

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Statutory Council on Blindness - Executive Committee		Attending: :Kate Coerper, Patty Zallar, Rhonda Staats, and Ann Sievert.
Date: 1/31/2019	Time Started: 4:00 p.m.	Time Ended: 5:30 p.m.
Location: Conference Call		Presiding Officer: Kate Coerper
<b>Minutes</b>		

**Executive Committee Conference Call  
Meeting Minutes  
Thursday, January 31, 2019  
4:00 PM to 5:30 PM**

### Committee Action Items:

#### A. Committee Action Items:

- Action Item:** DHS staff support will work to reformat the template so that the agenda is fully accessible for Council members.
- Action Item:** DHS staff support will schedule the meetings and send calendar appointments to the Executive Committee.
- Action Item:** DHS staff support will contact the requested speakers to see if they are available, and if so, how much time they will need for their presentation.

#### B. Committee Meeting Minutes

##### I. Welcome and Introductions by Kate Coerper, Chairperson

**Council Members Present:** Kate Coerper, Patty Zallar, and Rhonda Staats.

**Council Members Absent (Excused\*):** Jim Turk.

**DHS Staff Support Present:** Ann Sievert, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR).

##### II. Meeting was called to order by Kate Coerper, Chairperson

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

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

- The agenda was approved by the Executive Committee unanimously.
- Committee members indicated that the format of the agenda is difficult to read for individuals who are blind. It was requested that the template be reformatted to make it more accessible.

- DHS staff support will work to reformat the template so that the agenda is fully accessible for Council members. See Action Item 1.

#### **IV. Review of November Quarterly Meeting Minutes Including Action Items**

- The Committee reviewed the list of action items assigned at the November quarterly meeting.
  - After discussion, the Committee decided that Kathleen Enders does not need to provide a report out on the Business Enterprise Program (BEP) at the March quarterly meeting, as there are other agenda items that are more pressing at this time.
- The Committee reviewed the November quarterly meeting minutes and made the following amendments.
  - Agenda Item IV. Introductions of Newly Appointed Council Members
    - Under Patty Zallar’s introduction remove the word retired, so that the sentence reads, “Employed at the Department of Employee Trust Funds.”
  - Agenda Item VII. Discuss Information Gathered from Program Areas During Fiscal Year 2017 and 2018 (a. Transportation)
    - Change the word combing to combining, so that the sentence reads, “Rather than each council tackling transportation issues on their own, councils should be combining efforts and making joint recommendations to state agencies.”

#### **V. Public Comment on Issues Affecting Wisconsin Residents who are Blind and Visually Impaired**

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

#### **VI. Schedule 2019 Quarterly Executive Committee Calls and Determine the Length of Quarterly Council Meetings**

- Executive Committee meetings will be scheduled six weeks prior to each quarterly meeting. They will take place on Thursdays, from 4:00 p.m.-5:30 p.m.
  - DHS staff support will schedule the meetings and send calendar appointments to the Executive Committee. See Action Item 2.
- The Committee discussed the pros and cons of scheduling two-day quarterly meetings.
  - In order to accomplish council business it was decided that the quarterly meetings would be scheduled for a day and a half.
- The next scheduled quarterly meeting will be Thursday, March 14, from 1:00 p.m.-5:00 p.m., and Friday, March 15, from 9:00 a.m.-3:00 p.m.

#### **VII. Discuss Agenda Items for March 14, 2019 Quarterly Meeting**

- Thursday, March 14, Agenda Items
  - Icebreakers
    - Welcome by Carrie Molke, BADR Director.

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- Council Ground Rules
    - Training by Davis Ciotola, DHS attorney, on legal requirements and department processes related to notices, conduct of meetings, and documentation requirements.
    - Review of the current Council by-laws with Davis Ciotola and discuss recommended changes.
  - Orientation
    - Overview of the Disability Rights Movement by Amber Mullett, Office for the Promotion of Independent Living (OPIL) Director.
  - Friday, March 15, Agenda Items
    - Orientation Continued
      - Overview of OPIL and SCOB by Amber Mullett.
      - Overview of Council fiscal policies and procedures.
      - Discuss the Division of Public Health State Health Assessment Community Conversation.
      - Overview of the Council of the Blind Legislative Day by Rhonda Staats and Patty Slaby.
    - Strategic Planning
      - Discuss the future direction of the Council.
      - What information (e.g., speakers, data, input from individuals who are blind and visually impaired via a survey or discussion groups) do we need to make informed decisions about the future direction of the Council?
  - DHS staff support will contact the requested speakers to see if they are available, and if so, how much time they will need for their presentation. See Action Item 3.

## VIII. Adjourn

**The meeting adjourned at 5:30 p.m.**

Prepared by: Ann Sievert on 2/14/2019.

These minutes were approved by the Executive Committee on: 5/20/2019