



COUNCIL ON  
PHYSICAL DISABILITIES

1 WEST WILSON STREET,  
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## **Council on Physical Disabilities (CPD) By-Laws Committee Meeting Minutes**

**Thursday August 13, 2020**

**1:00 P.M. to 2:00 PM**

**This meeting held virtually in accordance with Governor Evers' Executive Order #72 and Secretary Andrea Palm's Emergency Order #12: Safer at Home Order**

**Meeting is available via [Zoom](#):**

**<https://dhs.wi.zoom.us/j/97328056328>**

**Conference Call Access Information:**

**Phone Number: 312-626-6799 (US) or**

**844-708-2569 (Toll Free) Conference ID: 973 2805 6328**

### **Action Items and Motion Items**

#### **Action Items**

- 1. Action Item:** Jason Ostrowski along with DHS support staff will complete edits discussed and agreed upon at today's (August 13, 2020) By-Laws Committee Meeting; an updated draft of the By-laws document will be provided to By-laws Committee members for review prior to the next meeting on August 27, 2020.

#### **Motion Items**

- 1. Motion Item:** A motion was made by Charles Vandenplas to approve the August 13, 2020 By-Laws Committee Meeting agenda. The motion was seconded by Karen Secor. Motion carried.
- 2. Motion Item:** A motion was made by Charles Vandenplas to approve the July 22, 2020 By-Laws Committee Meeting minutes. The motion was seconded by Karen Secor. Motion carried.
- 3. Motion Item:** A motion was made by Charles Vandenplas to adjourn the By-Laws Committee meeting. The motion was seconded Karen Secor. Motion carried.



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## Meeting Minutes

### I. Welcome and Introductions: Jason Ostrowski, Chairperson

**Council members present (all via teleconference):** Karen Secor; Charles Vandenplas; Jason Ostrowski; Kathy Johnson; Ben Barrett and Jackie Gordon

**Council members absent:** N/A

**DHS staff support present:** Maia Stitt, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Ashley Walker (DHS) (BADR).

#### Meeting Called to Order

The meeting was called to order at 1:02 P.M. by Jason Ostrowski, Chairperson.

The meeting was available via Zoom and teleconference.

### II. Review and Approve August 13, 2020 By-Laws Committee Meeting Agenda

- A motion was made by Charles Vandenplas to approve the August 13, 2020 By-Laws Committee Meeting agenda. The motion was seconded by Karen Secor Motion carried. See Motion Item 1.

### III. Review and Approve July 22, 2020 By-Laws Committee Meeting Minutes

- A motion was made by Charles Vandenplas to approve the July 22, 2020 By-Laws Committee Meeting minutes. The motion was seconded by Karen Secor. See Motion Item 2.

### IV. Public Comment on the State Plan for People with Physical Disabilities 2019-2021 or Issues Affecting People with Physical Disabilities

- No public comment was provided.

### V. Review Current Draft of By-Laws

- Committee reviewed and edited draft of CPD By-Laws that were last edited during the CPD Full CPD Quarterly Meeting on July 23, 2020.
- Article IV Meetings: Quorum
  - No changes to content

- Reimbursement for Travel
  - No changes to content
- Article V: Officers
  - No changes to content
- Tenure
  - No changes to content
- Duties as Chairperson
  - By-Laws Committee discussed changing the second to last sentence of this section to read: *If both the Chairperson, Vice-Chairperson and Secretary are absent from a committee meeting, the Chairperson shall assign another committee member to preside over the meeting.*
  - By-Laws Committee discussed the confusion of using 'Council vs. Committee' language throughout the document; and wanting to be more specific in defining council, committees and subcommittees.
  - By-laws Committee agreed to change language to 'The Council on Physical Disabilities (CPD)' throughout document.
- Duties as a Vice-Chairperson
  - No changes to content
- Duties of Secretary
  - By-laws Committee discussed adding language to Secretary duties: *Responsible for outside communications as directed by Executive Committee and The CPD and leadership role of welcoming new members and membership recruitment and Public Relations.*
- Resignation, Vacancies, and Removal of Officers
  - By-laws Committee discussed changing language in 3<sup>rd</sup> paragraph: *If the position of Vice-Chairperson becomes vacant for any reason, the vacancy shall be filled by the Secretary. If the Secretary is unable to fill this role, an appointment will then be made from the membership of the Executive Committee.*
- Official Positions of the Council and Member Actions
  - No changes to content
- By-laws Committee will continue with 'Article VI: Executive Committee, Composition' at next meeting.

- Jason Ostrowski along with DHS support staff will complete edits discussed and agreed upon at today's (August 13, 2020) By-Laws Committee Meeting; an updated draft of the By-laws document will be provided to By-laws Committee members for review prior to the next meeting on August 27, 2020. See Action Item 1.

#### **VI. Schedule Follow Up Meetings**

- The next CPD By-Laws Committee Meeting is scheduled for August 27, 2020 from 1:00 p.m. to 2:00 p.m.

#### **VII. Adjourn**

- A motion was made by Charles Vandenplas to adjourn the By-laws Committee meeting. The motion was seconded Karen Secor. Motion carried. See Motion Item 3.

**The meeting adjourned at 2:03 P.M.**