



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 12, 2021

1:00 P.M. to 2:00 P.M.

APPROVED May 27, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

- 1. Action Item:** Karen Secor will have a draft of the revised COVID/Communications Folder PowerPoint Training for review at the next Emergency Preparedness Committee Meeting on May 27, 2021.
- 2. Action Item:** DHS support staff will complete agreed upon revisions to the Pandemic section of the toolkit, and email the revised document to Emergency Preparedness Committee members for review and approval by May 21, 2021.
- 3. Action Item:** DHS support staff will complete additional revisions to the Communications Folder cover letter and Know Your Rights documents, and email the updated documents to Emergency Preparedness Committee Members for approval by May 18, 2021.
- 4. Action Item:** Kathy Johnson will reach out Mildred Lador to inquire about contracting with MAVI to create the Toolkit Application.

B. Emergency Preparedness Committee Motion Items

- 1. Motion Item:** Ben Barrett made a motion to approve the May 12, 2021 Emergency Preparedness Committee meeting agenda as amended. Charles Vandenplas seconded the motion. Motion carried.
- 2. Motion Item:** Ben Barrett made a motion to approve the May 5, 2021 Emergency Preparedness Committee meeting minutes. Charles Vandenplas seconded the motion. Motion carried.
- 3. Motion Item:** Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas 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; Jackie Gordon; and Ben Barrett.

Council Members absent (excused*): Not applicable.

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

II. Meeting Called to Order

Karen Secor, Emergency Preparedness Committee, Chairperson called the meeting to order at 1:03 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 12, 2021 Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the May 12, 2021 Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion.
 - Discussion was had by the Committee and Karen Secor asked that *Discuss Additional Revisions to the Cover Letter and Know Your Rights Documents* be added as a bullet to Agenda Item 6.
 - Ben Barrett made a motion to approve the meeting agenda as amended. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 1.



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IV. Review and Approve May 5, 2021 Emergency Preparedness Committee Meeting Minutes

- Ben Barrett made a motion to approve the May 5, 2021 Emergency Preparedness Committee meeting minutes. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 2.

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

- No public comment received.

VI. Discuss Emergency Preparedness Grant

- 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 Toolkits and additional documents; these funds need to be expended by June 30, 2021.
 - The Committee reviewed current estimated budget and discussed the preference for printing additional items, as bids were coming in under what was estimated.
 - The Committee agreed upon printing additional Visual Communication Cards, and Go Bags for the Emergency Preparedness Folders and Communications Folders if quotes continue to be under budgeted amounts. All quotes will be completed within the next several weeks, with a goal to finalize documents by the week of May 21, 2021.
 - DHS support staff reminded Council members to send dates of presentations with attendee numbers and number of distributed toolkits for grant reporting and the Council's annual report.



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VII. Discuss Toolkit Documents for Creation, Revision and Timelines

- **Revise PowerPoint Training Presentation, Lead: Karen Secor**
 - Karen Secor will have a draft of the revised COVID/Communications Folder PowerPoint Training for review at the next Emergency Preparedness Committee Meeting on May 27, 2021. See Action Item 1.
- **Revise Pandemic Section, Lead: Jackie Gordon**
 - The Emergency Preparedness Committee reviewed the draft of the Pandemic Section of the toolkit and made the following changes:
 - Creating an additional document about telehealth and COVID-19 and having them as separate handouts rather than incorporating them into the toolkit manual to keep it more universal. Committee will utilize resources from the Center for Disease Control (CDC) and the Federal Emergency Management Agency (FEMA) to create these documents.
 - Updating the format of the Pandemic Section to match other toolkit documents, and check color for universal accessibility.
 - Have the items listed in the pandemic section as examples and refer to the Toolkit Checklists for people to determine additional items they may need for Home Kit or Go Bag.
 - Remove united spinal cord information about caregivers and have this section refer more broadly to all people with disabilities and reference the Toolkit's Family Planning Forms and Emergency Health Care Form as tools that can be utilized to prepare for home and community-based services not being available or personal caregiver shortages.
 - DHS support staff will complete agreed upon revisions to the Pandemic Section of the toolkit, and email the revised document to Emergency



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Preparedness Committee members for review and approval by May 21, 2021. See Action Item 2.

- ***Discuss Additional Revisions to the Cover Letter and Know Your Rights Documents***
 - The Emergency Preparedness Committee discussed additional revisions to the approved Cover Letter and Know Your Rights documents.
 - **Cover Letter:**
 - Adding information related to how the Governors Committee for People with Disabilities (GCPD) and CPD are related; as well as the importance of health care accommodations for people with disabilities related to the GCPD COVID-19 Consumer Survey results.
 - Utilizing GCPD's letterhead for Cover Letter as they conducted survey and CPD is listed as contact for presentations and Communications Folder in the letter.
 - Discussion was had that CPD branding will be on outside of Communications Folder, Visual Communications Card, and Know Your Rights document and the QR code will link back to Council's website and the online version of the Toolkit.
 - **Know Your Rights Document:**
 - Adding steps that individuals with disabilities and support personnel can do to self-advocate for their rights, e.g., requesting an accommodation and registering a complaint if denied access.



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- The Committee also discussed adding further guidance issued by FEMA and Office of Civil Rights related to access for persons with disabilities in health care settings.
- Discussion was also had about formatting this document to match the other checklists and forms in the toolkit.
 - DHS support staff will complete additional revisions to the Cover Letter and Know Your Rights documents and email the updated documents to Emergency Preparedness Committee Members for approval by May 18, 2021. See Action Item 3.
- ***Develop Smart Phone Application, Lead: Kathy Johnson***
 - Kathy Johnson reported that she was able to get in touch with Mildred 'Milly' Lador from the Independent Living Center in Puerto Rico (MAVI) regarding utilizing Smart Phone Aps for emergency preparedness; and reported that Mildred Lador was very interested in collaborating and also would be willing to present at the next CPD Quarterly Meeting in July 2021.
 - Kathy Johnson will reach out Mildred Lador to inquire about contracting with MAVI to create the Toolkit Application. See Action Item 4.

VIII. Discuss Agenda Items for May 27, 2021 Emergency Preparedness Committee

- The Emergency Preparedness Committee did not get to this agenda item.

IX. Adjourn

- Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.

The meeting adjourned at 2:14 P.M.