



# Board Meeting Packet

March 20-21, 2019  
Premier Park Hotel  
22 S Carroll St  
Madison, WI 53703





# Board Meeting

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Premier Park Hotel · Madison, Wisconsin · March 20<sup>th</sup>-21<sup>st</sup>, 2019

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March 1, 2019

BPDD Board Members,

I hope everyone is planning on being at Disability Advocacy Day on March 20. Unfortunately, I will not be at the March Board Meeting, as the Vice Chair, Elsa will be taking my place. I would like to encourage all of you, if you haven't already, to invite people from your community to participate in Disability Advocacy Day.

As a Board Member, you will be looked to as a leader for your area of the state. Please help others share their stories and feel empowered to become a stronger advocate for people with disabilities around our state. Our voices and the voices of families and individuals with disabilities in Wisconsin are vital to informing our representatives how these policies and legislation will impact people with disabilities.

Disability Advocacy Day is a great way to join our voices together.

Best Regards,

Pam Malin

Chair, Wisconsin Board for People with Developmental Disabilities

## BOARD AGENDA MARCH 20<sup>TH</sup>, 2019

### WEDNESDAY, MARCH 20, 2019

| Time          | Symbol  | Topic                   | Facilitator/Presenter |
|---------------|---|-------------------------|-----------------------|
| 9:30am-3:30pm |  | Disability Advocacy Day | All                   |
| 5:00 – 5:30pm |  | DAD Debrief             | All                   |
| 5:30-6:30 PM  |  | Dinner                  | All                   |

### THURSDAY, MARCH 21, 2019

| Time           | Symbol  | Topic  | Facilitator/Presenter |
|----------------|---|--|-----------------------|
| 7:45-8:30 AM   |    | Breakfast  | All                   |
| 8:30-9:00 AM   |   | DPI Diversity Outreach Education Efforts   | Daniel Parker         |
| 9:00-10:45 AM  |  | Governmental Affairs <ul style="list-style-type: none"> <li>• Discussion on Biennial Budget</li> <li>• Spring Election (Brd mbrs plan for voting)</li> </ul> | Tami Jackson          |
| 10:45-11:00 AM |  | Break – <b>FILL OUT, SIGN, AND RETURN TRAVEL VOUCHERS to BPDD STAFF</b>  | All                   |
| 11:00-11:30 PM |  | New Executive Director for DRW   | Lea Kitz              |

 = Meal   
  = Meeting   
  = Presentation   
  = Vote   
  = Walking Activity   
  = Break

**THURSDAY, MARCH 21, 2019 CONTINUED**

|                |   |   |  |
|----------------|---|---|--|
| 11:30-12:15 PM |  | Discussion on Projects – Barriers, success or new ideas   | Board Staff  |
| 12:15-1:00 PM  |  | Lunch<br>Room:  | All  |
| 1:00-1:15      |  | Public Comments   |  |
| 1:15-2:15 PM   |  | <b>Business Meeting</b><br>Room: <ul style="list-style-type: none"> <li>• Chair Report</li> <li>• Executive Director Report</li> <li>• Executive Committee</li> <li>• Partner Agency updates</li> <li>• Other updates from members</li> </ul> | All <ul style="list-style-type: none"> <li>• Pam Malin</li> <li>• Beth Swedeen</li> <li>• Pam Malin</li> <li>• DRW, DHS, DWD, DPI, Waisman</li> <li>• Board Members</li> </ul> |
| 2:15 – 2:30 pm |  | <b>Voting</b> <ul style="list-style-type: none"> <li>• Accept January 2019 Board Minutes</li> <li>• Accept changes made to Bylaws</li> </ul>  | All  |

The March Board Meeting will be held at the Best Western Premier Park Hotel located at 22 S Carroll St., Madison, WI 53703. Any Board members staying overnight will be staying at the Park Hotel. If you have any questions about the March Board meeting, please contact Jeremy Gundlach at [Jeremy.Gundlach@wisconsin.gov](mailto:Jeremy.Gundlach@wisconsin.gov) or 608-266-7826.



**BOARD MEETING MINUTES****Best Western Premier Park Hotel  
22 S Carroll St  
Madison, WI**

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|                       |  |
|-----------------------|--|
| <b>Present:</b>       | <b>Chair:</b> Pam Malin <b>Vice Chair:</b> Elsa Diaz-Bautista, Barbara Beckert, Aliza Claire Bible, Lynn Carus, Kevin Coughlin, Ramsey Lee, David Pinno, Carole Stuebe, Leila Solati, Liz Hecht, Daniel Parker, Rita Fuller, Kedibonye Carpenter, Delores Sallis |
| <b>Absent:</b>        | Gail Bovy, Nathaniel Lentz, Sarah Lincoln, Greg Meyer, Lynn Stansberry-Brusnahan, Patrick Friedrich,   |
| <b>Staff Present:</b> | Fil Clissa, Natasha Fahey-Flynn, Jeremy Gundlach, Tami Jackson, Beth Swedeen, Jenny Neugart  |

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Chair Pam Malin called the meeting to order at 1:14 PM.

**1. Chair Report:**

- Pam Malin gave an update about the Executive Director yearly review. Pam decided to gather input from all staff and board members. The results were overall good and staff/board members are happy with Beth's performance.

**2. Executive Director Report:**

- ED Beth Swedeen discussed the BPDD highlights (for 2018) one-pager that Jenny N put together to show legislators what BPDD has been doing in the community. Beth also talked about our new Match data that we will be collecting from our projects to quantitatively show our impact.
- Beth also talked about our Congressional Letters that are being put together to show the projects going on in congressional districts.
- The Disability Policy Seminar is in April and we will be working collaboratively with The ARC, DRW and Waisman.
- The Board's retreat will be in July and we will be at the Best Western Hotel with meetings at UW Eau Claire in the student center.
- Beth gave an update on the board's new Living Well grants and the hiring process for the new positions.
- Beth also gave updates on our current budget and the \$46,000 we thought had been closed out of.

**3. Executive Committee Report:**

- Chair Pam Malin gave updates on the board bylaws and the changes that exec committee made. The board will review it and we will vote on the changes at the March board meeting.
- Jeremy will add the board membership chart in the March board meeting packet so board members can review.
- Pam talked about how she had sent out an email to see what committees members want to sit on. Board members will touch base with her at the meeting today.

**4. Nominating & Membership Committee Report:**

- Co-Chair Claire Bible talked about how we are waiting for the new Appointments director to begin her new role so we can set up a meeting about new members.

**5. Diversity Committee Report:**

- Chair Lynn Carus gave an update on the Diversity Committee meeting the night before. The committee went through the Diversity Action Plan.

**6. Action Items:**

Motion to accept the November 14, 2018 minutes made by Robert Kuhr and seconded by Elsa Diaz-Bautista. The motion passed unanimously.

**7. Agency Updates:**

DRW- [See Attached](#)

DHS- [See Attached](#)

Waisman- [See Attached](#)

DWD- None currently

DPI- [See Attached](#)

Motion to adjourn Ramsey Lee at 2:39 PM; seconded by Delores Sallis.  
Unanimously passed.

| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

| February |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 |    |    |

| March |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       |    |    |    |    | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |
| 31    |    |    |    |    |    |    |

| April |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| Su    | Mo | Tu | We | Th | Fr | Sa |
|       | 1  | 2  | 3  | 4  | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 |    |    |    |    |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| Su  | Mo | Tu | We | Th | Fr | Sa |
|     |    |    | 1  | 2  | 3  | 4  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
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| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    |    |

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| Su   | Mo | Tu | We | Th | Fr | Sa |
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| 7    | 8  | 9  | 10 | 11 | 12 | 13 |
| 14   | 15 | 16 | 17 | 18 | 19 | 20 |
| 21   | 22 | 23 | 24 | 25 | 26 | 27 |
| 28   | 29 | 30 | 31 |    |    |    |

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| Su     | Mo | Tu | We | Th | Fr | Sa |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| Su      | Mo | Tu | We | Th | Fr | Sa |
|         |    | 1  | 2  | 3  | 4  | 5  |
| 6       | 7  | 8  | 9  | 10 | 11 | 12 |
| 13      | 14 | 15 | 16 | 17 | 18 | 19 |
| 20      | 21 | 22 | 23 | 24 | 25 | 26 |
| 27      | 28 | 29 | 30 | 31 |    |    |

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

- BPDD Board Meeting
- BPDD Executive Committee Meeting
- State Holiday
- Self-Determination Conference / Disability Advocacy Day / Employment Conference
- Partners in Policymaking

Updated: 8/27/2018 NF

Exec meeting dates should be scheduled 6 weeks before board mtg dates

## Board Meeting Dates & Locations:

|                         |  |
|-------------------------|--|
| January 16 & 17, 2019   | Premier Park Hotel<br>22 S Carroll St<br>Madison WI, 53703 |
| March 21, 2019          | Premier Park Hotel<br>22 S Carroll St<br>Madison WI, 53703 |
| May 15 & 16, 2019       | Premier Park Hotel<br>22 S Carroll St<br>Madison WI, 53703 |
| July 17 & 18, 2019      | Eau Claire   |
| September 18 & 19, 2019 | TBD-Milwaukee Area   |
| November 13 & 14, 2019  | TBD  |

## Executive Committee Meeting Dates

|                                 |              |
|---------------------------------|--------------|
| February 5 <sup>th</sup> , 2019 | 2:00-3:00 PM |
| April 2 <sup>nd</sup> , 2019    | 2:00-3:00 PM |
| June 4 <sup>th</sup> , 2019     | 2:00-3:00 PM |
| August 6 <sup>th</sup> , 2019   | 2:00-3:00 PM |
| October 1 <sup>st</sup> , 2019  | 2:00-3:00 PM |
| December 3 <sup>rd</sup> , 2019 | 2:00-3:00 PM |

## Other BPDD Dates:

|                     |                               |
|---------------------|-------------------------------|
| March 20, 2019      | Disability Advocacy Day       |
| May 15, 2019        | Employment First Conference   |
| October 14-16, 2019 | Self-Determination Conference |

\*Dates are not final and still need approval from the Board.



WISCONSIN BOARD FOR PEOPLE  
WITH DEVELOPMENTAL DISABILITIES

**BPDD Committee Assignments 2017 – 2018 (2019 Updates coming soon)**

|  |   |
|--|---|
| <p><b><u>Executive Committee</u></b></p> <ul style="list-style-type: none"> <li>• Pam Malin: Chair</li> <li>• Elsa Diaz-Bautista: Vice Chair</li> <li>• Greg Meyer: Nom Co-Chair</li> <li>• Gail Bovy: GA Chair</li> <li>• Carole Stuebe</li> <li>• Leila Solati</li> </ul> <p>Staff liaison: Beth Swedeen</p> | <p><b><u>Diversity Committee</u></b></p> <ul style="list-style-type: none"> <li>• Lynn Carus: Chair</li> <li>• Barbara Beckert: Vice Chair</li> <li>• Elsa Diaz-Bautista</li> <li>• Nathaniel Lentz</li> <li>• Delores Sallis</li> <li>• Rita Fuller</li> <li>• Meredith Dressel</li> <li>• Daniel Parker</li> <li>• Pam Malin</li> </ul> <p>Staff liaison: Molly Cooney</p>                          |
| <p><b><u>Governmental Affairs</u></b></p> <p>Starting November 2018, the Governmental Affairs Committee will no longer be a committee. BPDD staff Tami Jackson will give Governmental Affairs updates every meeting.</p> <p>Staff liaison: Tami Jackson</p>  | <p><b><u>Nominating and Membership Committee</u></b></p> <ul style="list-style-type: none"> <li>• Claire Bible: Co-Chair</li> <li>• Greg Meyer: Co-Chair</li> <li>• Open: Vice Chair</li> <li>• Ramsey Lee</li> <li>• Greg Meyer</li> <li>• Lynn Stansberry-Brusnahan</li> <li>• Carole Stuebe</li> <li>• Nathaniel Lentz</li> <li>• Patrick Friedrich</li> </ul> <p>Staff liaison: Jenny Neugart</p> |

\*\* Still open for others to sit on this committee

\* Interim until position is filled

# EXECUTIVE COMMITTEE MEETING MINUTES - DRAFT

BPDD Office and Teleconference

**Present:** **Chair:** Pam Malin **Vice Chair:** Elsa Diaz-Bautista, Greg Meyer, Gail Bovy, **Staff Liaison:** Beth Swedeen

**Absent:** Leila Solati

**Staff Present:** Beth Swedeen, Jeremy Gundlach

Meeting called to order at 2:04 pm.

## 1. Set March Meeting Agenda:

- a. Jeremy will send an email to committees to plan a new meeting date for March.
- b. Create a list of options for board members to create a plan on how they can get involved with the budget process and for voting.
- c. Have the room set up with circle tables for group conversations.
- d. Jeremy will post the Bylaws publicly so the board can vote on them at the March board meeting.

|                |                                 |
|----------------|---------------------------------|
| 5:00 - 5:30 PM | Disability Advocacy Day Debrief |
| 5:30 - 6:30 PM | Dinner                          |

|                |  |
|----------------|--|
| 8:30-9:00 AM   | Daniel Parker: Diversity Outreach Education Efforts  |
| 9:00 -10:45 AM | Governmental Affairs – Discussion on Biennial Budget (could change times) - Spring Election – Plan for board members to vote |
| 10:30-10:45 AM | Break  |
| 10:45-11:15    | New Executive Director for DRW (could change)  |
| 11:15-12:00    | Discussion on Projects – Barriers, success or new ideas – Take Your Legislator to Work(tours)                                |
| 12:00-12:45 PM | Lunch  |
| 12:45-2:00 PM  | Business Meeting – Vote on Bylaws  |

## 2. Review Orientation Materials:

- Gail suggested a change in wording for Pam’s slide about why being a board member is important.
- Pam suggested that we find a way to make it more interactive.
- Gail wants to see who our strategic partners are in the slides. Example: The ARC, Survival coalition.
- We are the eyes and ears for the Governor and the people of Wisconsin.
- Jeremy will spend time making the slides more appealing to the eye.
- Adding a slide about what a new members’ goals are
  - Bringing resources back to your community

- Influencing policy
- Community outreach
- Educating families (others)
- Creating awareness
- Developing innovative/creative ideas or new projects
- Diversity
- Creating higher expectations
- Changing Attitudes
- Possibly ask to pick three things from the list above
- Put a question asking them to tell their story or what brought them to the board.
- Elsa suggested that we open orientation to any board members who want a refresher.
- Possibly having representatives from each committee and leadership for the board be part of the orientation process.
- Jeremy will work to update the slide with BPDD's achievements.

### **3. Budget and New Project Position:**

- Beth gave an update on the Feds new rules on liquidation and spending our budget. BPDD needs to spend some more money to bring our funds to a timelier schedule to get in line with these rules.
- Our budget director suggested we hire a position for a limited term. The project position would do outreach around the state with old, new and potential partners.
- Beth plans to write the position for 4-5 years.

### **4. Updates and/or planning for board retreat:**

- Our original facilitator for the board retreat can't make it but she did give some other names for facilitators. Beth will reach out to Wanda Willis to be our facilitator. Wanda is the DD Council Executive Director for Tennessee.

### **5. Other Agenda Items brought to Exec by board members:**

- David's request for the board meeting is a discussion of challenges for board projects.

Motion to adjourn at 3:03 PM. Unanimously passed.

# NOMINATING COMMITTEE MEETING MINUTES

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**Committee Present:** **Co-Chairs:** Claire Bible & Greg Meyer **Vice Chair: Open;** Ramsey Lee, Lynn Stansberry-Brusnahan, Nathaniel Lentz,

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**Committee Absent:** Jenny Neugart, Patrick Friedrich, Carole Stuebe

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**Staff Present:** Beth Swedeen

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Meeting called to order at 6:33 pm.

## 1. Chair Update:

- Chair Greg Meyer talked about how they were still waiting to meet with the new appointment director.

## 2. Board Member Recruitment:

- The committee is going to set up a meeting with the new appointment director under the Ever's administration. Board members and staff will set up a meeting to discuss specific needs with the newly appointed director Cassi Fenili.

## 3. Ideas for members in specific areas of the state:

- The Board is always looking to find new members from different parts of the state and we will be discussing these concerns with the new appointments' director. BPDD will continue to try to find candidates through our work around the state.

Motion to adjourn at 6:45 PM. Unanimously passed.



# DIVERSITY COMMITTEE MINUTES

January 16, 2019

3:30 – 4:30 pm

Location

---

|                           |   |
|---------------------------|---|
| <b>Committee Present:</b> | <b>Chair:</b> Lynn Carus, <b>Vice Chair:</b> Barbara Beckert; Elsa Diaz-Bautista, Nathaniel Lentz, Delores Sallis, Pam Malin, Claire Bible, Daniel Parker |
| <b>Committee Absent:</b>  | Rita Fuller   |
| <b>Staff Present:</b>     | Jeremy Gundlach, Beth Swedeen, Molly Cooney   |

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Meeting called to order at 3:33 PM

## 1. Review Diversity Action Plan/activities

- Staff will create a space on the website to keep an archive of our full newsletter and will have the Spanish translation side by side.
- Jeremy/Craig will setup a way to keep track of how many Spanish translated documents are being accessed.
- BPDD could have the newsletter read out loud and recorded on youtube so it's easier to access and it's more accessible.
- Jeremy will investigate ways to easily Close Caption Facebook live, youtube and other videos. \*this is a good intern project.
- Jeremy will work with Craig (our website tech) to look into an easy way to translate the website.
- Board members & Staff will look into different cultural events around the state to do some non-traditional outreach.
- BPDD is continuing to do outreach to get more culturally diverse grant applications.
- The Wausau group we met with last year at our retreat ended up applying and getting a SPARKs grant.
- Elsa has presented at several BPDD events with Spanish as the main language.
- BPDD has made a conscious effort to use more graphics and pictures to convey our messages and our action alerts.
- Delores has been working with MPS to do Future Planning. Delores will be doing Future Planning events for four MPS schools during their Health/Wellness week.

## 2. Meeting adjourned at 4:33 PM

| <b>BPDD Financial Summary</b>                    |  |                     |                     |                   |
|--|--|---------------------|---------------------|-------------------|
| <b>Through February 2019 (Period 8 - FY2019)</b> |  |                     |                     |                   |
|  |  | <b>FFY2016</b>      | <b>FFY2017</b>      | <b>FFY2018</b>    |
| <b>Revenue</b>                                   |  |                     |                     |                   |
| <b>Federal Allotment</b>                         |  |                     |                     |                   |
| Total Budget                                     |  | 1,311,944.00        | 1,344,077.00        | 1,308,704.00      |
| <b>Expenditures</b>                              |  |                     |                     |                   |
| <b>Personnel Expenses</b>                        |  |                     |                     |                   |
| Personnel Exp Budget                             |  | 545,464.50          | 613,315.94          | 524,775.00        |
| Personnel Expenses                               |  | 545,464.50          | 613,315.94          | 378,153.63        |
| Personnel Encumbrance                            |  | 0.00                | 0.00                | 0.00              |
| Total Personnel Expenses & Encumbrances          |  | 545,464.50          | 613,315.94          | 378,153.63        |
| Remaining Personnel Exp Budget                   |  | -                   | -                   | 146,621.37        |
| <b>Operating Expenses</b>                        |  |                     |                     |                   |
| Operating Exp Budget                             |  | 539,956.47          | 332,668.93          | 576,929.00        |
| Operating Expenses                               |  | 539,956.47          | 316,586.45          | 124,422.12        |
| Operating Encumbrances                           |  | 0.00                | (0.00)              | 33,406.63         |
| Total Operating Expenses & Encumbrances          |  | 539,956.47          | 316,586.45          | 157,828.75        |
| Remaining Operating Exp Budget                   |  | -                   | 16,082.48           | 419,100.25        |
| <b>Grants &amp; Projects Expenses</b>            |  |                     |                     |                   |
| Grants & Projects Exp Budget                     |  | 226,523.03          | 398,092.13          | 207,000.00        |
| Grants & Project Expenses                        |  | 226,523.03          | 398,092.13          | 47,140.07         |
| Grants & Project Encumbrances                    |  | 0.00                | 0.00                | 126,933.75        |
| Total Grants & Project Expenses & Encumbrances   |  | 226,523.03          | 398,092.13          | 174,073.82        |
| Remaining Grants & Projects Exp Budget           |  | -                   | -                   | 32,926.18         |
| <b>Total Expenditures &amp; Encumbrances</b>     |  | <b>1,311,944.00</b> | <b>1,327,994.52</b> | <b>710,056.20</b> |
| <b>Total Balance / (Deficit)</b>                 |  | <b>-</b>            | <b>16,082.48</b>    | <b>598,647.80</b> |



WISCONSIN BOARD FOR PEOPLE  
WITH DEVELOPMENTAL DISABILITIES

# **WISCONSIN BOARD FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**

## **BYLAWS**

**Draft- January 2018**

## **ARTICLE I PURPOSE AND RESPONSIBILITIES**

### **Section 1. Purpose**

To assure that people with developmental disabilities and their families participate in the design of, and have access to, needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, integration and inclusion in all facets of community life.

### **Section 2. Responsibilities**

A. Engage in advocacy, capacity building, and systemic change activities that enable people with developmental disabilities to exercise self-determination and be independent, productive, integrated and included in all facets of community life.

B. Submit and carry out a 5-year strategic plan that meets the following requirements:

1. A comprehensive review and analysis of the availability of services for people with DD and the extent of unmet needs;
2. Goals that will achieve the purpose of the program and reflect the unmet needs described above.
  - 2a. At least one goal will establish a program to provide funding for a statewide DD self-advocacy organization, support leadership training for people with DD, and enable people with DD to participate in cross-disability and culturally diverse coalitions.
3. Assurances regarding use of funds, civil rights compliance, quality assurance, et al.

## **ARTICLE II DESIGNATED STATE AGENCY**

The Board is its own Designated State Agency, the agency which receives and controls federal funding. The Board exercises its statutory powers, duties, and functions, including operational planning, independently of any state Department.

### **Section 1. Board Staff**

- A. The Executive Director shall be directly responsible to the Board through the Co-chairpersons. The additional staff members are responsible to the Executive Director.
- B. The staff and other personnel of the Board shall be responsible solely for assisting the Board in carrying out its duties.

## ARTICLE III MEMBERSHIP

### Section 1. Eligibility

The Governor shall appoint Board members for staggered four-year terms as follows:

- A. At least sixty (60) percent of the membership shall consist of people with developmental disabilities or their guardians or immediate relatives, as follows:
  1. They may not be employees of any state agency that provides services under this subtitle.
  2. They may not be managing employees of any entity that receives funds or provides services under this subtitle under federal developmental disabilities funds.
  3. Of this sixty percent, at least one-third shall be people with developmental disabilities, and at least one-third shall be immediate relatives or guardians of people with developmental disabilities. The remaining one-third shall include a combination of the two groups.
  4. One member must be a person who lives in or previously lived in an institution, or an immediate relative or guardian of such a person.
- B. Local agencies, non-governmental agencies, and private nonprofit groups concerned with services for individuals with developmental disabilities
- C. Representatives of relevant State agencies are appointed to the Board by the Secretary or Director of the agency. These agencies include
  1. State agencies that administer funds provided under Federal laws related to individuals with disabilities, including
    - a. the Rehabilitation Act (DVR),
    - b. the Individuals with Disabilities Education Act (DPI),
    - c. the Older Americans Act, Maternal & Child Health, and Medical Assistance (DHS).
  2. The University Center for Excellence in Developmental Disabilities (UW Waisman Center)
  3. The State protection and advocacy system (Disability Rights Wisconsin) State Agency representatives shall-
    - (i) have sufficient authority to engage in policy planning and implementation on behalf of the agency or program they represent; and
    - (ii) recuse themselves from any discussion of or votes on grants or contracts, if their agencies or programs are grantees, contractors, or applicants

- (iii) State Agency representatives may appoint designees to attend meetings and vote when the representative cannot attend.

### **Section 2. Term Limits**

Members may be appointed to no more than two consecutive four-year terms, except that members whose terms expire may continue to serve until a successor is appointed.

An individual shall be eligible for reappointment two years after completion of his or her second consecutive term.

### **Section 3. Election of Officers**

- A. Board members shall elect a vice chair and chair every two years. The chair will appoint 3 at-large members to serve on the Executive Committee for a two-year term.
- B. Members eligible for executive committee include consumers (people with developmental disabilities/parents/immediate family members), providers or non-governmental (advocacy) agency members who have at least one year's experience on the Board.
- C. Elections shall take place at the annual meeting of the Board. Newly elected officers shall assume their respective offices upon completion of the annual meeting.

## **ARTICLE IV BOARD MEETINGS**

### **Section 1. Meetings**

- A. The annual meeting of the Board shall be held in July. Regular meetings shall be held at least four times yearly, unless determined otherwise by a majority vote of the Board.
- B. At the option of the co-chairpersons, emergency meetings may be called to consider issues that require action between regular meetings.
- C. Special meetings shall be called by the co-chairpersons upon the written request of three members of the Board.

### **Section 3. Public Participation**

Meetings are open to the public. The agenda for each meeting includes time for public comment.

### **Section 4. Conduct of Meetings**

- A. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, unless otherwise provided herein.

- B. A quorum shall consist of a simple majority of total membership.
- C. Voting by proxy is not permitted, except that State Agency representatives may appoint designees to vote in their absence.

### **Section 5. Agendas**

- A. Prior to every Board meeting, an agenda shall be distributed to each member and staff. In accordance with Executive Order #235 the agenda and other meeting information will be posted to the Wisconsin Public Notice website. Public notice including the agenda will be posted to the official Public Notice newspaper (which is subject to change) and will be posted in at least two other public areas, to be in line with Open Meeting law.
- B. Requests for items to be included on the board meeting agenda shall be submitted to the Board Chair at least two weeks prior to the Executive Committee meeting.

### **Section 6. Attendance Requirements**

- A. A Board member absent from three consecutive meetings shall receive a formal communication from the co-chairs concerning the member's desire/ability to remain on the Board.
- B. The Board co-chairs may excuse a member's absence for good cause.
- C. Board members, with the exception of state agency representatives, shall not designate persons other than themselves to attend meetings and have voting responsibility.

## **ARTICLE V COMMITTEES**

### **Section 1. Standing Committees**

- A. There shall be three standing committees: Executive, Diversity, and Nominating and Membership.

### **Section 2. Election of Executive Committee**

- A. The Executive Committee has five members: 1 Chair, 1 Vice Chair and 3 at-large members appointed by the Chair at the July meeting.
- B. A quorum of the Executive Committee shall consist of three members.
- C. Members of the Executive Committee must have at least 1 years' experience on the Board at the time of taking office. Membership shall be representative of each category of Board membership whenever possible.

### **Section 3. Appointments to other Standing Committees**

- A. Committee chairpersons and vice-chairpersons shall be appointed annually by the Board chairperson.
- B. Committee members shall be appointed by the Board chairperson after consultation with individual Board members and committee chairs.
- C. All standing committees shall consist of no fewer than six members, all of which shall be Board members.
- D. Each Board member shall participate regularly on at least one standing committee.

### **Section 4. Time of Meetings**

- A. Standing and ad hoc committees may determine their own meeting schedules.
- B. Meeting notices and agendas shall be distributed to the public.

### **Section 5. Attendance Requirements**

- A. A committee member absent from three consecutive committee meetings shall receive formal communication from the Board chairperson concerning the member's desire/ability to remain on the committee.

### **Section 6. Conduct of Meetings**

- A. Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, unless otherwise provided herein.
- B. Voting by proxy is not permitted.
- C. A standing committee quorum exists when the chairperson or vice- chairperson of the committee and at least one other committee member or (in the case of a state agency member) his/her alternate is present
- D. An ad hoc committee quorum exists when the majority of the committee members present are Board members or alternates.

### **Section 7. Staffing of Committees**

- A. Each Board committee shall be assigned at least one staff member.
- B. The committee chair, in consultation with the Executive Director, shall determine the responsibilities of committee staff, which may include:
  - 1. Consult with the committee chairperson and make meeting arrangements.

2. Prepare meeting announcements and agendas, notify committee members, and attend and take minutes
3. Prepare committee reports, issue papers, minutes of meetings, and other documents as needed by the committee

### **Section 8 Committee Reports**

- A. Standing committees shall report to the Board at each meeting. The committee chairperson, vice-chairperson or her/his designee shall make the report.
- B. When committee reports require Board action, the issue requiring action shall have been voted on with one half of the membership present.
- C. Standing committees may report to the Board as a Committee of the Whole if quorum was prohibitive

### **Section 9. Standing Committees and Functions**

- A. Executive Committee
  1. Provide policy direction to, and annually evaluate the performance of, the Executive Director.
  2. Review the overall function of the Board and make recommendations for improvement.
  3. Annually review and recommend approval of the budget and use of any reallocated federal funds to the full Board.
  4. Annually review and recommend changes in the bylaws.
  5. Set meeting agendas.
  6. Determine participation in national meetings and trainings.
- B. Nominating and Membership Committee
  1. Present, in writing, a slate of nominees for officers and members of the Executive Committee 30 days before the annual meeting.
  2. Organize outreach/recruitment efforts to find people to recommend for appointment to the Board.
  3. Participate in planning and attending orientation for new members
  4. Recommend further training for members to ensure an effective Board.
- C. Diversity Committee
  1. Develop and monitor progress of overall diversity and outreach workplan.

2. Brainstorm and share ideas for outreach opportunities.
3. Review materials, products and trainings for cultural competency.

### **Section 10. Ad Hoc Committees**

- A. Ad hoc committees shall be created at the discretion of the Board to oversee activities related to the State Plan or other areas of interest and/or concern to the Board. Ad Hoc Committees shall have a specific charge and duration, which may be extended at the discretion of the Board.
- B. The Board chairperson shall appoint a Board member to chair an ad hoc Committee
- C. Membership on the ad hoc committees may include non-Board member consumers, family members and others with specific expertise and life experiences when appropriate and needed co-chair.

### **ARTICLE VI CONFLICT OF INTEREST**

- A. A Board or committee member shall not use her/his position to obtain anything of value (money, property, favor, service, payment, loan or promise of future employment.) for:
  1. The member.
  2. His/her immediate family.
  3. An organization in which the member, or someone in his/her immediate family:
    - a. is a director, officer, trustee, employee or paid consultant
    - b. owns or controls an equity interest, voting rights, or outstanding indebtedness.

### **Section 2. Disclosure**

If any of the conditions in Article VI, Section A, exist, a Board member shall disclose her/his interest and refrain from voting, or participating in any deliberation, on the proposal.

### **ARTICLE VII AMENDMENTS**

- A. The bylaws may be amended, or new bylaws adopted, after thirty days written notice, by a two-thirds vote of the Board members present at a regularly scheduled meeting.

- B. To the extent that any provision of the bylaws is determined to conflict with federal or state law, the provision shall be deemed null and void and the Board will amend the provision to comply with law.

For consideration: January 2019

|   |  |
|---|--|
| <b>Goal 1   Budget: \$186,000</b>   |  |
|    | <p><b>More people with Intellectual and Developmental Disabilities (I/DD) will be included in their communities.</b></p> <p>By September 2021, more people with I/DD including those with <b>diverse identities</b> will participate in integrated community activities of their choosing as evidenced by:</p> |
| <b>Objective 1.1   2016 Number: 3,601 people</b>                                    |  |
|    | <p><b>More people with I/DD will be working in the community.</b></p> <p>By September 30, 2021, 50% more people with I/DD will be working in <b>integrated employment</b> of their choice at a competitive wage.</p>   |
| <b>Objective 1.2   2016 Number: **</b>  |  |
|   | <p><b>More people with I/DD have the support they need to make choices in their lives.</b></p> <p>By September 30, 2021, 25% more people with I/DD will <b>make choices</b> about their everyday lives.</p>  |
| <b>Objective 1.3   2016 Number: **</b>  |  |
|  | <p><b>More people with I/DD will have a way to get to where they need to go. (Transportation)</b></p> <p>By September 30, 2021, 25% more people with I/DD will reliably be able to get where they need to go each day.</p>   |
| <b>Objective 1.4   2016 Number: **</b>  |  |
|  | <p><b>More people with I/DD will have people in their lives that they can count on to help them when needed.</b></p> <p>By September 30, 2021, 25% more people with I/DD say they have a network of community members they can rely on.</p>  |
| <b>Objective 1.5   2016 Number: **</b>  |  |
|  | <p><b>More African American Families will be connected to their community and resources</b></p> <p>By September 30, 2021, African American Families in the central city Milwaukee will be connected to community supports and have access to the resources they need.</p>                                      |

**Rationale:** The number of individuals who use self-directed supports is steadily growing. More than 13,000 are currently self-directing their long-term care services and supports in Wisconsin. Nearly half (48%) are individuals with intellectual and developmental disabilities. Anyone eligible for long-term care should have the opportunity to self-direct any or all services and supports. Individuals may use **Supported Decision-Making** tools to ensure independence and choice in making decisions about their lives. Individuals with I/DD and families need support and resources to create a full life. This means having access to transportation, paid jobs, volunteer work, community activities and clubs, etc. Having a full life means that people with disabilities have all the opportunities, supports, and resources that are available to individuals in their community without a disability. Employment is integral to most people's lives, yet people with I/DD continue to experience many barriers. Research has shown that individuals in long-term care who are employed in integrated jobs are less likely to be reliant on public supports and have better life outcomes. The lack of adequate wrap-around day supports and transportation reduces independence.

**Definition:**

**Intellectual Disability** is a disability characterized by significant limitations both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior, which covers a range of everyday social and practical skills. This disability originates before the age of 18.

**Developmental Disabilities** is an umbrella term that includes intellectual disability but also includes other disabilities that are apparent during childhood.

**Diverse identities** refers to people of various races, cultural and ethnic heritages, genders, gender identities, gender expressions, sexual orientations, ages, and religions from diverse socio-economic and geographic backgrounds.

**Integrated employment** is a job in typical workplace settings where the majority of persons employed are not persons with disabilities, at least minimum wage or higher, where the person is paid directly by the employer and is given opportunities for advancement that are similar to those for other employees who are not individuals with disabilities and who have similar positions. Integrated employment includes self-employment and ownership of micro-businesses.

**Making Choices** refers to a person being able to make decisions about their own life: where to work, live, to have a roommate etc.

**Supported Decision-Making** means people with disabilities can get the help they need from friends, family members, and professionals to understand the situations and choices they face, so they may make their own decisions as an alternative to guardianship.

**Suggested activities:**

- Provide training and support to individuals and families,
- Work on reaching people with disabilities and their families from diverse (all) backgrounds,
- Training events, Employment First Conference and Self-Determination Conference,
- Partner with Disability Rights Wisconsin and Waisman Center,
- Provide grants to work on employment practices, self-determination, self-directed supports, supported decision-making, transportation, and peer mentoring,
- Work to increase self-directed supports in Wisconsin.

**Goal 2 | Budget: \$324,000**



More people with I/DD trained in advocacy and self-advocacy, resulting in an increase in the number of policies/laws that support people with disabilities to be more included in community life.

By September 2021, more people with I/DD including those with **diverse identities** and their families will increase their advocacy efforts, resulting in increased numbers of policies supporting inclusion of people with disabilities in community life.

**Objective 2.1 | 2016 Number: 200**



Support People First Wisconsin to increase the number of self-advocates with I/DD involved in local groups.

By September 30, 2021, 25% more self-advocates with I/DD will participate in a **state self-advocacy organization** led by individuals with intellectual disabilities.

**Objective 2.2 | 2016 Number: 161**



Increase the number of self-advocates with I/DD trained in leadership skills and become leaders in their community.

By September 30, 2021, 50% more **self-advocates with I/DD** will participate in leadership training and practice their leadership skills.

**Objective 2.3 | 2016 Number: New Project**



Work with Disability Rights Wisconsin and Waisman Center to identify and support people with diverse backgrounds to participate in different leadership groups.

By September 30, 2021, 50% more people with I/DD and their families will participate in cross-disability and culturally diverse leadership coalitions through collaboration with the **AIDD Partnership**.

**Objective 2.4 | 2016 Number:**



Support more people with I/DD and families from different backgrounds will increase their advocacy.

By September 30, 2021, 25% more people with I/DD with **diverse identities** and their families will increase involvement in advocacy activities.



## Work with legislators and policy makers to improve the lives of people with disabilities in Wisconsin.

By September 30, 2021, BPDD will act as a policy advisor to the Legislature, Governor and other policy makers on policies that affect all aspects of community life, decision-making, and full inclusion. This will result in 25 improved policies and practices that increase community participation, decision making and full inclusion.

**\*\* Data will be available 9/30/16.**

**Rationale:** Nothing about me without me. Individuals with disabilities and their family members must be included in the decision-making process on policies and practices that affect their lives and impact their ability to obtain the services and supports they need to live in the community. People with I/DD need support in exercising their rights and responsibilities as citizens. Speaking at a public event, writing a letter to an elected official, and voting are just a few examples. Self-advocacy and advocacy groups need training, education, and opportunities to practice their skills. Self-advocates and families provide vital and unique insight to their local communities on how public policies impact their lives.

### Definitions:

**Diverse identities** refers to people of various races, cultural and ethnic heritages, genders, gender identities, gender expressions, sexual orientations, ages, and religions from diverse socio-economic and geographic backgrounds.

**AIDD Partnership:** The Administration on Intellectual and Developmental Disabilities defines the partnership as being between The Board for People with Developmental Disabilities, Disability Rights Wisconsin, and Waisman Center.

**State self-advocacy organization:** People First Wisconsin is the self-advocacy organization in Wisconsin. They have a state office run by people with intellectual and developmental disabilities.

**Self-advocacy:** refers to an individual with a disability's ability to effectively communicate, convey, negotiate or assert his or her own interests, desires, needs, and rights.

### Suggested activities:

- Promote collaboration among agencies and strengthen coalitions,
- Provide information and e-mail alerts on policy and legislative initiatives affecting people with I/DD,
- Assist People First-WI with outreach and training activities,
- Provide grants and technical assistance to support local self-advocacy coalitions,
- Support joint policy positions with AIDD partners (Disability Rights Wisconsin and Waisman Center),
- Provide advocacy and leadership training and mentoring to self-advocates, including youth and families,
- Support voting activities,
- Engage in systems change activities that promote the inclusion of people with I/DD in all facets of community life,
- Educate policy makers, legal system on disability issues.