

**OPEN MEETING MINUTES**

Instructions: [F-01922A](#)

Name of Governmental Body: Statutory Council on Blindness			Attending: Doug Tikkanen, Kate Coerper, Kathleen Enders, Troy Hergert (via teleconference), Anthony Ricks, Patty Slaby, Rhonda Staats, Jim Turk, Patty Zallar, Amber Mullett, Sara O'Donnell, Monica Smith, and Davis Ciotola.
Date: 11/13/2018	Time Started: 9:09 a.m.	Time Ended: 2:29 p.m.	
Location: AC Hotel by Marriott Madison Downtown (1 N Webster St, Madison, WI, 53703)			Presiding Officer: Doug Tikkanen

**Minutes**

**Action Items and Motion Items:**

**A. Action Items:**

- Action Item:** Kathleen Enders will follow up on the list of BEP action items and report back at the next scheduled quarterly meeting.
- Action Item:** The Council needs to invite Davis Ciotola to the next quarterly meeting and ask him to be involved with making revisions to their by-laws.
- Action Item:** Members would like the by-laws available in braille once the revisions are completed.
- Action Item:** 2019 Executive Committee meeting dates will be scheduled at a later date. Kate Coerper will work with Ann Sievert to schedule these meetings.

**B. Motion Items:**

- Motion Item:** A motion was made by Rhonda Staats to approve the agenda. The motion was seconded by Kate Coerper. Motion carried.
- Motion Item:** A motion was made by Rhonda Staats to approve the July quarterly meeting minutes as amended. The motion was seconded by Troy Hergert. Motion carried.
- Motion Item:** A motion was made by Troy Hergert to allow DHS to arrange training orientation for the Council based on what the Council would like to be trained on, so that it's customized to fit their needs. The motion was seconded by Kate Coerper. Motion carried.
- Motion Item:** A motion was made by Kate Coerper to invite Taqwanya Smith to attend an upcoming Council quarterly meeting. The motion was seconded by Rhonda Staats. Motion carried.
- Motion Item:** A motion was made by Patty Zallar to set ground rules for how the Council interacts at meetings going forward. The ground rules would be established at the next quarterly meeting. The motion was seconded by Kate Coerper. Discussion followed. Kathleen Enders will send members a list of ground rules developed from another meeting that they could work from to develop their own. Motion carried.
- Motion Item:** A motion was made by Rhonda Staats to delay the discussion of assigning members to committees until the first meeting of 2019. The motion was seconded by Kate Coerper. Motion carried.

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**7. Motion Item:** A motion was made by Anthony Ricks to adjourn the meeting. The motion was seconded by Troy Hergert. Motion carried.

### **C. Meeting Minutes**

#### **I. Welcome and Introductions by Doug Tikkanen, Chairperson**

**Council Members Present:** Doug Tikkanen, Kate Coerper, Kathleen Enders, Troy Hergert (via teleconference), Anthony Ricks, Patty Slaby, Rhonda Staats, Jim Turk, and Patty Zallar.

**DHS Staff Support Present:** Amber Mullett, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Sara O'Donnell, DHS, BADR; and Monica Smith, DHS, BADR.

**Guests:** Davis Ciotola, DHS.

#### **II. Meeting was called to order at 9:09 a.m. by Doug Tikkanen, Chairperson**

The meeting was available via in-person attendance and via teleconference by calling 1-877-820-7831 and using the participant code of 988055.

#### **III. Review and Approve the Agenda**

- A motion was made by Rhonda Staats to approve the agenda. The motion was seconded by Kate Coerper. Motion carried. See Motion Item 1.

#### **IV. Introductions of Newly Appointed Council Members and Description of Officer Positions Currently Available**

- Introduction of newly appointed council members.
  - Anthony Ricks
    - Volunteer for Vision Forward.
  - Patty Slaby
    - Retired teacher for the blind and visually impaired.
  - Patty Zallar
    - Employed at the Department of Employee Trust Funds.
  - Jim Turk
    - Self-defense instructor.
  - Kate Coerper
    - Employed at Community Living Alliance.

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- Kathleen Enders
    - Employed at the Department of Workforce Development.
  - The Council reviewed the four officer positions that are open for election.
    - Chairperson
    - Vice-Chairperson
    - Secretary
    - Member-at-large

#### **V. Review and Approval of July Quarterly Meeting Minutes**

- The Council reviewed the July quarterly meeting minutes and made any necessary amendments.
  - Throughout the entire document correct the spelling of Doug Tikkanen's first name.
- A motion was made by Rhonda Staats to approve the July quarterly meeting minutes as amended. The motion was seconded by Troy Hergert. Motion carried. See Motion Item 2.

#### **VI. Review Action Items from Council Meetings During Fiscal Year 2018**

- Amber Mullett, Director, Office for the Promotion of Independent Living (OPIL), provided the Council with a quarterly update.
  - OPIL Strategic Goals
    - OPIL is working towards increased community engagement and collaboration between its three offices (Office for the Blind and Visually Impaired, Office for the Deaf and Hard of Hearing, and Office for Physical Disabilities and Independent Living).
    - OPIL would like input from the Council on how to further develop network collaboration.
      - OPIL plans to conduct needs assessments, host listening sessions, develop surveys, and host regional meetings.
      - SCOB could schedule quarterly meetings throughout different areas of the state.
      - SCOB could engage with other councils to work on a common issue that impacts individuals all across the state.
  - SCOB Strategic Goals
    - The Council needs to define their scope and identify their capacity in order to establish appropriate goals. A solid starting point is identifying core content areas, which lead to the development of goals, and then the creation of a work plan.
- New members requested Council orientation training as items on the agenda are not appropriate for an initial meeting where the majority of the Council is new members.

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- The Council brainstormed a list of topics they'd like included in the orientation training.
    - Roles and Responsibilities of Council Members
    - Council's Statute
    - Designing an Agenda
    - Developing a State Plan
    - Clarification and Scope of the Council
      - What does advisory mean? How do state agencies respond to advisory comments or recommendations? There should be a common definition of advisory.
    - Disability Rights Movement
    - Open Meetings Law
    - Robert's Rules of Order
    - Department of Administration Open Records Training
  - A motion was made by Troy Hergert to allow DHS to arrange training orientation for the Council based on what the Council would like to be trained on, so that it's customized to fit their needs. The motion was seconded by Kate Coerper. Motion carried. See Motion Item 3.
  - Davis Ciotola, Attorney, Office of Legal Counsel, introduced himself to the Council, welcomed newly appointed members to their first official meeting, and provided an overview of the Council and guidance on open meeting laws.
    - SCOB was created within the Department of Health Services and set forth in statute. The charge of the Council is advisory. They have latitude and discretion of how they want to interact, make recommendations, and operate.
    - All members are equal under the law. When motions are made, action is taken, or agenda items are suggested, all voices need to be heard. When setting Council business this needs to be remembered.
    - Since they are a governmental body they must follow open meeting laws.
      - Meetings cannot take place unless a notice has been posted. Notice must be given, so the public is aware of what's being discussed and which decisions are being made.
      - All meetings need to be in open session, with a few exceptions that would require permission for a closed meeting.
      - Members of the public have a right to be at meetings.
      - Council duties should be addressed during open meetings and not over email.
      - Research and information gathering can happen outside of meetings, but committee and Council work needs to be done at

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open meetings.

- Committees are subject to the open meeting laws as well.
- If quorum is established, you have an official meeting, whether you intended to or not.
- The Council's by-laws do have some issues that will need to be addressed and amended. By-laws can't go against statute or what the secretary decides.

## **VII. Discuss Information Gathered from Program Areas During Fiscal Year 2017 and 2018**

### **a. Transportation**

- The Council discussed barriers related to transportation services among and within counties. Some cities even have limited access.
- It was suggested that the Council connect with Taqwanya Smith from the Department of Transportation. In order to discuss barriers and make recommendations they first need to build a relationship with her as the department liaison.
  - A motion was made by Kate Coerper to invite Taqwanya Smith to attend an upcoming Council quarterly meeting. The motion was seconded by Rhonda Staats. Motion carried. See Motion Item 4.
- DHS staff support shared insight on conversations that are happening with other organizations regarding transportation.
  - The Long Term Care Council, Council on Physical Disabilities (CPD), Greater Wisconsin Agency on Aging Resources (GWAAR), and Department of Workforce Development (DWD) are all looking at initiatives to establish regional transportation, develop resources, and secure additional funding for services.
  - It was suggested that the Council network and collaborate with other councils to address transportation barriers. The barriers identified by SCOB are the same barriers experienced by all individuals with disabilities.
  - Rather than each council tackling transportation issues on their own, councils should be combining efforts and making joint recommendations to state agencies.

### **b. Employment**

- The Council commented that the unemployment rate for individuals who are blind and visually impaired that want to work is still at 70 percent.
- Council members shared that when employers make an effort to diversify employment it usually means hiring females, veterans, and minorities. Individuals with disabilities seem to be forgotten.

### **c. Business Enterprise Program (BEP)**

- There are only 13 states that separate programs and services for the blind and visually impaired throughout different divisions; Wisconsin being one of them.
- The BEP used to support more individuals and have more entities, but the program is down to about 20 vendors. A Council

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member questioned why the numbers keep dropping and how to get others informed of this.

- In the past, operators would set aside funds for repairs and then federal funds would match it. Now those federal funds go to the general vocational rehabilitation fund rather than the BEP. Members would like the federal match fund to go directly to the BEP rather than the vocational rehabilitation general fund.

### **VIII. Update on the Current State of BEP**

#### **Kathleen Enders, Section Chief, Program Development Section, Department of Workforce Development.**

- Kathleen Enders provided the Council with an update on the BEP (2016-present) and together they had an open ended discussion. Members are encouraged to provide recommendations or feedback on how to make the program better.
  - If a council makes a recommendation to a state agency and requests feedback, it's helpful if the council articulates what they want feedback on, so the agency knows how to appropriately acknowledge the request.
- In regards to the BEP discussion that took place before Kathleen's update, the following questions were answered.
  - Currently there are 21 licensed operators.
  - Federal matching funds go into the general vocational rehabilitation fund, since the BEP is fully funded through a separate fund.
  - Members are encouraged to help recruit and promote the work of the BEP.
- Kathleen Enders will follow up on the list of action items and report back at the next scheduled quarterly meeting. See Action Item 1.
  - Budget breakdown about the contract for the current nominee agency lapse.
  - Report of all facilities and identify where they are located.
  - Provide information on the Elected Committee and what's charged to do.
  - Update on the Fort McCoy RFP.
  - Calculate the average age of vendors.

### **IX. Working Lunch: Public Comment on Issues Affecting Wisconsin Residents who are Blind and Visually Impaired**

- There were no comments made by members of the public.

### **X. Discuss Council Bylaws**

- The by-laws, as currently written, were reviewed with the full Council.
- A motion was made by Jim Turk to update the by-laws. The motion was seconded by Kate Coerper. Discussion followed. It was requested that the proposed changes be sent a month before the quarterly meeting, so members could review them before approving them at the quarterly meeting. Members would like Davis Ciotola to be involved with the by-law revisions, which would require the Council to work on them in person at the next quarterly meeting. After further discussion, it was agreed upon that members would review the by-

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laws individually and bring suggested amendments to the next quarterly meeting to address them with Davis Ciotola. Jim Turk withdrew his motion after the discussion because it was decided that a motion was not needed. Kate Coerper seconded the withdrawal.

- The Council needs to invite Davis Ciotola to the next quarterly meeting and ask him to be involved with making revisions to their by-laws. See Action Item 2.
- Members would like the by-laws available in braille once the revisions are completed. See Action Item 3.

#### **XI. Set Annual Plan for (Fiscal? Calendar?) Year 2019**

- A motion was made by Patty Zallar to set ground rules for how the Council interacts at meetings going forward. The ground rules would be established at the next quarterly meeting. The motion was seconded by Kate Coerper. Discussion followed. Kathleen Enders will send members a list of ground rules developed from another meeting that they could work from to develop their own. Motion carried. See Motion Item 5.
- During the next 6 months the Council would like to work on the following items:
  - Revise the by-laws.
  - Complete Council orientation and training.
  - Create a template for members to fill out and add it to the website.
  - Receive information from DVR about employment and services for the blind and visually impaired
  - Receive information about the aging population, especially in rural populations
  - Request updates from other councils.
  - Invite the DOT transportation liaison to attend a meeting.

#### **XII. Identify Which Council Members are Filling Vacated Terms and Which are Starting New Terms and Discuss Recruitment Moving Forward**

- Council members with a designated term limit include:
  - Doug Tikkanen, term expires June 30, 2019.
  - Rhonda Staats, term expires June 30, 2019.
  - Troy Hergert, term expires June 30, 2020.
- The newly appointed Council members will need to be assigned term limits as directed by the Secretary.

#### **XIII. Assign Members to Committees Within the Council**

- Council members discussed postponing this agenda item until they've had proper council orientation and know what the charge is of this

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Council.

- A motion was made by Rhonda Staats to delay the discussion of assigning members to committees until the first meeting of 2019. The motion was seconded by Kate Coerper. Motion carried. See Motion Item 6.

#### **XIV. Election of Executive Committee**

- Council members discussed who they would like to nominate, and in return, the member either accepted or declined the nomination.
- Council members who accepted the nomination include:
  - Kate Coerper for Chairperson.
  - Patty Zallar for Vice-Chairperson.
  - Rhonda Staats for Secretary.
  - Jim Turk for Member-at-large.
- Elected members of the Executive Committee include:
  - Chairperson, Kate Coerper
  - Vice-chairperson, Patty Zallar
  - Secretary, Rhonda Staats
  - Member-at-large, Jim Turk
- 2019 quarterly meeting dates will be the second Thursday of March, June, September, and December.
- 2019 Executive Committee meeting dates will be scheduled at a later date. Kate Coerper will work with Ann Sievert to schedule these meetings. See Action Item 4.

#### **XV. Adjourn**

- A motion was made by Anthony Ricks to adjourn the meeting. The motion was seconded by Troy Hergert. Motion carried. See Motion Item 7.

**The meeting adjourned at 2:29 p.m.**

Prepared by: Sara O'Donnell on 1/31/2019.

These minutes are in draft form. They will be presented for approval by the Statutory Council on Blindness on: 3/14/2019