



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551
POST OFFICE BOX 2659
MADISON, WI 53701-2659
PHONE: 608-266-3118
WEBSITE: dhs.wisconsin.gov/cpd

**Wisconsin Council on Physical Disabilities (CPD)
Emergency Preparedness Committee Teleconference Meeting**

Wednesday, May 5, 2021

2:00 P.M. to 3:00 P.M.

Approved May 12, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

- 1. Action Item:** Karen Secor will continue to create a draft of PowerPoint Training Revisions for review at the next Emergency Preparedness Committee Meeting on May 12, 2021.
- 2. Action Item:** Members of the Emergency Preparedness Committee will review the current draft of the Revised Pandemic Section, and send edits to Jackie Gordon via email. Revisions to the Pandemic Section of the toolkit will be reviewed at the next Emergency Preparedness Committee Meeting on May 12, 2021.

B. Emergency Preparedness Committee Motion Items

- 1. Motion Item:** Charles Vandenplas made a motion to approve the May 5, 2021 Emergency Preparedness Committee meeting agenda with the additional item; *Discuss the Emergency Preparedness Trifold Document*. Ben Barrett seconded the motion. Motion carried.
- 2. Motion Item:** Kathy Johnson made a motion to approve the April 14, 2021 Emergency Preparedness Committee meeting minutes. Ben Barrett seconded the motion. Motion carried.
- 3. Motion Item:** Ben Barrett made a motion to approve the Emergency Preparedness Toolkit Wheelchair Logo for the front of the folder, and the CPD Logo on the back of the folder. Charles Vandenplas seconded the motion. Motion carried.



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- 4. Motion Item:** Ben Barrett made a motion to adjourn the meeting. Gabriel Schlieve seconded the motion. Motion carried.



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C. Emergency Preparedness Committee Meeting Minutes

I. Welcome and Introductions, Karen Secor, Emergency Preparedness Committee Chairperson

Emergency Preparedness Committee Members present: Karen Secor; Kathy Johnson; Jeff Fox; Charles Vandenplas; Gabriel Schlieve and Ben Barrett.

Council Members absent (excused*): Jackie Gordon

Guest: Not applicable.

DHS Staff Support present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR); Lisa Sobczyk DHS, BADR.

II. Meeting Called to Order

Karen Secor, Emergency Preparedness Committee, Chairperson called the meeting to order at 2:02 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 861 6806 4795 and via [Zoom](#).

III. Review and Approve May 5, 2021 Emergency Preparedness Committee Meeting Agenda

- Charles Vandenplas made a motion to approve the May 5, 2021 Emergency Preparedness Committee meeting agenda with the additional item; *Discuss the Emergency Preparedness Trifold Document*. Ben Barrett seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve April 14, 2021 Emergency Preparedness Committee Meeting Minutes

- Kathy Johnson made a motion to approve the April 14, 2021 Emergency Preparedness Committee meeting minutes. Ben Barrett seconded the motion. Motion carried. See Motion Item 2.



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V. Public Comment on the State Plan for People with Physical Disabilities, 2019-2021

- Ramsey Lee stated that the Joint Finance Committee Public Hearing to today and they are discussing voting bills that would be devastating to people with disabilities. Ramsey Lee encourages Committee Members to attend.

VI. Discuss Emergency Preparedness Grant Status

- The Emergency Preparedness Committee discussed the grant funding available through the Office of Preparedness and Emergency Health Care to assist with updating and producing more Emergency Preparedness Toolkit copies and additional documents; these funds needing to be expended by June 30, 2021.
 - The Emergency Preparedness Committee reviewed current estimated budget spreadsheet and discussed the preference for printing additional items if the bids came in under what was estimated. The Emergency Preparedness Committee agreed upon printing additional Visual Communication Cards, Essential Forms for disbursement at fairs and conferences and Go Bags with checklists. All quotes will be completed within the next week, with a goal to finalize documents by the week of May 17, 2021.

VII. Discuss Toolkit Documents for Creation, Revision and Timelines

- The Emergency Preparedness Committee discussed updates to the Pandemic Section of the toolkit, PowerPoint Presentation, and incorporating accessible communication documents (Visual Communications Cards, ADRC front desk communication cards, vaccine information, fillable forms and creating an App to utilize to download the toolkit).



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- The Emergency Preparedness Committee discussed the graphics on the Communication Folder.
 - Ben Barrett made a motion to approve the Emergency Preparedness Toolkit Wheelchair Logo for the front of the folder, and the CPD Logo on the back of the folder. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.
- **Revise PowerPoint Training Presentation, Lead: Karen Secor**
 - The Emergency Preparedness Committee discussed adding a PowerPoint slide on GCPD COVID-19 Consumer Results. Karen Secor shared that she had updated sections of the training information in a Word document; incorporating the new toolkit updates, and 'Know your Rights' and Cover Letter information
 - Karen Secor will continue to create a draft of PowerPoint Training Revisions for review at the next Emergency Preparedness Committee Meeting on May 12, 2021. See Action Item 1.
- **Revise Pandemic Section, Lead: Jackie Gordon**
 - The Emergency Preparedness Committee discussed Jackie Gordon's draft update of the Pandemic Section of the toolkit.
 - Members of the Emergency Preparedness Committee will review the current draft of the Revised Pandemic Section, and send edits to Jackie Gordon via email. Revisions to the Pandemic Section of the toolkit will be reviewed at the next Emergency Preparedness Committee Meeting on May 12, 2021. See Action Item 2.
- **Discuss the Emergency Preparedness Trifold Document**
 - Kathy Johnson brought up that she still possessed notes from 2019 referencing a trifold document on Emergency Preparedness.
 - The Emergency Preparedness Committee discussed printing the document internally at DHS and in-turn, would have more time to complete a final draft.
- **Develop Smart Phone Application, Lead: Kathy Johnson**



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- Kathy Johnson reported that she was still waiting for an email back from the Independent Living Center in Puerto Rico (MAVI) regarding utilizing Smart Phone Aps for emergency preparedness.
- Lisa Sobczyk stated that the contact she had for MAVI was named Mildred 'Millie' Lador; and gave Kathy Johnson her contact information for follow-up.

VIII. Discuss Agenda Items for May 12, 2021 Emergency Preparedness Committee

- The Emergency Preparedness Committee discussed agenda items for the May 5, 2021 Emergency Preparedness Committee Meeting.
 - Review and Approve May 12 Emergency Preparedness Committee Meeting Agenda
 - Review and Approve May 5 Emergency Preparedness Committee Meeting Minutes



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- Public Comment on the State Plan for People with Disabilities, 2019-2021 or Issues Impacting People with Physical Disabilities
- Discuss Emergency Preparedness Grant Status: Discuss Emergency Preparedness Grant Proposal Budget Request
- Discuss Toolkit Documents for Creation, Revision and Timelines.
 - Revise PowerPoint Training Presentation, Lead: Karen Secor
 - Revise Pandemic Section, Lead: Jackie Gordon
 - Develop Smart Phone Application, Lead: Kathy Johnson

IX. Adjourn

- Ben Barrett made a motion to adjourn the meeting. Gabriel Schlieve seconded the motion. Motion carried. See Motion Item 4.

The meeting adjourned at 3:01 P.M.