



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

Thursday, May 27, 2021
2:00 P.M. to 3:00 P.M.

APPROVED: June 9, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

1. **Action Item:** DHS support staff will share the Smart Phone Application that will be the foundation for the creation of the Emergency Preparedness Application.

B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Ben Barrett made a motion to amend the May 27, 2021 Emergency Preparedness Committee meeting agenda to include a closed session to discuss membership. Jackie Gordon seconded the motion. Motion carried.
2. **Motion Item:** Ben Barrett made a motion to approve the May 12, 2021 Emergency Preparedness Committee meeting minutes. Jackie Gordon seconded the motion. Motion carried.
3. **Motion Item:** Ben Barrett made a motion to approve the May 21, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried.
4. **Motion Item:** Ben Barrett made a motion to purchase giveaways, such as customized first aid kits with CPD logo and GO Bags for outreach booths at conferences and fairs. Jackie Gordon seconded the motion. Motion carried.
5. **Motion Item:** Ben Barrett made a motion to approve the revised Emergency Preparedness Communication Folder PowerPoint presentation. Jackie Gordon seconded the motion. Motion carried.
6. **Motion Item:** Ben Barrett made a motion to move forward with the development of an Emergency Preparedness Application with toolkit forms and checklists. Jackie Gordon 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; Charles Vandenplas; Gabriel Schlieve; Jackie Gordon; Jeff Fox; 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 1:05 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 821 9780 9077 and via [Zoom](#).

III. Review and Approve May 27, 2021 Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the May 27, 2021 Emergency Preparedness Committee meeting agenda. Jackie Gordon seconded the motion.
 - The Emergency Preparedness Committee discussed entering into closed session after the last agenda item to discuss membership. Ben Barrett made a motion to approve the amended meeting agenda. Jackie Gordon seconded the motion. Motion carried. See Motion Item 1.



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IV. Review and Approve May 12, 2021 Emergency Preparedness Committee Meeting Minutes

- Ben Barrett made a motion to approve the May 12, 2021 Emergency Preparedness Committee meeting minutes. Jackie Gordon seconded the motion. Motion carried. See Motion Item 2.

V. Review and Approve May 21, 2021 Emergency Preparedness Committee Meeting Minutes

- Ben Barrett made a motion to approve the May 21, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried. See Motion Item 3.

VI. Public Comment on the [State Plan for People with Disabilities, 2019-2021](https://cpd.wisconsin.gov/pdfiles/stateplan2019-21.pdf) (<https://cpd.wisconsin.gov/pdfiles/stateplan2019-21.pdf>) or Issues Impacting People with Physical Disabilities (2:10 P.M.–2:20 P.M.)

- No public comment received.

VII. Discuss Status of Emergency Preparedness Grant Budget

- The Emergency Preparedness Committee discussed the grant funding available through the Office of Preparedness and Emergency Health Care (OPEC) to assist with updating and producing more Emergency Preparedness Toolkits and additional documents; these funds need to be expended by June 30, 2021.
 - DHS Support Staff stated there is approximately \$20,000 in grant funds left to spend.
 - The Emergency Preparedness Committee discussed adding 'swag' such as small first aid kits with the CPD logo to add to the GO Bags and to have as give away items at conference outreach booths.
 - Ben Barrett made a motion to purchase giveaways, such as customized first aid kits with CPD logo and GO Bags for outreach booths at conferences and fairs. Jackie Gordon seconded the motion. Motion carried. See motion item 4.



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VIII. Discuss and Review PowerPoint Training Presentation

- The Emergency Preparedness Committee discussed and reviewed the Emergency Preparedness Communication Folder PowerPoint presentation.
 - Ben Barrett made a motion to approve the revised Emergency Preparedness Communication Folder PowerPoint presentation. Jackie Gordon seconded the motion. Motion carried. See Motion Item 5.

IX. Discuss Development of Emergency Preparedness Smart Phone Application

- The Emergency Preparedness Committee discussed the 2 Phases of Smart Phone Application (App) development:
 - Phase 1: Converting the fillable forms from the Emergency Preparedness Toolkit into an app and fillable in app form; to save, print and/or obtain from the Apple store and Google Play.
 - Phase 2: Building an app for the Visual Communication Card. Including an audio communication board.
- Ben Barrett made a motion to move forward with the development of an Emergency Preparedness Application with toolkit forms and checklists. Jackie Gordon seconded the motion. Motion carried. See Motion Item 6.
- DHS support staff will share the Smart Phone Application that will be the foundation for the creation of the Emergency Preparedness Application. See Action Item 1.

X. Discuss Agenda Items for June 9, 2021 Emergency Preparedness Committee Meeting

- The Emergency Preparedness Committee discussed agenda items for June 9, 2021 meeting:
 - Review and Approve June 9, 2021 Emergency Preparedness Committee Meeting Agenda;



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- Review and Approve May 27, 2021 Emergency Preparedness Committee Meeting Minutes;
- Public Comment on the [State Plan for People with Disabilities, 2019-2021](https://cpd.wisconsin.gov/pdffiles/stateplan2019-21.pdf) (<https://cpd.wisconsin.gov/pdffiles/stateplan2019-21.pdf>) or Issues Impacting People with Physical Disabilities (1:10 P.M.– 1:20 P.M.);
- Discuss Status of Emergency Preparedness Grant;
- Discuss Outreach and Presentations on Emergency Preparedness Toolkit;
- Discuss Development of Emergency Preparedness Smart Phone Application;
- Discuss Draft Press Release for Emergency Preparedness Communications Folder and New Toolkit Materials;
- Discuss Agenda Items for July 14, 2021 Emergency Preparedness Committee Meeting; and
- Adjourn.

XI. Adjourn

- Charles Vandenplas made a motion to adjourn the meeting. Jackie Gordon seconded the motion. Motion carried. See Motion Item 8.

The Emergency Preparedness Committee entered into closed session at 2:55 P.M.

The meeting adjourned at 3:21 P.M.