



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, August 11, 2021

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

Approved September 8, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

1. **Action Item:** DHS support Staff will email Full CPD Membership the web link for the Emergency Preparedness Smart Phone Application; requesting that all comments and edits be submitted to DHS by Friday, August 20, 2021 for finalizing the project.
2. **Action Item:** Ben Barrett will send DHS Support Staff a quote for the Draft Press Release referencing the collaboration between GCPD and CPD.
3. **Action Item:** Ramsey Lee suggested reaching out to People First groups to distribute Toolkits; and will work on getting a contact for DHS Support Staff to connect with.

B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Ben Barrett made a motion to approve the August 11, 2021 Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion. Motion carried.
2. **Motion Item:** Charles Vandenplas made a motion to approve the July 14, 2021 Emergency Preparedness Committee meeting minutes. Ben Barrett seconded the motion. Motion carried.
3. **Motion Item:** Ben Barrett made a motion to tentatively approve the Emergency Preparedness Smart Phone Application; with any edits being submitted to DHS Support Staff by Friday, August 20, 2021. Charles Vandenplas seconded the motion. Motion carried.



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4. **Motion Item:** Jeff Fox made a motion to approve the Draft Press Release for Emergency Preparedness Communication Folder and New Toolkit Materials with additional and edits that were discussed. Charles Vandenplas seconded the motion. Motion carried.
5. **Motion Item:** Ben Barrett made a motion to follow up with the regional FEMA office to request to use the FEMA Shelter-in Place document as a separate inserted addition to the Toolkit. Charles seconded the motion. Motion carried.
6. **Motion Item:** Jeff Fox made a motion to table Agenda Item VIII until the September 8, 2021 Emergency Preparedness Committee Meeting. Charles Vandenplas seconded the motion. Motion carried.
7. **Motion Item:** Ben Barrett made a motion to approve the Draft September 8, 2021 Emergency Preparedness Committee Meeting agenda, and extend the meeting .5 hours to accommodate time needed for discussion of Agenda Items. Charles Vandenplas seconded the motion. Motion carried.
8. **Motion Item:** Gabriel Schlieve made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried.

C. Emergency Preparedness Committee Meeting Minutes

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

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

Council Members absent (excused*): Jackie Gordon*

Guest(s): Natalie Easterday, Wisconsin Emergency Management, Wisconsin Emergency Response Services Supervisor; Ramsey Lee, Member-at-Large, Governors Committee for People with Disabilities (GCPD).

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



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Meeting Called to Order

Karen Secor, Emergency Preparedness Committee, Chairperson called the meeting to order at 1:02 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 871 1031 4016 and via [Zoom](#).

II. Review and Approve August 11, 2021 Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the August 11, 2021 Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 1.

III. Review and Approve July 14, 2021 Emergency Preparedness Committee Meeting Minutes

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

IV. 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.

V. Review Emergency Preparedness Smart Phone Application

- The Executive Committee reviewed a draft of the Emergency Preparedness Smart Phone Application via an online web link to a demonstration of the application. The Committee agreed to have the full council review the applications, and have edits to DHS Support Staff by Friday, August 20, 2021.
 - Ben Barrett made a motion to tentatively approve the Emergency Preparedness Smart Phone Application; with any edits being submitted to DHS Support Staff by Friday, August 20, 2021.



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- Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.
- DHS support Staff will email Full CPD Membership the web link for the Emergency Preparedness Smart Phone Application; requesting that all comments and edits be submitted to DHS by Friday, August 20, 2021 for finalizing the project. See Action Item 1.

VI. Review Draft Press Release for Emergency Preparedness Communication Folder and New Toolkit Materials

- The Emergency Preparedness Committee discussed the Draft Press Release; and incorporating the following:
 - Keeping consistent language with the Toolkit; using CPD or The Council.
 - Referencing the move into the Delta Variant, COVID-19.
 - Footnoting references.
 - Adding a quote from Ben Barrett.
 - Add information about what parts of the Toolkit were updated; include page numbers.
- Jeff Fox made a motion to approve the Draft Press Release for Emergency Preparedness Communication Folder and New Toolkit Materials with additional and edits that were discussed. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 4.
- Ben Barrett will send DHS Support Staff a quote for the Draft Press Release referencing the collaboration between GCPD and CPD. See Action Item 2.

VII. Discuss Outreach and Presentation on Emergency Preparedness Toolkit

- The Emergency Preparedness Committee discussed outreach, presentation and distribution of Emergency Preparedness Toolkits and Communions Folder.



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- Committee discussed possible updates to the next edition of the Toolkits including the Federal Emergency Management Agency (FEMA) Shelter-in-Place guidance and incorporating a map of Wisconsin with counties identified on the CPD Visual Communication Card.
 - Ben Barrett made a motion to follow up with the regional FEMA office to request to use the FEMA Shelter-in Place document as a separate inserted addition to the Toolkit. Charles seconded the motion. Motion carried. See Motion Item 5.
- DHS Support Staff shared that there is a need to move old stock so that the new 4th edition has room to be stored at DHS; 873 Toolkits need to be distributed within the next few months. Committee discussed a plan for distribution:
 - DHS Support staff shared a conversation with Andrew Beckett, Wisconsin Emergency Management, Public Information Officer, regarding distributing the Toolkits to every County Emergency Manager, and Tribal Unit; an updated list serve with addresses should be sent within the next month.
 - DHS Support Staff shared that they have obtained an updated mailing list for ADRCs and Tribal Units for distributing Toolkits.
 - Ramsey Lee suggested reaching out to People First groups to distribute Toolkits; and will work on getting a contact for DHS Support Staff to connect with. See Action Item 3.



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VIII. Discuss Emergency Preparedness Section of the CPD 2021 Annual Report

- The Emergency Preparedness Committee did not get to this agenda item.
 - Jeff Fox made a motion to table Agenda Item VIII until the September 8, 2021 Emergency Preparedness Committee Meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 6.

IX. Discuss Agenda Items for September 8, 2021 Emergency Preparedness Committee Meeting

- The Emergency Preparedness Committee discussed agenda items for September 8, 2021 meeting:
 - Review and Approve Draft Press Release for Emergency Preparedness Communications Folder and New Toolkit Materials
 - Discuss Update on Federal Emergency Management Agency (FEMA) Shelter-in-Place Guidance Document
 - Discuss Outreach and Presentations on Emergency Preparedness Toolkit
 - Update on Emergency Preparedness Toolkit Inventory and Disbursement
 - Recording On-Demand Webinar Presentations
 - Social Media Outlets: Facebook; YouTube Channel
 - Website Language
 - Discuss Emergency Preparedness Section of the CPD 2021 Annual Report
 - Discuss Agenda Items for October 13, 2021 Emergency Preparedness Committee Meeting
 - Adjourn



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- Ben Barrett made a motion to approve the Draft September 8, 2021 Emergency Preparedness Committee Meeting Agenda, and extend the meeting by .5 hours to accommodate time needed for discussion of Agenda Items. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 7.

X. Adjourn

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

The meeting adjourned at 2:02 P.M.