



State of Wisconsin

Governor's Committee for People with Disabilities

1 WEST WILSON STREET,
ROOM 551
POST OFFICE BOX 2659
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Telephone: 608-266-9354
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Governor's Committee for People with Disabilities (GCPD) Executive Committee Teleconference Meeting Minutes

**Thursday, February 27, 2020
9:00 A.M. to 10:00 A.M.**

APPROVED April 8, 2020

Executive Committee Action and Motion Items

A. Executive Committee Action Items

- 1. Action Item:** David Morstad will make the requested changes to the state use letter and send to DHS support staff for distribution.
- 2. Action Item:** David Morstad will check with the Flora Csontos, Director of Gubernatorial Appointments, to see if there are any current applications on file for GCPD.
- 3. Action Item:** DHS support staff will provide the template orientation binder for Councils and Committees to the GCPD Executive Committee.
- 4. Action Item:** Nancy Leipzig will draft GCPD member expectations and present them at GCPD's next quarterly meeting on March 18, 2020.
- 5. Action Item:** DHS support staff will send examples of other Committee and Council descriptions to the GCPD Executive Committee members.
- 6. Action Item:** David Morstad requested GCPD Committees and their purpose be added to the March quarterly meeting agenda.
- 7. Action Item:** David Morstad will follow-up with Wenona Wolf to see if she would like to provide an update from the Lieutenant Governor's Office at the March quarterly meeting.
- 8. Action Item:** David Morstad will follow-up with DVR to see if Sarah Lincoln can do the DVR presentation at the March quarterly meeting.
- 9. Action Item:** DHS support staff will follow-up with the DHS External Affairs Liaison to see if they can present at the March 18, 2020 quarterly meeting.
- 10. Action Item:** Margaret Kristan will secure panel members for the Mobility and Transportation Barriers section of the March quarterly meeting agenda.



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- 11. Action Item:** David Morstad stated he will send an email to Executive Committee members to see if other times on these dates will work for members.

B. Executive Committee Motion Items

- 1. Motion Item:** A motion was made by Margaret Kristan to approve the February Executive Committee meeting agenda. Motion was seconded by Pearl Fessenden. Motion carried.
- 2. Motion Item:** A motion was made by Pearl Fessenden. Motion was seconded by Nancy Leipzig. Margaret Kristan abstained from voting as she was not a member of the Executive Committee at that time. Motion carried.
- 3. Motion Item:** A motion was made by Margaret Kristan to approve the state use letter as amended. Motion was seconded by Pearl Fessenden. Motion carried.
- 4. Motion Item:** A motion was made by Pearl Fessenden to adjourn the meeting. Motion was seconded by Margaret Kristan. Motion carried.

C. Executive Committee Meeting Minutes

I. Welcome and Introductions, David Morstad

Executive committee members present: David Morstad; Nancy Leipzig; Margaret Kristan; and Pearl Fessenden.

Executive committee members absent (excused*): Ben Barrett.

DHS staff support present: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR).

II. Meeting was called to order at 9:04 A.M.

The meeting was available via phone at 1-844-708-2569 and Conference ID: 309 267 690 and via [Zoom](#).



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III. Review and Approve February Executive Committee Meeting Agenda

- A motion was made by Margaret Kristan to approve the February Executive Committee meeting agenda. Motion was seconded by Pearl Fessenden. Motion carried. See Motion Item 1.

IV. Review and Approve of October 2019 Executive Committee Meeting Minutes

- A motion was made by Pearl Fessenden. Motion was seconded by Nancy Leipzig. Margaret Kristan abstained from voting as she was not a member of the Executive Committee at that time. Motion carried. See Motion Item 2.

V. Public Comment on Issues Affecting People with Disabilities

- No public comment was received.

VI. Discuss and Review State Use Letter

- The state use letter was reviewed by the Executive Committee.
- Edits were discussed including: who should be copied on the letter; grammatical corrections; removing the word procurement and calling it the State Use Program throughout the letter; and amend the second bullet under statutory changes.
- A motion was made by Margaret Kristan to approve the state use letter as amended. Motion was seconded by Pearl Fessenden. Motion carried. See Motion Item 3.
- David Morstad with make the requested changes to the state use letter and send to DHS support staff for distribution. See Action Item 1.

VII. Discuss Governor's Committee for People with Disabilities (GCPD) Membership and Representation

- The Executive Committee review GCPD's current member roster and discussed vacancies. Currently there are a total of three at-large positions of which two must be filled by a person with a disability. In addition, GCPD is still in need of a liaison member from Statutory Council on Alcohol and Other Drug Abuse.



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- The Executive Committee discussed previous recruitment efforts and how to get more people to apply.
- David Morstad with check with the Flora Csontos, Director of Gubernatorial Appointments, to see if there are any current applications on file for GCPD. See Action Item 2.

VIII. Discuss Expectations of GCPD Members

- The Executive Committee discussed expectations of GCPD members including:
 - Being active, which is more than attending the quarterly meetings.
 - Reading the minutes prior to meetings.
 - Reviewing the agenda prior to meetings.
 - Being connected electronically (email, Zoom, phone, etc.).
- The Executive Committee discussed that it has been some time since GCPD discussed this collectively.
- DHS support staff reminded mentioned that there is a template orientation binder available that GCPD could use to outline these expectations.
- The by-laws are another place these expectations could be outlined.
 - The Executive Committee request DHS support staff to provide the template orientation binder for Councils and Committees. See Action Item 3.
 - Nancy Leipzig will draft GCPD member expectations and present them at GCPD's next quarterly meeting on March 18, 2020. See Action Item 4.

IX. Discuss GCPD Committees in 2020

- David Morstad stated there are times when workgroups or Committees are needed.
- The Executive Committee discussed purpose of GCPD Committees (Employment, State Use, Transportation, Executive Committee, and Health and Long-Term Care).
- Executive Committee members discussed whether all of these committees are needed and whether committees that are related could be combined to reduce redundancy. For example, combing the Employment and State Use Committees into one Committee.



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- DHS support staff provided an update on how many of the Committee meetings actually took place. Several did not take place due to lack of quorum or not submitting agenda and meeting materials to DHS support staff.
- Nancy Leipzig stated it might be helpful to have descriptions of each committee and their purpose. Nancy Leipzig also asked if other Committees or Councils have this.
 - DHS support staff stated that there are Councils and Committees which have Committee descriptions.
 - It was requested that DHS support staff send examples of other Committee and Council descriptions to the GCPD Executive Committee. See Action Item 5.
- David Morstad requested GCPD Committees and their purpose be added to the March quarterly meeting agenda. See Action Item 6.

X. Develop Agenda for March Quarterly Meeting

- Executive Committee members identified the following items for the March quarterly meeting agenda:
 - Welcome and Introductions
 - Review and Approve the March Quarterly Meeting Agenda
 - Review and Approve the December 2019 Quarterly Meeting Minutes
 - Public Comment
 - Liaison and Council Updates (30 minutes)
 - GCPD Member Expectations, Nancy Leipzig
 - GCPD Committees Structure and Function
 - Division of Vocations Rehabilitation (DVR) Presentation (on annual data and policy change related to employment supports for people with disabilities)
 - Mobility and Transportation Barriers (1 hour)
 - Autism-Friendly Businesses (15 minutes), Pearl Fessenden
 - Updates on Disability Policy and Legislation, Wenona Wolf
- David Morstad will follow up with Wenona Wolf to see if she would like to provide an update from the Lieutenant Governor's Office. See Action Item 7.
- David Morstad will follow up with DVR to see if Sarah Lincoln can do the DVR presentation. See Action Item 8.



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- Margaret Kristan will secure panel members for the Mobility and Transportation Barriers section of the March quarterly meeting agenda. See Action Item 9.
- DHS support staff mentioned that DHS now has a new External Affairs Liaison to work with external stakeholders, committees, and councils. DHS support staff can see if the DHS External Affairs Liaison can come to the next quarterly meeting and discuss their role.
 - The Executive Committee requested that DHS support staff will follow-up with the DHS External Affairs Liaison to see if they can present at the March 18, 2020 quarterly meeting. See Action Item 10.

XI. Confirm Dates of Executive Committee Meetings

- Discussion was had about the upcoming GCPD Executive Committee dates, which are as follows:
 - May 7, 2020;
 - August 6, 2020; and
 - November 5, 2020.
- These Executive Committee meetings are scheduled from 1:00 P.M. – 2:30 P.M.
- Pearl Fessenden stated that the dates work but not the times.
- David Morstad stated he will send an email to Executive Committee members to see if other times on these dates will work for members. See Action Item 11.

XII. Adjourn

- A motion was made by Pearl Fessenden to adjourn the meeting. Motion was seconded by Margaret Kristan. Motion carried. See Motion Item 4.

Meeting adjourned at 11:36 A.M.