



State of Wisconsin

Governor's Committee for People with Disabilities

1 WEST WILSON STREET,
ROOM 551
POST OFFICE BOX 2659
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Telephone: 608-266-9354
Website: dhs.wisconsin.gov/gcpd

Governor's Committee for People with Disabilities (GCPD) Executive Committee Teleconference Meeting Minutes

Thursday, April 21, 2022

1:00 P.M. to 2:00 P.M.

Approved April 28, 2022.

Executive Committee Action and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** DHS support staff will send out final #Access4All Watch Party documents to Committee members and DHS contacts on behalf of GCPD per the email announcement that was drafted by Evelyn Azbell, GCPD Opportunities and Access Sub-Committee Chair.
- 2. Action Item:** Ramsey Lee volunteered to push #Access4All Watch Party information/documents out via email to list of media contacts on behalf of GCPD per the email announcement that was drafted by Evelyn Azbell, GCPD Opportunities and Access Sub-Committee Chair.
- 3. Action Item:** Rhonda Staats volunteered to push #Access4All Watch Party information/documents out to representatives of the Wisconsin Legislative Assembly contacts on behalf of GCPD per the email announcement that was drafted by Evelyn Azbell, GCPD Opportunities and Access Sub-Committee Chair.
- 4. Action Item:** DHS support staff will assist with forming a Wisconsin Legislative Assembly email group so that #Access4All Watch Party information can be easily emailed out by Rhonda Staats.
- 5. Action Item:** The Executive Committee discussed developing a list of questions to have on hand during the #Access4All Watch Party to gauge public input and feedback. DHS support staff will assist with developing a draft list of questions and send it out for review of the Executive Committee prior to the April 28, 2022, meeting.



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6. **Action Item:** Margaret Kristan will draft a proposed agenda for the May 19, 2022, #Access4All Watch Party and review the draft agenda at the next Executive Committee on April 28, 2022.
7. **Action Item:** The Executive Committee agreed to invite Evelyn Azbell to a future Executive Committee meeting to discuss LiveBinder, as she has experience facilitating trainings with the online data storage system.

B. Executive Committee Motion Items

1. **Motion Item:** Tom O'Connor made a motion to approve the April 21, 2022, Executive Committee meeting agenda. Rhonda Staats seconded the motion. Motion carried.
2. **Motion Item:** Ramsey Lee made a motion to approve the April 14, 2022, Executive Committee meeting minutes. Ben Barrett seconded the motion. Motion carried.
3. **Motion Item:** Rhonda Staats made a motion to adjourn the meeting. Tom O'Connor seconded the motion. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions:

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

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

Guests: Lawrence Brown, Community Member; Latasha Robinson, Community Member; and Jeff Fox, Vice-Chair, Council on Physical Disabilities (CPD).

DHS support staff present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Mikael Snitker, DHS, BADR; Karen Potnek, DHS BADR.



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II. Rhonda Staats, Vice Chairperson, called the meeting to order at 1:01 P.M.

The meeting was made available via phone at 1-844-708-2569 with Meeting ID: 161 640 1752 and via [Zoom](#).

III. Review and Approve April 21, 2022, Executive Committee Meeting Agenda

- Tom O'Connor made a motion to approve the April 21, 2022, Executive Committee meeting agenda. Rhonda Staats seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve April 14, 2022, Executive Committee Meeting Minutes

- Ramsey Lee made a motion to approve the April 14, 2022, Executive Committee meeting minutes. Ben Barrett seconded the motion. Motion carried. See Motion Item 2.

V. Public Comment on Issues Affecting People with Disabilities

- Lawrence Brown shared that he was able to view the #Access4All Video and thought it was very well done.

VI. Feedback From April 20, 2022, GCPD Bi-Monthly Meeting

- The Executive Committee discussed the April 20, 2022, Bi-Monthly Meeting and felt that it went well, and the Full Committee was very receptive and approved the #Access4All Video and accompanying documents.

VII. Discuss GCPD #Access4All Video Updates

- The Executive Committee discussed details of the upcoming GCPD #Access4All Video Watch Party, scheduled for May 19, 2022, from 3:30 P.M.- 5:00 P.M. The Executive Committee discussed outreach and the dissemination plan for the #Access4All Video Watch Party Press Release, media kit, outreach flyer.



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- DHS supports staff will send out final #Access4All Watch Party documents to Committee members and DHS contacts on behalf of GCPD per the email announcement that was drafted by Evelyn Azbell, GCPD Opportunities and Access Sub-Committee Chair. See Action Item 1.
- Ramsey Lee volunteered to push #Access4All Watch Party information/documents out via email to list of media contacts on behalf of GCPD per the email announcement that was drafted by Evelyn Azbell, GCPD Opportunities and Access Sub-Committee Chair. See Action Item 2.
- Rhonda Staats volunteered to push #Access4All Watch Party information/documents out to representatives of the Wisconsin Legislative Assembly contacts on behalf of GCPD per the email announcement that was drafted by Evelyn Azbell, GCPD Opportunities and Access Sub-Committee Chair. See Action Item 3.
 - DHS support staff will assist with forming a Wisconsin Legislative Assembly email group so that #Access4All Watch Party information can be easily emailed out by Rhonda Staats. See Action Item 4.
- The Executive Committee discussed developing a list of questions to have on hand during the #Access4All Watch Party to gauge public input and feedback. DHS support staff will assist with developing a draft list of questions and send it out for review of the Executive Committee prior to the April 28, 2022, meeting. See Action Item 5.
- Margaret Kristan will draft a proposed agenda for the May 19, 2022, #Access4All Watch Party and review the draft agenda at the next Executive Committee on April 28, 2022. See Action Item 6.



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VIII. Discuss Online Document Storage

- **LiveBinder:** The Executive Committee discussed the use of an online document storage system.
 - The Executive Committee discussed the level of necessity of having an online storage system due to already having documents on the GCPD Website.
 - The Executive Committee discussed the need to have a Committee Member maintaining and uploading documents ongoing.
 - The Executive Committee agreed to invite Evelyn Azbell to a future Executive Committee meeting to discuss LiveBinder, as she has experience facilitating trainings with the online data storage system. See Action Item 7.

IX. Discuss GCPD YouTube Channel

- The Executive Committee discussed developing a GCPD YouTube Channel to assist with social media outreach and linking videos for access. The Committee agreed to carry this item over to the next meeting for further discussion.

X. Draft April 28, 2022, GCPD Executive Committee Meeting Agenda

- The Executive Committee drafted the April 28, 2022, Executive Committee meeting agenda.
- Draft agenda is as follows:
 - Welcome and Introductions
 - Review and Approve April 28, 2022, Executive Committee Meeting Agenda
 - Review and Approve April 21, 2022, Executive Committee Meeting Minutes
 - Public Comment on Issues Affecting People with Disabilities (1:10 P.M. – 1:15 P.M.)



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- GCPD #Access4All Video Project
 - Watch Party, Distribution and Outreach
- Discuss GCPD YouTube Channel
- Discuss Health Equity Framework and Training
 - National Council on Disabilities' Presentation
- Draft May 5, 2022, GCPD Executive Committee Meeting Agenda
- Adjourn

XI. Adjourn

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

Meeting adjourned at 2:03 P.M.