

OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Council for the Deaf and Hard of Hearing - Quarterly Meeting			Attending: Nicole Everson, Steve Smart, Tom O'Connor, David Seligman, Katy Schmidt, Billy Mauldin, Amber Mullett, Hollie Barnes Spink, Ana Detert, Carly Bieri, Kate Block, Tera Cater Vohrpahl, Margo Lucas, and Dustin Mullett.
Date: 10/8/2018	Time Started: 10:00 a.m.	Time Ended: 2:57 p.m.	
Location: Department of Health Services (1 West Wilson Street, Room 751, Madison, WI 53703).			Presiding Officer: Katy Schmidt.
Minutes			

Action Items and Motion Items:

A. Action Items:

1. **Action Item:** Katy Schmidt will draft the DRI letter and have it ready for the Council to review at the quarterly meeting in December.
2. **Action Item:** Nicole Everson offered to develop a draft of the Council annual report and have it ready for review and approval at the quarterly meeting in December.

B. Motion Items:

1. **Motion Item:** A motion was made by David Seligman to approve the agenda. The motion was seconded by Katy Schmidt. Motion carried.
2. **Motion Item:** A motion was made by Tom O'Connor to approve the June quarterly meeting minutes. The motion was seconded by David Seligman. Motion carried.
3. **Motion Item:** A motion was made by Tom O'Connor to support the project and have Nicole Everson write a letter on behalf of the Council asking the governor to approve the purchase of the software needed to create the database. The motion was seconded by David Seligman. Motion Carried.
4. **Motion Item:** A motion was made by Katy Schmidt to set up an ad-hoc committee within the Council to address the issues presented in the letter written by WAD. The motion was seconded by Steve Smart. Motion carried.
5. **Motion Item:** A motion was made by Katy Schmidt to develop a letter listing disaster response best practices and send it to each county executive and emergency management department. The motion was seconded by David Seligman. Motion carried.

C. Meeting Minutes

I. Welcome and Introductions by Nicole Everson, Chairperson

Council Members Present: Nicole Everson, Steve Smart, Tom O'Connor, Katy Schmidt, and David Seligman.

Ex-Officio Members: Billy Mauldin.

DHS Staff Support Present: Amber Mullett, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR);

Hollie Barnes Spink, DHS, BADR; and Ana Detert, DHS, BADR.

Sign Language Interpreters: Carly Bieri, Kate Block, and Tera Cater Vohrpahl.

Communication Access Real-Time Translation (CART) Service Provider: Margo Lucas.

Technical Assistance and Livestream Technician: Dustin Mullett.

II. Meeting was called to order at 10:00 a.m. by Nicole Everson, Chairperson

The meeting was available via in-person attendance and via remote video access <https://livestream.com/DHSWebcast/events/7040238>.

III. Review and Approve the Agenda

- A motion was made by David Seligman to approve the agenda. The motion was seconded by Katy Schmidt. Motion carried. See Motion Item 1.

IV. Review and Approve June Meeting Minutes

- A motion was made by Tom O'Connor to approve the June quarterly meeting minutes. The motion was seconded by David Seligman. Motion carried. See Motion Item 2.

V. Election of Officers

○ Nominations

- Katy Schmidt and Nicole Everson nominated themselves for Chairperson.
 - A closed voting ballot followed this nomination.
- Nicole Everson nominated herself for Vice-Chairperson.
- Tom O'Connor nominated himself for Secretary.

○ Elections

- Katy Schmidt was elected Chairperson.
- Nicole Everson was elected Vice-Chairperson.
- Tom O'Connor was elected Secretary.

VI. Community Updates from Council Members

- The Professional Interpreting Enterprise (PIE) will be hosting an open house at the new Madison location on Saturday, October 13, 2018.
- A new group is forming to continue the work regarding interpreter licensure.
- The State Board will be meeting at the Festival Foods in Appleton on Saturday, October 27, 2018, to elect officers and discuss the recent

national Hearing Loss Association of America (HLAA) Convention that took place in Minneapolis, MN.

- Center for Independent Living for Western Wisconsin will refrain from hiring someone to fulfill the Deaf-Blind role until all the animosity between Deaf, Deaf-Blind, and hard of hearing communities is resolved.
- The Council was asked to support the creation of a database for Deaf-Blind individuals that would include information, webinars, and resources. The support would be a letter written on behalf of the Council addressed to the governor to approve the purchase of the software needed to create the database.
 - A motion was made by Tom O'Connor to support the project and have Nicole Everson write a letter on behalf of the Council asking the governor to approve the purchase of the software needed to create the database. The motion was seconded by David Seligman. Motion Carried. See Motion Item 3.
- Advocacy efforts regarding hearing loops being installed in public entities continues to progress. A local library and the Doyle Complex in Madison have been contacted. They are waiting to hear back formally from engineering.
- HLAA has been contacted to help with Council recruitment efforts.
- The Wisconsin Association of the Deaf (WAD) submitted two letters addressing concerns within the Deaf and hard of hearing community.
 - The Governor's Report from 1979 lists issues that are still relative today for the Deaf, Deaf-Blind, and heard of hearing communities. A plan of action to move forward needs to be developed. In order to do this WAD would like to ask the governor or legislature for funds to do a feasibility study.
 - DHS staff support commented that ODHH is currently working on compiling demographic data of Deaf and hard of hearing populations. This will eventually become a public document that will be shared with the Council. It was noted that the letter is requesting information outside of the data that ODHH is compiling.
 - It was suggested that an ad-hoc committee work on this initiative.
 - A motion was made by Katy Schmidt to set up an ad-hoc committee within the Council to address the issues presented in the letter written by WAD. The motion was seconded by Steve Smart. Motion carried. See Motion Item 4.
 - Within the last year there have been issues regarding Disaster Response Interpreters (DRI).
 - Captioning has not been available during events on the TV.
 - There has been a lack of interpreters provided during times of disaster. Deaf-Blind individuals have not been given access to accommodations during events.
 - DHS has a list of interpreters that can be sent on stand-by, but the request for interpreters needs to be initiated by the counties (Wisconsin is a home rule state). WAD would like a DRI and CDI automatically sent to a county/counties where the disaster has occurred.

- A motion was made by Katy Schmidt to develop a letter listing disaster response best practices and send it to each county executive and emergency management department. The motion was seconded by David Seligman. Motion carried. See Motion Item 5.
- Katy Schmidt will draft the DRI letter and have it ready for the Council to review at the quarterly meeting in December. See Action Item 1.

VII. Updates from the Office for the Deaf and Hard of Hearing

Hollie Barnes Spink, Director, Office for the Deaf and Hard of Hearing, Department of Health Services

- DHS support staff and the Council addressed the need to discuss the role of the ODDH liaison within the Council.
 - The Executive Committee would like to meet with Hollie Barnes Spink between now and the next quarterly meeting to discuss her role within the Council.
 - A Council member commented that they'd really like to see the Council orientation binder developed so that the Council can be properly trained to take action appropriately and be proactive in meetings.
 - The Council requested that quarterly draft meeting minutes be distributed sooner after the meeting has ended in order to determine agenda items for the next scheduled quarterly meeting.
 - The Council will need to schedule all 2019 quarterly meeting dates along with four Executive Committee meetings in between those quarterly meeting dates. Having structured meetings in place will help with discussion topics and gathering agenda items.
- Transition from Wisconsin Interpreting and Transliterating Assessment (WITA) to Board for Evaluation of Interpreters (BEI).
 - There are currently no new updates in the transition process. The department is waiting to hear from Texas in regards to materials and guidance on what to expect with the transition.
 - The last two WITA tests are scheduled for October 2018 and January 2019.
- The ODDH northeast regional specialist position has not been filled yet due to delays in the hiring process from human resources.
- ODDH hosted an active shooter workshop in Wausau for Deaf and hard of hearing individuals. 15 people attended the workshop and ODDH is hoping to provide the same training in Green Bay during spring 2019.

VIII. Public Comments on Issues Affecting the Deaf, Deaf-Blind, or Hard of Hearing

- There were no comments made by members of the public during the first public comment period of the October 8, 2018 meeting.

IX. Discuss Council Strategic Goals

- Goal 1: By-laws
 - Tom O'Connor is the lead for this goal.

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- This goal has been completed.
 - Goal 2: Employment
 - Nicole Everson is the lead for this goal.
 - A guest speaker will be scheduled to present at a future quarterly meeting, but only after the Council has completed orientation training.
 - Goal 3: Hearing Loops
 - David Seligman is the lead and Tom O'Connor is assisting for this goal.
 - Representative Brostoff requested the Legislative Reference Bureau to draft two proposals. Brostoff did not agree with the first draft and so comments were sent back regarding edits and additions to the proposal.
 - Request audiologists to communicate with their patients about hearing loops and t-coils.
 - Require any new state buildings to install hearing loop systems during initial construction.
 - It was suggested that David Seligman schedule a meeting with Representative Brostoff before his workload increases come January.
 - A Council member requested that visual communication systems be added to the proposal request.
 - Goal 4: Communication
 - Lisa Woods was the lead for this goal.
 - CDHH was planning to create a Facebook page. The Council will consider this when developing their goals for 2019.
 - Goal 5: Education
 - Michelle Cordova was the lead for this goal.
 - Goal 6: Public Relations
 - Steve Smart is the lead and Katy Schmidt is assisting for this goal.
 - The Council will consider how to continue improving public relations when developing their goals for 2019. Much of this goal was accomplished by establishing Livestream during quarterly meetings, but assistive technology is always being updated and developed.

X. Working Lunch

a. Schedule future Council meeting dates.

- The next quarterly meeting is scheduled for December 14, 2018. This date follows the Governor's Committee for People with

Disabilities (GCPD), which will be meeting on December 13, 2018.

- 2019 Quarterly Meeting Dates
 - Friday, March 15, 2019
 - Friday, June 14, 2019
 - Friday, September 6, 2019
 - Thursday, December 5, 2019

b. Discuss Council member recruitment.

- DHS staff support contacted the governor's office about Council applications and appointments and the urgency to fill vacant positions.
- A Council member commented that most councils have a personnel subcommittee to recruit and welcome new members.
- Steve Smart and Tom O'Connor are planning to renew their membership on the Council.

XI. Develop Council Goals for 2019

- Develop a policy and procedure manual for how the Council functions.
 - Nicole Everson will lead the committee with Billy Mauldin and Tom O'Connor to assist her.
 - Hollie will get a copy of the orientation binder to Nicole, Tom, and Steve.
 - CPD has a completed binder that the Council can use as a skeleton for creating their own binder.
- Feasibility Study
 - Katy Schmidt leads with Steve Smart assisting.
- Social Media/Facebook Page
 - Nicole Everson will lead.
- Hearing Loop Legislation/Technology
 - David Seligman and Tom O'Connor will work together.

XII. Public Comments on Issues Affecting the Deaf, Deaf-Blind, or Hard of Hearing

- Independent living centers (ILCs) serve six or seven different regions, how can ODHH help the Deaf community by having ILCs hire Deaf staff members in order to better serve individuals in their communities?
- ODHH should have preplanning meetings and announcements. ODHH should also have a manual on the director's role for the council.

- Blue Book says that advisory councils should be invited to other departments and council meetings. The Council should be advising more than just ODDH.
 - GCPD has members from other state councils as well as liaisons from other state agencies.

XIII. Discuss the Council for the Deaf and Hard of Hearing Annual Report

- The annual report would summarize actions of the Council and list successes and logistics including current membership, meeting details, and activities accomplished. There would also be a recommendation section.
- The Council discussed the annual report at the last quarterly meeting and compiled a list of talking points to highlight in the report.
 - Additional items to include: completed revision of by-laws, and demographic data collected by ODDH.
- Nicole Everson offered to develop a draft of the Council annual report and have it ready for review and approval at the quarterly meeting in December. See Action Item 2.
- The development of the annual report should be a standing agenda item on every agenda for the June quarterly meeting.

XIV. Next Steps and Closing Remarks

- It was suggested that quarterly meeting agendas be condensed to allow time for committee meetings to take place on the same day as the quarterly meetings.
 - When committees do functions of the Council and the members of the committees are Council members, then they need to conduct meetings in accordance with public meetings laws. When in doubt, meetings should be treated as a public meeting.
 - Committee report outs will be added to the quarterly meeting agenda.
 - Tom O'Connor and Sara O'Donnell will work together to get the draft quarterly meeting minutes sent out to the full Council by mid-November.

XV. Adjourn

The meeting adjourned at 2:57 p.m.

Prepared by: Sara O'Donnell on 11/13/2018.

These minutes were approved by the Council for the Deaf and Hard of Hearing on: 12/14/2018