agenda. Tom O'Connor seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve August 26, 2021 Executive Committee Meeting Minutes

- Margaret Kristan made a motion to approve the August 26, 2021 Executive Committee meeting minutes. Tom O'Connor seconded the motion. Motion carried. See Motion Item 2.

V. Public Comment on Issues Affecting People with Disabilities

- No public comment received.

VII. COVID- 19 and GCPD Policy Recommendations

- ***Update on Educational Training Video; COVID-19 Consumer Survey***
 - The Executive Committee discussed planning for the creation of an educational training video of first hand interviews and data related to the COVID-19 Consumer Survey findings.



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- The Executive Committee discussed with Elizabeth Goodsitt, DHS Communications Office, the creation of a training video and the following key items to video creation:
 - Clearly defining the audience; the importance of knowing the audience and if you are reaching several different audiences; people with disabilities and advocates vs. providers.
 - Importance of having a short enough video to keep the attention of the audience; 5-6 minute version.
 - Importance of refining the message of the video; will the video have a resolution and/or is there a Call-to-Action component.
 - Discussed Interviewing DHS Medical Officers and having validation.
- Elizabeth Goodsitt stated she will discuss this project with the video team, and check with leadership regarding in-person vs. virtual interviews.
- Elizabeth Goodsitt stated that the hardest work is pre-planning for the project, and the actual video production process could take a few weeks to a month to complete.
- The Executive Committee will continue to loop Elizabeth Goodsitt into conversations regarding the training video and plans for including first hand interviews and data related to the COVID-19 Consumer Survey findings. See Action Item 1.



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VIII. Discuss Status of GCPD 2021-2023 Work Plan

- The Executive Committee discussed no updates to report at this time.
 - DHS Support Staff sent out Doodle Poll out to the GCPD Work Plan Committee regarding the Equitable Access Section of the 2021-2023 Work Plan, and will wait for feedback to set up a Committee meeting.

IX. Discuss GCPD Membership Vacancy

- David Morstad stated that he went through the list of potential GCPD candidates that came from Evan Steck, Interim Director of Gubernatorial Appointments, and forward it out to the Executive Committee to review.
 - The Executive Committee Members will review the list of potential GCPD membership candidates prior to the next GCPD Executive Committee on September 9, 2021. See Action Item 2.

X. Draft September 9, 2021 GCPD Executive Committee Meeting Agenda

- The Executive Committee discussed the following items for the September 9, 2021 Executive Committee meeting agenda:
 - COVID-19 and GCPD Policy Recommendations
 - Update on Educational Training Video; COVID-19 Consumer Survey
 - Discuss Status of GCPD 2021-2023 Work Plan
 - Discuss GCPD Membership Vacancy
- Draft September 16, 2021 GCPD Executive Committee Meeting Agenda

XI. Adjourn

- Tom O'Connor made a motion to adjourn the meeting. Margaret Kristan seconded the motion. Motion carried. See Motion Item 3.

Meeting adjourned at 2:02 P.M.