



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET,
ROOM 551
POST OFFICE BOX 2659
MADISON, WI 53701-2659
PHONE: 608-266-3118
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Council on Physical Disabilities (CPD) Executive Committee Teleconference Meeting Minutes

Thursday, March, 11, 2021

2:00 P.M. to 3:00 PM

Approved June 10, 2021

Executive Committee Action Items and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** Karen Secor will complete revisions to the Emergency Preparedness Toolkit Revision, Collaboration and Outreach Section of the CPD SFY 2020 Annual Report and email it to DHS Support Staff to add to the document.
- 2. Action Item:** Jackie Gordon will complete revisions to the Dan Johnson Advocacy Award Section of the CPD SFY 2020 Annual Report and email it to DHS Support Staff to add to the document.
- 3. Action Item:** Kathy Johnson and Karen Secor will work collaboratively to draft the Employment and Barriers Survey based updating the 2012 survey questions; and will share the survey outline at the Full Council Meeting on April 22, 2021.
- 4. Action Item:** Kathy Johnson will draft the 'Know your Rights' handout and Cover Letter for the updated CPD Emergency Preparedness Toolkit. A draft of these documents will be completed by the next CPD Emergency Preparedness Committee meeting for feedback, and will be share with David Morstad, GCPD Chair, for feedback/edits.

B. Executive Committee Motion Items

- 1. Motion Item:** Kathy Johnson made a motion to approve the March Executive Committee meeting agenda. Karen Secor seconded the motion. Motion carried.
- 2. Motion Item:** Kathy Johnson made a motion to approve the February Executive Committee meeting minutes. Karen Secor seconded the motion. Motion carried.
- 3. Motion Item:** Kathy Johnson made a motion to approve the current Draft CPD, 2022-2024 State Plan for People with Disabilities. Karen Secor seconded the motion. Motion carried.



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4. **Motion Item:** Kathy Johnson made a motion to approve the CPD SFY 2020 Annual Report with updates to the *Emergency Preparedness Toolkit Revision, Collaboration and Outreach and Dan Johnson Award* sections. Karen Secor seconded the motion. Motion Carried.
5. **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; Charles Vandenplas and Jackie Gordon.

Executive Committee members absent (Excused*): Not Applicable.

Guests: Roberto Escamilla II, Member-At-Large, Council on Physical Disabilities; Artrell Mason, Member-At-Large, Council on Physical Disabilities; Jeremy Kaukl, Department of Safety and Professional Services (DSPS).

DHS staff support present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (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: 876 5171 0461 and via [Zoom](#).

II. Review and Approve March Executive Committee Meeting Agenda

- Kathy Johnson made a motion to approve the March Executive Committee meeting agenda. Karen Secor seconded the motion. Motion carried. See Motion Item 1.

III. Review and Approve February Executive Committee Meeting Minutes

- Kathy Johnson made a motion to approve the February Executive Committee meeting minutes. Karen Secor seconded the motion. Motion carried. See Motion Item 2.



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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.

V. Review and Approve Draft of CPD State Plan for People with Disabilities, 2022-2024

- The Executive Committee discussed the Draft of the 2022-2024 State Plan for People with Disabilities.
- Kathy Johnson made a motion to approve the current Draft CPD, 2022-2024 State Plan for People with Disabilities. Karen Secor seconded the motion. Motion carried. See Motion Item 3.

VI. Review Draft of CPD State Fiscal Year 2020 Annual Report

- The Executive Committee discussed the current Draft of the CPD State Fiscal Year (SFY) 2020 Annual Report, and the only sections still needing updates were the *Emergency Preparedness Toolkit Revision, Collaboration and Outreach, and Dan Johnson Advocacy Award*.
 - Karen Secor will complete revisions on the Emergency Preparedness Toolkit Revision, Collaboration and Outreach Section of the CPD SFY 2020 Annual Report, and email it to DHS Support Staff to add to the document. See Action Item 1.
 - Jackie Gordon will complete revisions on the Dan Johnson Advocacy Award Section of the CPD SFY 2020 Annual Report, and email it to DHS Support Staff to add to the document. See Action Item 2.
 - Kathy Johnson made a motion to approve the CPD SFY 2020 Annual Report with updates to the Emergency Preparedness Toolkit Revision, Collaboration and Outreach and Dan Johnson Award sections. Karen Secor seconded the motion. Motion Carried. See Motion Item 4.



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VII. Discuss Draft of Employment and Barriers Survey and Assign Leads

- The Executive Committee discussed a request sent by Tammy Hofmeister, Community Integration Specialist at DHS, to conduct another Employment and Barriers Survey.
 - The Executive Committee members discussed dispersing the survey to all people with disabilities and not just focusing on Family Care participants.
 - Kathy Johnson and Karen Secor will work collaboratively to draft the Employment and Barriers Survey based updating the 2012 survey questions; and will share the survey outline at the Full Council Meeting on April 22, 2021. See Action Item 3.

VIII. Discuss Emergency Preparedness Grant and Governor's Committee for People with Disabilities (GCPD) Collaboration

- The Executive Committee discussed \$100,000 in grant funding 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), PowerPoint Presentation and working in conjunction with the Governor's Committee for People with Disabilities (GCPD) on a 'Know your Rights' handout and Cover Letter.
 - Ben Barrett stated that he had discussed GCPD's capacity on collaboration with David Morstad, Chair of GCPD during their Executive Meeting yesterday, and GCPD was willing to assist; however, could not take the lead on the creation of the documents.



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- Kathy Johnson will draft the 'Know your Rights' handout and Cover Letter for the updated CPD Emergency Preparedness Toolkit. A draft of these documents will be completed by the next CPD Emergency Preparedness Committee meeting for feedback, and will be share with David Morstad, GCPD Chair, for feedback/edits. See Action Item 4.

IX. Draft CPD April 8, 2021 Executive Committee Meeting Agenda

- Due to the Full CPD Council meeting being on April 22, 2021, there will not be a CPD Executive Meeting until May 13, 2021.
- The Executive Committee discussed the April 22, 2021 Full Committee meeting agenda and the following topics should be included:
 - Approval of CPD's SFY 2020 Annual Report;
 - Approval of the State Plan for People with Disabilities, 2022-2024;
 - Review Draft Employment and Barriers Survey;
 - Discuss Status of Emergency Preparedness Grant;
 - Presentation on the Governor's Committee for People with Disabilities (GCPD) Healthcare Access Survey Results; and
 - Update from CPD Nominations Committee regarding the July 2021 Election.

X. Adjourn

- Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 5.

The meeting adjourned at 3:05 P.M.