



1 WEST WILSON STREET,  
ROOM 551  
POST OFFICE BOX 2659  
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## Wisconsin Council on Physical Disabilities (CPD) Quarterly Meeting Minutes

Thursday July 23, 2020  
12:00 P.M. to 3:00 P.M.

**APPROVED 10-22-20.**

### Action Items and Motion Items

#### A. Action Items

1. **Action Item:** DHS support staff will work with the Chair to create a Doodle poll and get a State Plan Committee meeting set (Committee members are Kathy Johnson, Karen Secor, Jeff Fox, and Ben Barrett).
2. **Action Item:** A clean copy of the revised CPD by-laws will be sent to the full Council for review and will be voted on at the October quarterly meeting.
3. **Action Item:** DHS support staff will send out invites for the 2021 quarterly meetings (January 28, 2021, April 22, 2021, July 22, 2021, and October 28, 2021) and post these dates to the CPD website.

#### B. Motion Items

1. **Motion Item:** Kathy Johnson made a motion to approve the July quarterly meeting agenda. Gabriel Shlieve seconded the motion. Motion carried.
2. **Motion Item:** Jeff Fox made a motion to approve the April quarterly meeting minutes. Kathy Johnson seconded the motion. Motion carried.
3. **Motion Item:** Kathy Johnson made a motion to create a State Plan Committee to draft the 2022-2024 State Plan for People with Physical Disabilities, and to present it to the Executive Committee for review. Nicole Herda seconded the motion. Motion Carried.
4. **Motion Item:** Kathy Johnson made a motion to adjourn the meeting. Noah Hershkowitz seconded the motion. Motion carried.



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## C. Meeting Minutes

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

**Council members present:** Ben Barrett; Karen Secor; Charles Vandenplas; Jason Ostrowski; Nicole Herda; Kathy Johnson; Jackie Gordon; Gabriel Schlieve; Jeff Fox; and Noah Hershkowitz.

**Council members absent (excused\*):** Noah Roberts, Governor Appointee; Ron Jansen; and Roberto Escamilla II.

**Liaisons present:** Heather Bruemmer, Board on Aging and Long-Term Care; Taqwanya Smith, Department of Transportation; Eva Kubinski, Department of Public Instruction; Randy Dahman, Department of Safety and Professional Services; and Craig Wehner, Wisconsin Department for Workforce Development.

**DHS staff support present:** Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); Lisa Sobczyk (DHS) (BADR); and Laura Plummer (DHS) (BADR).

### II. Meeting Called to Order

**The meeting was called to order at 12:06 P.M. by Jason Ostrowski, Chairperson.**

The meeting was available via teleconference by calling via phone at (646) 558-8656 or (312) 626 6799 with the Meeting ID: 962 9230 4695. The meeting was also available via [Zoom](#).

Jason Ostrowski also discussed Council meeting establishing ground rules for the meeting since this is the first time the Council has been meeting in 2020, and the first time the quarterly meeting was being held in a virtual format. Jason Ostrowski asked members to:

- Please mute phones when not speaking.
- Please identify yourself before speaking as some members are attending via video and some members are attending via phone. This will also assist the CART provider to provide accurate closed captioning during the meeting.
- Do not speak over one another. Let one member complete what they are saying before speaking.



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- Due to the quarterly meeting being shorter in a virtual format, the Council may need to move discussions forward a little more quickly or limit discussion on agenda items.
- Be respectful to each other and to DHS support staff.

Council members were in agreement with these ground rules.

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

- Kathy Johnson made a motion to approve the July quarterly meeting agenda. Gabriel Shlieve seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve April Quarterly Meeting Minutes**

- Jeff Fox made a motion to approve the April quarterly meeting minutes. Kathy Johnson seconded the motion. Motion carried. See Motion Item 2.

### **V. 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.

### **VI. CPD Liaisons Updates**

- ***Taqwanya Smith, Wisconsin Department of Transportation (DOT)***

The Wisconsin DOT Americans with Disabilities Act (ADA) Transition Plan 2020. Report will be submitted to the Federal Highway Administration – Wisconsin Division Office on October 1, 2020. The report will include curb ramp installations or updates completed in 2018 and 2019, and curb ramp installations scheduled for 2020. A 30-day public comment period for the report will begin on August 27, 2020. An email will be sent to this Council and other advocacy organizations inviting them to view the report and submit comments.

- DOT is working on an ADA Facility process to receive complaints from the public about inaccessible facilities and intersections connected to state highways. A formal complaint form has been developed and currently working on the procedure.



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- ***Heather Bruemmer, Wisconsin Board of Aging and Long-Term Care (BOALTC)***
  - Weekly meetings are happening with assisted living providers, ombudsman, Department of Public Health (DPH), and DHS on Tuesdays to address issues related to COVID-19. DPH website contains information on meetings and times. Anyone can participate and listen in by signing up through the website.
  - Aging network continues to meet on a monthly basis regarding COVID-19 discussions.
- ***Eva Kubinski, Wisconsin Department of Public Instruction (DPI)***
  - Documents and resources continue to be updated and promoted for the upcoming school year: Education Forward, Reopening WI Schools; Student Service Bulletin; Extended School Closure Due to COVID: Special Education Question and Answers; Special Education Guidance Presentation on YouTube.
  - DPI staff continue to work remotely.
- ***Kathy Johnson, Survival Coalition Update***
  - A questionnaire was sent to individuals and students with disabilities. Results were compiled and a report was created. Kathy Johnson sent this report to Council members and DHS support staff.
  - Survival Coalition is working on projects related to the 30<sup>th</sup> anniversary of ADA.
- ***Craig Wehner, Wisconsin Department for Workforce Development (DWD)***
  - Division of Vacation Rehabilitation staff continue to work virtually; with some special accommodations being made to meet consumers in-person while practicing social distancing.



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- Referrals and applications are slightly down by approximately 2,000 referrals from state fiscal year (SFY) 2019 (July 1, 2018 – June 30, 2019) to SFY 2020 (July 1, 2019 – June 30, 2020). Some current cases continue to be on hold due to COVID-19 and consumers comfort level with employment seeking during the pandemic.

## **VII. Council on Physical Disabilities (CPD) Committees to Provide Updates**

- ***Executive Committee***

- The Executive Committee met on June 18, 2020 and July 9, 2020.
- The Executive Committee is currently working on the Council's by-laws and a draft of the upcoming 2022-2024 State Plan for People with Physical Disabilities; and discussed meeting more regularly to meet deadlines.
- Council members discussed that other members who are not part of the Executive Committee are willing to assist with work products to ensure the Council meets deadlines for work products.
- Kathy Johnson recommended that a State Plan Committee be created to work on a draft of the state plan for review by the Executive Committee, and allowing the Executive Committee more time to work on other items.
  - Jason Ostrowski asked Council members if there was interest and which members may want to serve on the State Plan Committee.
  - Kathy Johnson, Karen Secor, Jeff Fox, and Ben Barrett are willing to serve on a State Plan Committee.
    - Kathy Johnson made a motion to create a State Plan Committee to draft the 2022-2024 State Plan for People with Physical Disabilities, and to present it to the Executive Committee for review. Nicole Herda seconded the motion. Motion Carried. See Motion Item 3.



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- Kathy Johnson volunteered to Chair the State Plan Committee.
  - DHS support staff will work with the Chair to create a Doodle poll and get a State Plan Committee meeting set (Committee members are Kathy Johnson, Karen Secor, Jeff Fox, and Ben Barrett). See Action Item 1.
- **By-laws Committee**
  - Jason Ostrowski confirmed who was on the By-laws Committee and asked if any other members were interested in joining the Committee. By-laws Committee members are: Charles Vandenplas; Karen Secor; Ben Barrett; Kathy Johnson; and Jason Ostrowski.
  - The By-laws Committee met on July 22, 2020. The CPD by-laws were last updated in 2003.
  - The By-laws Committee is looking at implementing a new format for the by-laws.
  - There is still a lot work to be done, but the Committee anticipates have a draft for review and approval by the full Council at the October quarterly meeting.

#### **VIII. CPD By-laws Review and Approval**

- The Council reviewed the first 8 pages of the current by-laws, with edits which had been made thus far by the By-laws Committee were reviewed
- Council members requested to have a clean copy without edits tracked the next time they review the by-laws, as it makes it difficult to read and review the by-laws.
- A clean copy of the revised CPD by-laws will be sent to the full Council for review and will be voted on at the October quarterly meeting. See Action Item 2.
  - The Council discussed the Council's purpose and responsibilities. The current by-laws and revisions are attempting to summarize state statute. The Council agreed that the language in the by-laws should match what is in state statute rather than trying to summarize what the statute states.



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- In the work plan section on page three, the Council decided they should clarify that the Council operates on a State Fiscal Year (SFY) July 1<sup>st</sup> – June 30<sup>th</sup>. In addition, the Council discussed that this should maybe refer to the State Plan versus the work plan.
- In the evaluation section on page three, the Council discussed that they should possible use the goals in the State Plan as a measurement for evaluation.
- The Council discussed whether the language concerning conflict of interest of members was clear enough and if not, would members know when to raise these concerns. This section was left as is for now.
- On page 6, in the attendance section it was discussed that the following sentences should be inserted prior to the two sentences below. “In order for the Council to accomplish its vision, mission, and achieve its goals as outlined in the State Plan for People with Physical Disabilities, it needs all members to fully participate in Council meetings and to serve on Council Committees. To ensure full capacity of the Council all members must be active. Therefore,
  - A member absent from three consecutive Council meetings, including sub-committee meetings, shall be expected to voluntarily submit her/his resignation from the Council.
  - A member excused from three consecutive Council meetings may be expected to voluntarily submit her/his resignation from the Council.

#### **IX. Discuss and Plan for Drafting of the State Plan, 2022-2024**

- The Council discussed starting a State Plan Committee to develop the 2022-2024 State Plan, and future ways to track progress with development and implementation. See Action Item 1.
- The Council discussed the need to complete the by-laws edits completed before this Committee would begin meeting, as many members on the By-laws Committee are also members of the State Plan Committee.



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## **X. Discuss CPD October Quarterly Agenda Topics**

- Council discussed agenda topics for the next CPD Quarterly meeting in October:
  - CPD By-Laws Review and Approval;
  - 2022-2024 State Plan Committee Update; and
  - Emergency Preparedness Toolkit Updates and Possible Trainings.

## **XI. Schedule CPD 2021 Quarterly Meeting Dates**

- The Council set their quarterly meeting dates for 2021:
  - January 28, 2021;
  - April 22, 2021;
  - July 22, 2021; and
  - October 28, 2021.
- DHS support staff will send out invites for the 2021 quarterly meetings and post these dates to the CPD website. See Action Item 3.
- The Council will continue to meet virtually due to the pandemic, and will re-evaluate later when in-person meetings may be able to resume.

## **XII. Adjourn**

- Kathy Johnson made a motion to adjourn the meeting. Noah Hershkowitz seconded the motion. Motion carried. See Motion Item 4.

**The meeting adjourned at 2:20 P.M.**