



Wisconsin Council on Physical Disabilities Bylaws Committee Meeting Minutes

Thursday, June 18, 2020
2:00 P.M. to 3:00 P.M.

Bylaw Committee Action and Motion Items

1. Bylaw Committee Action Items

1. **Action Item:** Jason Ostrowski along with DHS support staff will update and reformat the current Bylaws and disseminate to Bylaw committee members for review prior to the next Bylaw Committee meeting.
2. **Action Item:** Bylaw Committee members will review changes and provide edits and feedback prior to the next Bylaw Committee meeting.
3. **Action Item:** DHS Support staff will work with Jason Ostrowski to schedule the next Bylaw Committee meeting.

2. Bylaw Committee Motion Items

1. **Motion Item:** Ben Barrett made a motion to approve the June 18, 2020 Bylaw Committee Meeting agenda. Karen Secor seconded the motion. Motion carried.
2. **Motion Item:** Ben Barrett made a motion to adjourn the meeting. Karen Secor seconded the motion. Motion carried.

3. Bylaw Committee Meeting Minutes

I. Welcome and Introductions, Jason Ostrowski, CPD Committee Chairperson

Bylaw Committee members present: Ben Barrett; Jason Ostrowski; Jackie Gordon; and Kathy Johnson.

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

II. Meeting was call to order at 2:03 P.M.

- The meeting was available via teleconference and via Zoom.

III. Review and Approve the June 18, 2020 Bylaw Committee Meeting Agenda

- Ben Barrett made a motion to approve the June Agenda Bylaw Committee Meeting agenda. Karen Secor seconded the motion. Motion carried. See Motion Item 1.



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IV. Public Comment on the State Plan for People with Physical Disabilities 2019-2021.
<https://cpd.wisconsin.gov/pdf/files/stateplan2019-21.pdf>

- No public comment was received.

V. Authority and Purpose – Mission Statement

- The Bylaw Committee members agreed to a process for review of the Bylaws
- The Bylaw Committee reviewed the current Bylaws for authority and purpose.
 - It was suggested that a complete revision to the format take place in order to make the document more user-friendly. Revisions will include:
 - removing outdated information,
 - insertion and revision of language to reflect person-first language,

VI. CPD Responsibilities

- The Bylaw Committee discussed then reviewed Bylaws for CPD responsibilities.
- The Bylaw Committee recommended changes to include:
 - Clarity and further details be added to the purpose and priorities of the CPD.

VII. Membership and CPD Member Responsibilities

- The Bylaw Committee discussed then reviewed Bylaws for membership recruitment and the current CPD member roles and responsibilities.
- The Bylaw Committee recommended changes to include:
 - Clarity and further details be added to the roles and responsibilities sections to provide clear and concise expectations of member participation and responsibilities.
- Jason Ostrowski along with DHS support staff will update and reformat the current Bylaws and disseminate to Bylaw committee members for review prior to the next Bylaw committee. See Action Item 1.
 - Bylaw Committee members will review changes and provide edits and feedback prior to the next Bylaw Committee meeting. See Action Item 2.

XI. Schedule Follow Up Meetings

- The Bylaw Committee recommended the next meeting take place prior to the CPD Quarterly meeting so that members have a chance to review the revised Bylaws and provide input prior to presenting the Bylaws to the full CPD.



COUNCIL ON
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- DHS Support staff will work with Jason Ostrowski to schedule the next Bylaw Committee meeting. See Action Item 3.

XII. Adjourn

- Ben Barrett made a motion to adjourn the meeting. Karen Secor seconded the motion. Motion carried. See Motion Item 2.

The meeting adjourned at 3:01 P.M.

DRAFT