



# Board Meeting Packet

September 21-22, 2022  
Green Lake Conference Center  
W2511 WI-23, Green Lake, WI 54941





# Board Meeting

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Dept. of Administration · Green Lake, Wisconsin · September 21<sup>st</sup> -22<sup>nd</sup>, 2022

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September 2022

Happy Fall,

I hope everyone had a great, healthy, and safe summer.

At the retreat, I hope we all can socialize and get to know one another after a long two years apart. As we are together, I hope that we can learn and grow together to make the retreat a success. I want to remind everyone that due to COVID-19, we ask everyone to have a mask on them when we are together indoors.

Just a reminder that we have the Self-Determination conference coming up in October and next board meeting is in November. As we are keep working, I want to let everyone know to keep in their back of their minds that while we are in the beginning of our new state-plan that we should be listening to our communities and be thinking of new goals for our next state-plan.








Thank you for your hard work, dedication, and everything that you do.

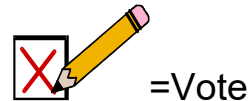
Gregory Meyer

# BOARD AGENDA SEPTEMBER 21-22<sup>ND</sup>, 2022








## DRAFT

**WEDNESDAY, SEPTEMBER 21<sup>ST</sup>, 2022**

Time	Symbol	Topic	Facilitator/Presenter
12:00-1:00 PM		Lunch and Networking	
1:00-2:15 PM		Welcome/Introductions/Creating a Welcoming and Safe Space	
2:15-3:15 PM		Get to Know each other activity	
3:15-3:30 PM		Break	
3:30-4:00 PM		History/Impact of DD Councils (Video and Discussion)	
4:00-5:00 PM		Panel of BPDD Partners	
5:00 – 7:30 PM		Dinner/Campfire/Networking Activity	




# THURSDAY, SEPTEMBER 22<sup>ND</sup>, 2022

Time	Symbol	Topic	Facilitator/Presenter
7:30-9:00 AM		Breakfast, Networking and Pack up	
9:00-9:45 AM		Welcome, Activity	
9:45-10:45 AM		Your role as a board member/staff: Discussions on your passions, local connections, where you have an impact and State-Plan review	
10:45-11:00 AM		Break	
11:00-12:00 PM		How can you connect your community to the Board's opportunities, projects, and state-plan?	
12:00-1:00 PM		Lunch and Networking	
1:00-2:30 PM		Commitment to Action and final reflections	

 = Meal

 = Meeting

 = Presentation

 = Vote

 = Walking Activity

 = Break

## BOARD MEETING MINUTES

<b>Present:</b>	<b>Chair:</b> Greg Meyer <b>Vice Chair:</b> George Zaske, Sydney Badeau, Felicia Clayborne, Kevin Coughlin, Pam DeLap, Anna Eggebrecht, Patrick Friedrich, Desi Kluth, Ashley Mathy, Stephenie Mlodzik, Daniel Parker, Marcia Perkins, Cindy Piotrowski, Hector Portillo, Nathan Ruffolo, Lisa Stephan, Julie Strenn, Andy Thain, Kelly Weyer, Chris Wood, Houa Yang
<b>Guests:</b>	Stefanie Primm, Delores Sallis, Sean Williams, Mitch Hagopian, Iris Jacobson
<b>Absent:</b>	Barbara Beckert, Kedibonye Carpenter, Gail Bovy, Cheryl Funmaker, Jocelyn Osborne, Tricia Thompson (at the national conference).
<b>Staff Present:</b>	Fil Clissa, Molly Cooney, Natasha Fahey-Flynn, Tami Jackson, Kaitlin McNamara, Jennifer Neugart, Beth Swedeen, Shy McElroy

Chair Greg Meyer called the meeting to order at 12:48 PM.

### 1. Action Items:

Motion to approve the May 2022 Board Meeting Minutes made by Marcia Perkins, seconded by Cindy Piotrowski. Motion passed.

### 2. Public Comments:

None

### 3. Chair Report:

- Chair Meyer provided his update under the Executive Committee report.

### 4. Diversity Committee Report:

Chair Andy updated the Board

- The group finished working on the DEI statement and definitions to add to the Board mission/purpose statements. It has two parts: define commonly used words and build the statement. Andy shared the terms they have defined so far and the full statement.
- Reviewed workplan from before the pandemic to think about activities to work on now that the statement and definitions are complete.
- The committee is talking about holding a diversity training annually.

### 5. Executive Director Report:

ED Beth Swedeen reported:

- New BPDD Staff: Shyquetta (Shy) McElroy will work on lead poisoning with an extra pot of money BPDD received.
- In person retreat will be in September 21-22 at the Green Lake conference center in Green Lake. It will not be a hybrid meeting.
- BPDD has materials for Supported Decision Making, voting and the Self-Determination Conference. SDM materials are in English, Spanish and Hmong. We can mail materials to board members.

- Let staff know if you aren't getting emails or your stipend checks.
- Sparks and Partners are open – please help recruit
- 50<sup>th</sup> Anniversary kicks off August 1<sup>st</sup> – party at the SD Conference and filming videos.

#### **6. Executive Committee Report:**

Chair Greg Meyer reported: Let Greg or Beth know if you have any problems regarding the September in person meeting. After Sept, we will continue with the hybrid. Thanked the COVID 19 grantees for their hard work.

#### **7. Nominating Committee Report:**

No Report

#### **8. Financial Report:**

Beth Swedeen updated the board on current financials (see board packet for summary).

#### **9. Agency Updates:**

[DRW Update](#)

- [DRW statement on absentee voting protections](#)

- [Voting Update July 20](#)

[DPI Update](#)

[Waisman Update](#)

[DWD Update](#)

**Aging** – Concerned about voting rights because aging population doesn't have the same federal protections as people with disabilities. Older Americans Act experiencing issues with not receiving any funding increases but having more requirements.

**DHS** – Not present

Motion to adjourn made by George Zaske at 1:42 pm; seconded by Mitch Hagopian. Unanimously passed.



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 BPDD Board Meeting  
 BPDD Executive Committee Meeting  
 National Election Day

 Self-Determination Conference / Disability Advocacy Day / Employment Conference  
 Partners in Policymaking  
 State Holiday

Updated: 1/12/22 jg

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

**Board Meeting Dates & Locations:**

January 19 & 20, 2022	Virtual Meeting via Zoom
March 23, 2022	Virtual Meeting via Zoom
May 18 & 19, 2022	Virtual Meeting via Zoom
July 20 & 21, 2022	Virtual Meeting via Zoom
September 21 & 22, 2022	Virtual Meeting via Zoom
November 16 & 17, 2022	Virtual Meeting via Zoom

**Executive Committee Meeting Dates**

February 14 <sup>th</sup> , 2022	3:00-4:00 PM
April 4 <sup>th</sup> , 2022	3:00-4:00 PM
June 13 <sup>th</sup> , 2022	3:00-4:00 PM
August 8 <sup>th</sup> , 2022	3:00-4:00 PM
October 10 <sup>th</sup> , 2022	3:00-4:00 PM
December 12 <sup>th</sup> , 2022	3:00-4:00 PM

**Other BPDD Dates:**

March 16 <sup>th</sup> , 2022	Disability Advocacy Day
TBD	Self-Determination Conference

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 BPDD Board Meeting  
 BPDD Executive Committee Meeting  
 National Election Day

 Self-Determination Conference / Disability Advocacy Day  
 Partners in Policymaking  
 State Holiday

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

Updated: 6/13/22 jg

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**Board Meeting Dates & Locations:**

January 18 & 19, 2023	Hybrid Meeting
TBD – Disability Advocacy Day	Hybrid Meeting
May 17 & 18, 2023	Hybrid Meeting
July 19 & 20, 2023	Hybrid Meeting
September 20 & 21, 2023	Hybrid Meeting
November 15 & 16, 2023	Hybrid Meeting

**Executive Committee Meeting Dates**

February 6 <sup>th</sup> , 2023	3:00-4:00 PM
April 9 <sup>th</sup> , 2023	3:00-4:00 PM
June 12 <sup>th</sup> , 2023	3:00-4:00 PM
August 14 <sup>th</sup> , 2023	3:00-4:00 PM
October 9 <sup>th</sup> , 2023	3:00-4:00 PM
December 11 <sup>th</sup> , 2023	3:00-4:00 PM

**Other BPDD Dates:**

TBD	Disability Advocacy Day
TBD	Self-Determination Conference

## Committee Assignments 2022 - 2023

### **Diversity committee:**

- 1. Andy Thain – Chair**
- 2. Hector Portillo – Vice Chair**
3. George Zaske
4. Kedibonye Carpenter
5. Barbara Beckert
6. Daniel Parker
7. Desirae Kluth
8. Houa Yang
9. Cheryl Funmaker
10. Amy Whitehead
11. Pam DeLap
12. Jocelyn Osborne
13. Felicia Clayborne
14. Anna Eggebrecht
15. Iris Jacobson

### **Nominating and Membership Committee:**

- 1. Ashley Mathy - Chair**
2. Patrick Friedrich
3. Tricia Thompson
4. Nathan Ruffolo
5. Stephanie Mlodzik
6. Kevin Coughlin
7. Pamela DeLap
8. Chris Wood
9. Kelly Weyer
10. Sydney Badeau
11. Gail Bovy
12. Julie Strenn
13. Marcia Perkins

### **Executive Committee:**

- 1. Greg Meyer - Chair**
- 2. George Zaske – Vice Chair**
3. Andy Thain
4. Nathan Ruffolo
5. Ashley Mathy

# EXECUTIVE COMMITTEE MEETING MINUTES

Zoom

**Present:** **Chair:** Greg Meyer; Andy Thain, Nathan Ruffolo, Ashley Mathy  
**Staff Liaison:** Beth Swedeen

**Absent:** **Vice Chair:** George Zaske

**Staff Present:** Beth Swedeen, Molly Cooney

Meeting called to order at 3:01pm.

## 1. Set September Board Retreat Agenda:

### September 21<sup>st</sup>

12:00-1:00 PM	Lunch
1:00-1:30 PM	Welcome/Introductions/Creating a Welcoming and Safe Space
1:30-2:45 PM	Get to Know each other activity
2:45-3:00 PM	Break
3:00-3:30 PM	History/Impact of DD Councils (Video and Discussion)
3:30-4:30 PM	Panel of BPDD Partners
5:00 – 6:00 PM	Dinner/Campfire/Networking Activity

### September 22<sup>nd</sup>

7:30-8:30 AM	Breakfast, Welcome and Tech Support
9:00-10:30 AM	Your Role as a board member: Discussions on your passions, local connections, spheres of influence
10:30-11:00 AM	break/fun activity
11:00-12:00 PM	What do you want to accomplish as a board member
12:00-1:00 PM	Lunch
1:00-2:30 PM	Commitment to Action and final reflections

- Committee walked through the agenda. Beth shared that Brian Cox will facilitate. Focus is to get to know each other better, understand each other's strengths, and learn how we can most effectively work together.
- Historically, the focus of retreats depends on the needs of the board. Since many board members have not met in-person yet, the group agreed that this a chance for people to see each other and to be in-person together. It's valuable to have that time and to get re-integrated into what we as a council are here to do. The group approved the agenda.
- One edit to the written agenda: on Day 2 at 9:00, please replace "spheres of influence" with "where you have an impact"
- For the "Panel of BPDD Partners" on Day 1: we need to identify who could be on the panel (likely via Zoom) and what they could talk about. Ideas included hearing more from people in Elsa's and Hector's organizations and from Tribal members. It would be helpful to hear more about the cross impact we might

have in communities that are historically underserved. Another idea is to hear from Partners graduates.

## **2. Discuss November Board Mtg:**

To prepare for the November board meeting, what topics should we consider?

- Voting: The meeting will happen after the election. It would be useful to hear from the Disability Vote Coalition about the trends from the election and the types of challenges people faced because of the new voting laws that went into effect. This might provide direction for our advocacy.
- Government affairs: Tami can talk about what the election results and what they may mean policy-wise. Since we'll presumably get some new legislators, it would be helpful to share with the Board how to find the names and contact information for your new legislators. Information on when they take office, when the new session starts, budget deadlines, etc. would also be helpful.
- Self-Determination Conference debrief: how did the conference go and what ideas to consider for next year?
- NACDD National Conference debrief from Tricia and Jeremy: Provide a brief update on the federal perspective, their experience, any emerging issues to take note of.
- Will the November meeting be hybrid or only by Zoom? Beth will check with Jeremy and share back.

## **3. Board Member Supports**

- Jeremy and Jenny are drafting a support checklist that board members can use prior to traveling for board business. This checklist could help people identify their support needs and plans to meet those needs ahead of time. The checklist will be based on tools other Developmental Disabilities Councils around the country use. This will be a "Remember before you go" sort of tool that could be useful.

## **4. Other Agenda Items:**

- None

Motion to adjourn by Andy Thain at 3:22 PM. Seconded by Nathan Ruffolo. Unanimously passed.



## DIVERSITY COMMITTEE MINUTES

July 20, 2022

4:00-5:00 pm

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<b>Committee Present:</b>	<b>Chair:</b> Andy Thain, <b>Vice Chair:</b> Hector Portillo; Pam DeLap, George Zaske, Desi Kluth, Felicia Clayborne, Marcia Perkins, Kelly Weyer,
<b>Committee Absent:</b>	Houa Yang, Cheryl Funmaker, Kedi Carpenter, Jocelyn Osborne, Daniel Parker, Anna Eggebrecht, Iris Jacobson, Barbara Beckert
<b>Staff Present:</b>	Beth Swedeen; Molly Cooney
<b>Guests:</b>	

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Meeting called to order at 4:01 PM

### 1. Welcome and Introductions

### 2. Topic 1: Finalize definition for diversity and review DEI statement

- Andy reviewed the DEI statement and then read through the definitions of diversity, inclusion, and equity. (All listed below)
- Andy opened up the floor to comments from committee members.
- Pam shared that she feels good about this work and that this work has inspired good discussions with other groups.
- George shared that given where we are in our conversations and in the world today, we should get this posted on our website and then we need to start to act on this. He feels that genuine and authentic thought went into this along with some compromise.
- Hector asked if it's possible to have this translated into Spanish. We should translate our mission and vision statements as well. Languages: Spanish, Hmong, and possibly Somali.
- There is consensus on the definitions and DEI statement. Our next step is to share the DEI statement and definitions with the full board tomorrow.
- **Diversity:** All the ways in which people and lives are different.
- **Equity:** Everyone has the supports they need to access opportunities to have the lives they want.
- **Inclusion:** A community where all people are and feel respected, have a sense of belonging, and can participate and contribute to the group's success.



- **DEI Statement:**

We want all people with intellectual and developmental disabilities to have the lives they want. Yet, we know that not all people are living the lives they want because of racism and discrimination. We commit to finding and addressing these inequities at BPDD and in the service systems. We will listen, we will learn, and we will achieve change.

### **3. Other comments, questions, ideas**

- Hector asked if it's possible to ask the broader board to share their favorite resources related to DEI and cultural competence.
- What want to tackle next?
  - Could the committee go through a grid of the current board projects to look through the lens of how do we bring more DEI ideas/considerations to these projects
  - Is there something we (BPDD) can do to support families who recently moved to the US/seeking asylum here?
  - Started to review and update the DEI workplan
    - The committee discussed how often we provide DEI trainings to our contractors and whether it's a requirement to participate. It is not a requirement. The group decided that offering a DEI training once a year seemed reasonable and feasible. One idea shared is to record the trainings, if the trainer is open to this, to make available to all grantees/contractors.

### **4. Next steps**

- Put in minutes/ask board to share their favorite resources related to DEI and cultural competence.
- Andy will share our DEI statement and definitions with the entire board during tomorrow's meeting. Andy also asked people to share their favorite resources related to DEI and cultural competence.
- Molly to get mission, vision, definitions, and DEI statement translated into Hmong, Spanish, and possibly Somali

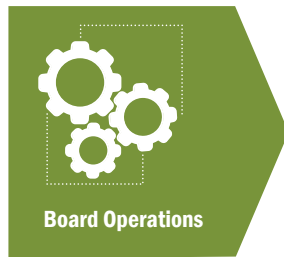
Meeting adjourned at 4:58 PM

# BPDD Budget Update



Programming

Category	Federal Fiscal Year 2021			Federal Fiscal Year 2022		
	Budget	Spent	Remaining	Budget	Spent	Remaining
Personnel	615,413.13	615,413.13	0.0	489,646.00	0.00	489,646.00
Grants, Contracts, Partnerships*	552,627.87	395,339.66	157,288.21	672,242.00	3,241.85	669,000.15
Programming Subtotal	1,168,041.00	1,010,752.79	157,288.21	1,161,888.00	3,241.85	1,158,646.15
Must be >=70%	87.5%	81.1%		89.0%	47.5%	



Board Operations

Category	Budget	Spent	Remaining	Budget	Spent	Remaining
Personnel	105,111.61	105,111.61	0.0	78,982.00	0.00	78,982.00
Grants, Contracts, Partnerships*	62,057.39	130,964.43	(68,907.04)	64,622.00	3,582.30	61,039.70
Board Operations Subtotal	167,169.00	236,076.04	(68,907.04)	143,604.00	3,582.30	140,021.70
Must be <=30%	12.5%	18.9%		11.0%	52.5%	



TOTAL

1,335,210.00	1,246,828.83	88,381.17	1,305,492.00	6,824.15	1,298,667.85
		6.6%			99.5%

Summary		Summary	
Project Period:	10/01/2020 - 09/30/2022	Project Period:	10/01/2021 - 09/30/2023
Project Status:	Open	Project Status:	Open
Total Award:	1,335,210.00	Total Award:	1,305,492.00
Spent	1,246,828.83	Spent	6,824.15
Remaining	88,381.17	Remaining	1,298,667.85



The Wisconsin Board for People with Developmental Disabilities (BPDD) mission is to help people with developmental disabilities become independent, productive, and included in all facets of community life.

## Goal 1 | Amount for Grants: \$140,000



More people with Intellectual and Developmental Disabilities (I/DD) and their families will participate in inclusive activities that they choose.

By September 2026, people with intellectual and developmental disabilities and their families, including those with diverse identities, are aware of and able to access, use, and improve programs to increase inclusion, self-determination, productivity, integration, and independence in community life as evidenced by:

### Objective 1.1



More people with I/DD will have the supports they need to live the life they want.

By September 30, 2026, because of BPDD action, 1,000 people with intellectual and developmental disabilities and families will say they **know about** and **can access** the supports they need **to live the lives they want**.

### Objective 1.2



More families of color with young children with disabilities will use the programs they need.

By September 30, 2026, because of BPDD action, **100 families of young children of color** will use with the **public services, public programs and community supports** they need.

### Objective 1.3



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

By September 30, 2026, the Board will **act as a policy adviser** to the legislature, Governor and other policymakers on policies that impact all aspects of community life, decision-making, and full inclusion, resulting in **25 improved policies and practices** that increases community participation, decision making and full inclusion.

**Why we chose this goal:**

People with I/DD and their families must:

- a) know about the services and supports available to them throughout their life,
- b) be able to understand what the services offer,
- c) be able to apply for the services,
- d) be able to use the services to build a meaningful life, and
- e) be able to provide feedback and voice concern on the quality of services and ways to improve.

**Definitions:**

**Plain Language:** Plain language is easy to read, understand, and use.

**Self-advocates:** a person with a disability who speaks up for their rights and what they or others with disabilities needs

**Stakeholder:** a person or group of people that have an interest or a concern about something

**Suggested activities:**

- Promote the use of **plain language** by agencies and organizations so that people with disabilities, families and others understand the information and can use it
- Work with **self-advocates** and family members to educate others about the value of **plain language** materials
- Have people with disabilities look at of publications and websites to make changes
- Fund activities to **reduce information gaps**
- **Empower people** with disabilities and families, including people/families of color, to **easily use service systems**
- **Let policymakers know how policies will affect** community life, decision-making and full inclusion for **people** with disability
- Provide information and e-mail alerts on key policy and legislation that affect people with disabilities.

**Goal 2 | Amount for Grants: \$250,000**



Children and adults with intellectual and developmental disabilities will be seen as valued members of their communities.

Children and adults with intellectual and developmental disabilities, including those with diverse identities, experience equity, access, and opportunity to foster authentic relationships and be seen as valued contributors to their communities as evidenced by:

**Objective 2.1**



Children and adults with I/DD will have more social connections and feel less lonely.

By September 30, 2026, because of BPDD action, 650 children and adults with intellectual and developmental disabilities will say they have **increased social connection and reduced isolation**.

**Objective 2.2**



Children and adults with I/DD will make choices about their everyday lives.

By September 30, 2026, because of BPDD action and through collaboration with the Developmental Disabilities Network, 775 children and adults with intellectual and developmental disabilities will **make choices** about their everyday lives.

**Objective 2.3**



Increase the number of self-advocates with I/DD involved in advocacy.

September 30<sup>th</sup>, 2026, because of BPDD action, 900 self-advocates will take part in effective **advocacy**.

**Objective 2.4**



Support more people with I/DD and families to be leaders.

By September 30<sup>th</sup>, 2026, because of BPDD action, 1,000 self-advocates will **participate in leadership training** and **practice their leadership skills** across all aspects of community life.

**Why we chose this goal:**

Children and adults with I/DD want real and meaningful relationships with people beyond family members, caregivers, and paid staff. These relationships are often made when participating in everyday life of a community: playing with friends, going to school, exercising at the gym, going to religious services, being a member of a club, volunteering, and working. They also want to make choices and decisions about their own lives, and they want to have a voice about the decisions that get made about their community, state, and country. However, there are many barriers to this level of full, inclusive participation in community life.

People with disabilities unfairly face barriers that do not value and recognize the contributions possible by people with I/DD. These barriers result in limited opportunities. They also result in limited decision and choice-making, putting people with disabilities at greater risk for abuse and neglect.

Many people w/ IDD are under guardianship. Guardians often make multiple decisions every day (what clothes the person with a disability can wear, what food they can eat, etc.) that go beyond the intended role of a guardian, which is to ensure the health and safety of a [ward](#). More training is needed on the range of decision-making supports available and the role of guardians.

Wisconsin, like most other states, has a patchy reporting system for abuse and neglect, making it unclear when it happens, how often, and how to report. Likewise, people report being unsure where to file a report. Children and adults with disabilities need access to trainings on their rights and how to stay safe.

Expectations held by children and adults with disabilities, their families, and the federal government about services are shifting away from a focus on caretaking and towards building skills and connections in the community. When services are used to connect children and adults with disabilities to others and to opportunities, they gain skills, independence, and real relationships. This creates higher community expectations for people living with disabilities.

**Definitions:**

**Discretion:** having the freedom to make a decision about something.

**Developmental Disabilities Network:** three agencies that every state is required to have: Protection and Advocacy organization, University Center on Excellence in Developmental Disabilities, and Developmental Disabilities Council. In Wisconsin, these agencies are Disability Rights Wisconsin, Waisman Center, and Wisconsin Board for People with Developmental Disabilities.

**Prospective:** expecting to be something in the future

**Self-direction:** guiding or managing your own life or work or supports

**Systems change:** addresses unfairness and problems in our systems.

**A ward:** a person who has a guardian

**Suggested activities:**

- **Provide grants** for activities that support people with disabilities to **build connections** in their communities
- **Provide education and training** to people with disabilities **on their rights** and ways to stay safe and connected
- Provide education to service providers and businesses about supporting people with disabilities in the workplace
- Provide education and training on available **decision-making options**
- Promote agencies to work together and strengthen coalitions
- **Support People First Wisconsin**, a statewide Self-Advocacy organization, to strengthen their chapters and to provide members opportunities to engage in advocacy activities
- Provide grants to **support people**, especially children and young adults, **to make choices and decisions about their lives**
- Support **voting** activities
- Support opportunities for people with disabilities to **connect with legislators to educate and advocate** on issues important to them
- **Provide advocacy and leadership training** and mentoring to self-advocates, including youth and families
- Engage in **systems change** activities that promote the inclusion of people with I/DD in all areas of community life
- Host statewide network/training events, such as the Self-Determination Conference
- Promote collaboration among the **Developmental Disabilities Network** partners—Disability Rights Wisconsin and Waisman Center.



## **Participant Supports**

The WI Board for People with Developmental Disabilities (BPDD) wants to make sure all board members and program participants can fully benefit and contribute to board activities. Board participants may need help to fully participate. When Board staff are aware of needed supports in advance, they can set up supports in ways that best respond to the needs of each participant.

## **Policy**

Board participants should reach out to BPDD staff ahead of an event to share their needs for help before, during and after Board activities. If a participant has needs for support, the participant and BPDD staff will develop a plan together. Some supports can be provided through the Board. If a participant needs services such a Personal Care Worker or a Support Worker, the participant is responsible to secure the service.

BPDD will pay for transportation, lodging, and food connected to Board events. If supports are needed, a plan with the individual and Board staff should be set up in advance. If the person's needs change, the participant should contact BPDD staff to update the plan. A copy of this plan will be kept with BPDD staff. Board members and event participants are expected to attend the full meeting or event. Any personal plans need to be scheduled outside of meeting or event time.

## **ROLES FOR SUPPORTERS**

- Support persons must not accept additional money, gifts or favors for services from the participant or other outside entities.
- Support persons must not use the Board's facilities, equipment or supplies for private or other's gain or advantage, and/or attempt to use their position to secure privileges or exemptions.
- Support Persons must not express personal opinions or give advice about Board participants or staff or about issues being discussed or considered by the Board before, during or after Board events, meetings and sponsored activities.
- Support Persons who try to influence the participant through prompting or guiding will be asked to leave the meeting.



- Support persons do not address the Board except if they want to provide a public comment during the identified public comment period.

## PERSONAL SUPPORT PLAN

<b>Do you need your Personal Assistant to help you with:</b>	<b>Yes</b>	<b>No</b>
Grooming?		
Getting beverages/food?		
Eating/drinking?		
Toileting?		
Transportation?		
Dressing?		
Managing doors, elevators, personal items, etc.?		
Making phone calls?		
Voice interpretation?		
Taking notes in meetings?		
Keeping workspace organized?		
Turning pages?		
Reading documents?		

<b>Have you spoken with your Personal Assistant about:</b>	<b>Yes</b>	<b>No</b>
a dress code, if any?		
appropriate behavior at meetings? (i.e. interpreting what you say, not what they think?)		
not discussing personal things about you with others at the meeting?		
when it's okay to take a break?		
supporting you when needed and chatting with others at appropriate times? (i.e. breaks and meals)		
being reliable, punctual, loyal, and honest?		
confidentiality regarding Council business?		
addressing any problems with you, their employer, rather than others?		

Date: \_\_\_\_\_

Board participant Name: \_\_\_\_\_

WI BPDD can help with:

- Paying for transportation and helping with coordinating rides, including carpooling options if possible
- Understanding the written materials and spoken communications, before, during and after meetings. This includes language translation and interpretation.
- Food/dietary needs
- Hotel accessibility
- Virtual/in-person technology support, including computers, use of Zoom, etc.

WI-BPDD can't help with:

- Feeding, transferring, bathing, dressing, toileting, and other personal hygiene tasks
- Assisting with medication, including reminders, and dispensing medications

For each of the following areas, indicate the participant's need, how the need will be met, and the person responsible.

**Before meetings:**

**During meetings:**

**After meetings:**

I have read, understand, and agree to the above on what help BPDD can offer and on the role of any support person I bring to a Board event. I have also shared this form with my support person for the event, so they also know what is expected.

Board participant's signature: \_\_\_\_\_

BPDD staff's signature: \_\_\_\_\_