

OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Statutory Council on Blindness			Attending: Kate Coerper, Patty Zallar, Rhonda Staats, Kathleen Enders, Patty Slaby, Ann Sievert, Sara O'Donnell, Kate Connell, Davis Ciotola, and Sue Premo.
Date: 3/14/2019	Time Started: 1:12 p.m.	Time Ended: 3:39 p.m.	
Location: Crowne Plaza Hotel (4402 E Washington Avenue, Madison, WI 53704)			Presiding Officer: Kate Coerper
Minutes			

Statutory Council on Blindness Quarterly Meeting Minutes

Thursday, March 14, 2019
1:00 PM to 4:30 PM

Crowne Plaza Hotel
4402 E Washington Avenue
Madison, WI 53704

Motion Items

Motion Items

- Motion Item:** A motion was made by Rhonda Staats to approve the agenda as amended. The motion was seconded by Patty Slaby. Motion carried.
- Motion Item:** A motion was made by Patty Zallar to approve the November 2018 quarterly meeting minutes. The motion was seconded by Rhonda Staats. Motion carried
- Motion Item:** A motion was made by Rhonda Staats to spend the first day of the June quarterly meeting going through each section of the by-laws and making appropriate changes. The motion was seconded by Patty Zallar. Motion carried.

Meeting Minutes

Welcome and Introductions

Welcome and introductions by: Kate Coerper, Chairperson

Council members present: Kate Coerper, Patty Zallar, Rhonda Staats, Kathleen Enders, and Patty Slaby.

Council members absent (excused*): Jim Turk*, Amber Mullett*, and Anthony Ricks*.

DHS staff support present: Ann Sievert, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Sara O'Donnell, DHS, BADR; and Kate Connell, DHS, BADR.

Guests: Davis Ciotola, DHS; and Sue Premo.

Meeting Called to Order

The meeting was called to order at 1:12 PM by Kate Coerper, 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.

Review and Approve the Agenda

- The Council reviewed the agenda and discussed amendments.
 - Carrie Molke, the Director of the Bureau of Aging and Disability Resources, was unable to attend the meeting due to scheduling conflicts. She will formally introduce herself and welcome the newly appointed Council members during an upcoming quarterly meeting.
 - The development of the council ground rules will take place during the second half of the quarterly meeting (Friday, March 15).
 - The overview of council fiscal policies and procedures by Sara O'Donnell has been moved to today's agenda since she is unable to attend day two of the quarterly meeting.
 - The presentation by Amber Mullett on the disability rights movement will be postponed to Friday, March 15. In place of this presentation will be Denise Jess from the Wisconsin Council of the Blind and Visually Impaired.
- A motion was made by Rhonda Staats to approve the agenda as amended. The motion was seconded by Patty Slaby. Motion carried. See Motion Item 1.
- The draft agenda for Friday will now include the disability rights movement discussion rather than an overview of the Office for the Promotion of Independent Living (OPIL). The OPIL overview will be rescheduled for an upcoming quarterly meeting.
- The Council would also like to include an icebreaker during day two of the quarterly meeting (March 15).
- It was brought to the Council's attention that an individual from SCOB will need to be appointed to the Governor's Committee for People with Disabilities (GCPD) and serve as the SCOB representative to that Committee. Members will add this discussion and nomination process to the agenda for Friday, March 15.

Review and Approve November 2018 Quarterly Meeting Minute

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- The Council reviewed the November 2018 quarterly meeting minutes and discussed the action items.
 - A motion was made by Patty Zallar to approve the November 2018 quarterly meeting minutes. The motion was seconded by Rhonda Staats. Motion carried. See Motion Item 2.

Icebreaker Activities

- Council members and staff support took turns going around the meeting room and sharing two of their favorite things.

Overview of Council Fiscal Policies and Procedures

Presenter: Sara O'Donnell, Council Staff Support, Bureau of Aging and Disability Resources

- Sara O'Donnell provided an overview on the process for submitting expenses and receiving reimbursement through the non-state employee expense report.
- If members have individual questions and/or need additional help they can contact Sara and she will be happy to answer any questions and provide assistance.
- The non-state employee expense report is an inaccessible template. The Council would like to write a letter of recommendation to the Division of Enterprise Services at DHS in hopes of bringing awareness to the issue and ultimately to have the form modified.

Training on Legal Requirements and Department Processes for Councils

Presenter: Davis Ciotola, Attorney, Office of Legal Counsel, Department of Health Services

- Davis Ciotola discussed the Wisconsin open meetings law and how the functions of the Council are affected by the established rulings and how to stay in compliance.
 - Topics covered during the discussion include:
 - Executive Order #235.
 - Definition of a governmental body.
 - Definition of a meeting.
 - Convening of members and quorum.
 - Instructions for open meeting notices and agendas.
 - Meetings held in open session vs closed session.

Review By-Laws and Recommended Changes

Presenter: Davis Ciotola, Attorney, Office of Legal Counsel, Department of Health Services

- Davis Ciotola recommended that the Council update their by-laws in order to accurately reflect the functions of the Council and remain compliant with Wisconsin open meetings law and statute.
 - When setting Council business all voices need to be heard and every member is equal under the law.
 - The Council can assign officer positions who have additional duties and responsibilities, but each member has equal standing. The by-laws should empower the entire membership.
 - It was suggested that the Council keep the by-laws simple (less detailed rather than overly detailed). If an issue arises it will be addressed in the by-laws as needed.
- The full Council would like to work together to update the current by-laws and develop their own modifications based on Davis' recommendations. The structure of the by-laws is fine, but the content needs to change.
 - A motion was made by Rhonda Staats to spend the first day of the June quarterly meeting going through each section of the by-laws and making appropriate changes. The motion was seconded by Patty Zallar. Motion carried. See Motion Item 3.
- Members asked about appointment terms and if they could request that terms not begin until year 2020, since the entire membership (almost) is newly appointed.
 - The Council can formally request this, but it's ultimately up to the Secretary's Office

Presentation from the Wisconsin Council of the Blind and Visually Impaired**Presenter: Denise Jess, CEO/Executive Director, Wisconsin Council of the Blind and Visually Impaired**

- Denise Jess provided the Council with an overview of Wisconsin Council of the Blind and Visually Impaired programs as they relate to advocacy, education, and vision services.
 - Advocacy
 - Legislative Day is April 9.
 - The Council is a strong proponent of legislative initiatives that promote the dignity and empowerment of Wisconsin citizens who are blind and visually impaired.
 - Transportation
 - Pedestrian Safety
 - Employment

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- Education
 - Civil Rights & ADA Compliance
 - Healthcare
 - Education
 - Council staff provides education on a variety of topics related to people who are blind and visually impaired. There is also a scholarship program available to high school and college students who are blind and visually impaired to help them pursue education and career goals.
 - Webinars
 - Low Vision Fair
 - Assistive Technology Classes
 - Outreach
 - Vision Services
 - Vision services help individuals adapt to and cope with changing vision. All services are client-centered and are provided by qualified, certified professionals.
 - Low Vision
 - Vision Rehabilitation
 - Assistive Technology
 - Wisconsin Council of the Blind and Visually Impaired looks forward to working together with SCOB and moving forward to continue their partnership.

Adjourn

The meeting adjourned at 3:39 PM.

Prepared by: Sara O'Donnell on 4/30/2019.

These minutes were approved by the Statutory Council on Blindness on: 6/13/2019