



1 WEST WILSON STREET,
ROOM 551
POST OFFICE BOX 2659
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WEBSITE:
dhs.wisconsin.gov/cpd

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

Wednesday, August 14, 2024

12:00 P.M. to 1:00 P.M.

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

1. **Action Item:** DHS Staff will investigate and provide the budget updates to the Committee at the next meeting. Action Item VI.
2. **Action Item:** DHS Staff will send out email to request to full council members to sit at the table. Action Item VIII.

B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Jeff Fox made a motion to approve the August 14, 2024, Emergency Preparedness Committee meeting agenda as amended. Jackie Gordon seconded motion. Motion Carried.
2. **Motion Item:** Jeff Fox made a motion to approve the July 10, 2024, Emergency Preparedness Committee Meeting Minutes. Jason Ostrowski seconded the motion. Motion Carried.
3. **Motion Item:** Jackie made a motion to designate a workgroup to include DHS, Karen Secor, Jackie Gordon, and Lisa Sobczyk. Ben Barrett seconded the motion. Motion Carried.
4. **Motion Item:** Jackie Gordon made a motion to add Active Shooter and Bomb Threats to Emergency Preparedness Toolkit. Charles Vandenplas seconded the motion. Motion Carried.
5. **Motion Item:** Jeff Fox made a motion to adjourn the meeting. Jason Ostrowski seconded the motion. Motion Carried.



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C. Emergency Preparedness Committee Meeting Minutes

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

Emergency Preparedness Committee Members present: Karen Secor, Jeff Fox, Jackie Gordon, Jason Ostrowski, Ben Barrett, and Charles Vandenplas.

Council Members absent (excused*): Ramsey Lee.

Guests:

American Sign Language (ASL) Interpreting Services: Chantel Wiedmeyer, Sadi Dudley

DHS Staff Support present: Zachary Davenport, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR) and Angela Brenna, DHS, BADR.

Meeting Called to Order

Karen Secor, Emergency Preparedness Committee, Chairperson called the meeting to order at 12:30 P.M.

The meeting was available via phone at (669) 254-5252 and Meeting ID: 161 1786 1716 and **via Zoom:** <https://dhs.wi.zoomgov.com/j/16117861716>

II. Review and Approve August 14, 2024, Emergency Preparedness Committee Meeting Agenda

- Jeff Fox made a motion to approve the August 14, 2024, Emergency Preparedness Committee meeting agenda as amended. Jackie Gordon seconded the motion. Motion carried. Motion Item 1

III. Review and Approve July 10 2024, Emergency Preparedness Committee Meeting Minutes

- Jeff Fox made a motion to approve the July 10, 2024, Emergency Preparedness Committee Minutes. Jason Ostrowski seconded the motion. Motion carried. See Motion Item 2.



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IV. Public Comment on the State Plan for People with Disabilities, 2022-2024 (<https://dhs.wisconsin.gov/cpd/cpd-state-plan-2022-24.pdf>) or Issues Impacting People with Physical Disabilities (12:10 P.M – 12:30 P.M.)

- No public comment.

V. Update on Outdated/Bad Links on CPD Emergency Preparedness Toolkit, Tools, and Resources Webpage

- Karen Secor shared that she and Jackie created a list of the link that are dead. She emailed the link to Jackie and Zachary. The links need to be reviewed to make sure the updated links are workable.
- Jackie Gordon made the motion to designate a workgroup to include DHS, Karen Secor, Jackie Gordon, and Lisa Sobczyk. Zachary Davenport will schedule the meeting. Ben Barrett seconded the motion. See Motion Item 3.
- Jackie Gordon made the motion to add Active Shooter and Bomb Threats to Emergency Preparedness Toolkit. Charles Vandenplas seconded the motion. Motion Carried. See Motion Item 4.

VI. Update on Emergency Preparedness Toolkit inventory, Storage Options, Jump Drive, and Disbursement

- DHS Staff Support shared that the Office of Preparedness and Emergency Health Care (OPHEC) plan to provide the funding. The funding can be used to print more of the toolkit.
- DHS Staff Support shared the suggestion of alternative Toolkit material to print out more toolkit like Ho-Chunk's Emergency toolkit.
- Jeff made a motion
- The Committee discussed the current budget update. The Committee requested DHS look into the current budget. DHS Staff will investigate and provide the budget updates to the Committee at the next meeting. See Action 1.



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- DHS Support staff provided update on Tool kit Inventory to member during the meeting.
 - Charles Vandenplas shared that he has 40 First Aid Kits.
 - Vision Communication Tool Cards: 471
 - Emergency Preparedness Forms Folder: 379
 - Emergency Preparedness Medical: 0
 - Emergency Preparedness Toolkits: 0
 - Emergency Preparedness Comms Folder: 678

VII. Discuss Emergency Preparedness Toolkit

- Discuss including active shooter preparedness in Emergency Preparedness toolkit.

VIII. Discuss 2024 Outreach Opportunities

- DAV and Auxiliary State Convention, Charles Vandenplas
 - The next convention will be on October 18-19 (half-day event). Charles would like the toolkits on the 18th. The convention will be held in Stevens Point.
- A Home for Everyone, Next Year Housing Committee
 - This event will be hold on to next year.
- Caregiver Conference, September 27
 - This event will be hold on to next year.
- Self-Determination Conference, October 20-23
 - All the remaining toolkits will be brought to the conference.
 - DHS staff will send out email to request full council members to sit at the table. See Action 2.



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IX. Draft the September 11, 2024, CPD Emergency Preparedness Meeting Agenda

- The Committee drafted the Emergency Preparedness Meeting Agenda for September 11, 2024.

X. Adjourn

- Jeff Fox made a motion to adjourn the meeting. Jason Ostrowski seconded the motion. Motion carried. See Motion Item 5.

The meeting adjourned at 1:00 P.M.