

## OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Council on Physical Disabilities			Attending: Ben Barrett; Roberto Escamilla II (via teleconference); Karen Secor; Charles Vandenplas; Jason Ostrowski; Gabriel Schlieve; Jackie Gordon; and Noah Roberts, Governor Appointee; Craig Wehner, Wisconsin Department of Vocational Rehabilitation; Heather Bruemmer, Wisconsin Board on Aging and Long-Term Care; and Taqwanya Smith, Wisconsin Department of Transportation; Amber Mullett, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Maia Stitt, DHS, BADR; Lisa Sobczyk, DHS, BADR; and Gary Roth, DHS; Margo Lucas, Communication Access Real-Time Translation (CART) Service Provider; Jeff Fox, member of the public
Date: 4/18/2019	Time Started: 9:03am	Time Ended: 3:41pm	
Location: Hilton Madison Monona Terrace 9 East Wilson Street, Madison, WI 53703			Presiding Officer: Ben Barrett, Council Chairperson

### Minutes

## Action Items and Motion Items

### Action Items

- **Action Item:** DHS support staff will notify the Chair, Ben Barrett when the Governor's Office has made decisions on pending member applications.  
**Action Item:** The Council requested DHS support staff to have their commutation specialist modify the layout to improve the format of the final document.  
**Action Item:** Karen Secor will schedule Emergency Preparedness Toolkit workgroup meetings weekly to review and update sections of the Emergency Preparedness Toolkit, forms, and related documents by May 31, 2019.  
**Action Item:** Karen Secor will create a PowerPoint to share with Council members at next Quarterly meeting which summarizes changes made to the Emergency Preparedness Toolkit.  
**Action Item:** The Dan Johnson Advocacy Award workgroup will bring all nominations received and scoring criteria to the next quarterly Council meeting in July.  
**Action Item:** DHS support staff will follow-up with Nicole Johnson on modifications to the logo design requested by the Council.  
**Action Item:** DHS support staff will email Council members the final version of the logo once received for review and a vote by June 2019.

### Motion Items

- **Motion Item:** A motion was made by Charles Vandenplas to approve the April quarterly meeting agenda. The motion was seconded by Jason Ostrowski. Motion carried.

- **Motion Item:** A motion was made by Roberto Escamilla II to approve the January 2019 quarterly meeting minutes. The motion was seconded by Charles Vandenplas. Motion carried
- **Motion Item:** A motion was made by Karen Secor to approve the Council's State Fiscal Year 2018 Annual Report with revisions discussed. The motion was seconded by Jackie Gordon. Motion carried.
- **Motion Item:** A motion was made by Charles Vandenplas to approve the Transportation Committee's Work Plan as amended. The motion was seconded by Gabriel Schlieve. Motion carried.

**Motion Item:** A motion was made by Jackie Gordon to approve the Emergency Preparedness Committee's Work Plan. The motion was seconded by Charles Vandenplas. Motion carried.

**Motion Item:** A motion was made by Charles Vandenplas to adjourn the meeting. The motion was seconded by Gabriel Schlieve. Motion carried

## Meeting Minutes

### I. Welcome and Introductions

Welcome and introductions by: Ben Barrett, Chairperson

Council members present: Ben Barrett; Roberto Escamilla II (via teleconference); Karen Secor; Charles Vandenplas; Jason Ostrowski; Gabriel Schlieve; Jackie Gordon; and Noah Roberts, Governor Appointee.

Council members absent: Ronald Jansen; Nicole Herda; and Dr. Noah Hershkowitz.

Liaisons present: Craig Wehner, Wisconsin Department of Vocational Rehabilitation; Heather Bruemmer, Wisconsin Board on Aging and Long-Term Care; and Taqwanya Smith, Wisconsin Department of Transportation.

DHS staff support present: Amber Mullett, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Maia Stitt, DHS, BADR; Lisa Sobczyk, DHS, BADR; and Gary Roth, DHS.

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

Guest: Jeff Fox.

### II. Meeting Called to Order

The meeting was called to order at 9:03 AM by Ben Barrett, Chairperson.

The meeting was available via in-person attendance and via teleconference by calling 1-608-316-9000 and using the participant code. It was also available via Skype.

### **III. Review and Approve April Quarterly Meeting Agenda**

- A motion was made by Charles Vandenplas to approve the April quarterly meeting agenda. The motion was seconded by Jason Ostrowski. Motion carried. See Motion Item 1.

### **IV. Comments from Noah Roberts, Governor Appointee**

- Noah Roberts introduced himself to the Council. Noah is serving as the Governor Appointee to the Council.

### **V. Representative Jimmy Anderson, 47<sup>th</sup> Assembly District**

- Representative Jimmy Anderson was unable to attend.

### **VI. Division of Public Health State Health Assessment Discussion**

- Amber Mullett led the Council in a facilitated community discussion for the State Health Assessment.

### **VII. Membership and Appointments**

- The Council discussed current membership and recent appointments. The Council was informed that there are several applications pending. DHS support staff will notify the Chair, Ben Barrett when the Governor's Office has made decisions on pending member applications. See Action Item 1.

### **VIII. Working Lunch: Review and Approve January Quarterly Meeting Minutes**

- A motion was made by Roberto Escamilla II to approve the January quarterly meeting minutes. The motion was seconded by Charles Vandenplas. Motion carried. See Motion Item 2.

### **IX. Public Comment on Issues Affecting People with Physical Disabilities**

- No public comments were made.

### **X. Finalize Council for People with Physical Disabilities State Fiscal Year 2018 Annual Report**

- The Council reviewed a draft of its State Fiscal Year (SFY) 2018 Annual Report.

Discussion was had on content of report.

- The Council agreed content reflected the work completed by the Council in SFY 2018.
- A motion was made by Karen Secor to approve the Council's SFY 2018 Annual Report with revisions discussed. The motion was seconded by Jackie Gordon. Motion carried. See Motion Item 3.

- The Council requested DHS support staff to have their commutation specialist modify the layout to improve the format of the final document. See Action Item 2.

## **XI. Council Liaison Updates**

- Heather Bruemmer, Wisconsin Board of Aging and Long-Term Care (BOALTC)
  - IRIS and Family Care ombudsmen have been busy providing advocacy services and connecting consumers with necessary resources.
- Taqwanya Smith, Wisconsin Department of Transportation (DOT)
  - Phase one of the American with Disabilities Act (ADA) Transition Plan has been completed. This included curb ramps and accessible sidewalks that are connected to state highways. DOT has been working with local governments if there is cross jurisdiction.
  - The second phase of the ADA Transition Plan includes accessibility of rest areas. DOT is currently surveying rest areas to determine whether or not they are ADA compliant. The Council is encouraged to provide feedback on whether or not DOT has identified everything that should be considered related to accessibility.
  - The third phase of the ADA Transition Plan will focus on accessibility of buildings.
- Craig Wehner, Wisconsin Department of Vocational Rehabilitation (DVR)
  - DVR, DHS, and the Department of Public Instruction continue to work together to create a Competitive Integrated Work Plan and Report as required by 2017 Assembly Bill 625 (An Act to create 47.05 of the statutes; relating to: competitive integrated employment of persons with a disability and granting rule-making authority).
  - DVR does not have enough local providers to provide transition services to transitional age youth with disabilities.

## **XII. Committee Updates**

- Ben Barrett, Transportation Committee

A draft of the Transportation Committee's Work Plan was presented to the Council for approval.

- Several edits were made to the Transportation Committee's Work Plan during the meeting including updates to dates, leads, and wording of goals and strategies.
  - A motion was made by Charles Vandenplas to approve the Transportation Committee's Work Plan as amended. The motion was seconded by Gabriel Schlieve. Motion carried. See Motion Item 4.
  - An update was provided to the Council on the International Symbol of Accessibility and the Transportation Committee's discussions rather to address this and access aisle guidelines through administrative rule changes, state legislation, or both.
- Karen Secor, Emergency Preparedness Committee

- A draft of the Emergency Preparedness Committee's Work Plan was presented to the Council for approval.
- A motion was made by Jackie Gordon to approve the Emergency Preparedness Committee's Work Plan. The motion was seconded by Charles Vandenplas. Motion carried. See Motion Item 5.
- Office of Health and Emergency Preparedness (OHEP) Grant Award
  - Karen Secor and Ben Barrett shared the grant notification email sent to the Council on March 13, 2019 awarding funding for more toolkits and additional staff support totaling \$62,500
  - The Council must expended the grant funds by June 30, 2019.
  - As a result, Karen Secor recommended the Emergency Preparedness Committee work should be focused on grant requirements and deliverables from April through June 30, 2019.
  - The Council agreed that the Emergency Preparedness Toolkit and accompanying documents require updates and tasked the Emergency Preparedness Committee with leading a workgroup of Council members to work on updating the materials. Emergency Preparedness Toolkit workgroup members are: Ben Barrett, Karen Secor, Jackie Gordon, Jason Ostrowski, Gabriel Schlieve, Jeff Fox, and Kathy Johnson.

Karen Secor will schedule Emergency Preparedness Toolkit workgroup meetings weekly to review and update sections of the Emergency Preparedness Toolkit, forms, and related documents by May 31, 2019. See Action Item 3

- The Council requested a summary of the changes made to the Emergency Preparedness Toolkit and materials to be shared at the Council's next Quarterly meeting.
  - Karen Secor will create a PowerPoint to share with Council members at next Quarterly meeting which summarizes changes made to the Emergency Preparedness Toolkit. See Action Item 4.
- Toolkit Outreach Updates
  - The Council reviewed toolkit presentations conducted to date.
- Toolkit Distribution Strategies
  - Outreach efforts are being tracked internally and data has been pulled to be included in the Council's Annual Report and State Plan.

### **XIII. Dan Advocacy Award Workgroup Update**

- The Council was provided an update on the activities currently being undertaken by the workgroup.

- The timeline for the award was provided to the Council and key dates and deadlines were reviewed.
- A list of list of addresses of past Council members to invite to the ceremony was provided to current Council members. Council members were instructed to review list and provide updates or missing addresses if they had the information.
- The Council was notified that the nomination form and award ceremony information was available on the Council's website.
- The workgroup will continue to meet bi-weekly to continue working on ceremony logistics, documents, and award design.
- The workgroup will bring all nominations received and scoring criteria to the next quarterly Council meeting in July. At this meeting, the Council will score applications received and select of an award recipient. See Action Item 5.
- The workgroup also proposed several concepts for a Council logo.
  - Discussion was had about the draft logos options the workgroup had brainstormed about and that were drafted for the Council by Nicole Johnson.
  - The Council agreed that the workgroup should proceed with developing logo option number 4. DHS support staff will follow-up with Nicole Johnson on modifications to the logo design requested by the Council. See Action Item 6.
  - DHS support staff will email Council members the final version of the logo once received for review and a vote by June 2019. See Action Item 7.

#### **XIV. Adjourn**

- A motion was made by Charles Vandenplas to adjourn the meeting. The motion was seconded by Gabriel Schlieve. Motion carried. See Motion Item 6.

**The meeting adjourned at 3:41 P.M.**

Prepared by: Maia Stitt, DHS on 8/29/2019.

These minutes are in final. They were approved by the governmental body on: 7/18/19