



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, February 9, 2022

12:00 P.M. to 1:30 P.M.

Approved March 9, 2022

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

- 1. Action Item:** Karen Secor, Ben Barrett and Jeff Fox will meet and review all existing Emergency Preparedness Toolkit materials on an annual basis (February) and potential updates of changes prior to the March Emergency Preparedness Meeting.
- 2. Action Item:** The Committee discussed outreach on Emergency Preparedness Toolkits. Charles Vandenplas, Karen Secor and Jackie Gordon stated that they will attend the Department of Wisconsin Disabled American Veterans Conference in Green Bay, June 10 and 11, 2022, and will inquire about having a vendor table and toolkits to hand out.
- 3. Action Item:** Karen Secor will send Emergency Preparedness PowerPoint edits and notes to DHS support staff. DHS support staff will incorporate changes and edits discussed to the current Emergency Preparedness PowerPoint Presentation.
- 4. Action Item:** The Committee members will send any edits or updates to the How to Get Started document to DHS support staff prior to the March 9, 2022, Emergency Preparedness meeting.
- 5. Action Item:** DHS Support Staff will continue to check the Google Form to see if there are new requests for Emergency Preparedness Toolkits and documents.

B. Emergency Preparedness Committee Motion Items

- 1. Motion Item:** Ben Barrett made a motion to approve the February 9, 2022, Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion. Motion carried.



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2. **Motion Item:** Charles Vandenplas made a motion to approve the January 12, 2022, Emergency Preparedness Committee meeting minutes with the correction of Action Item 3; *replacing Karen Secor with Karen Potnek*. Nicole Herda seconded the motion. Motion carried.
3. **Motion Item:** Jeff Fox made a motion that three CPD Committee members attend the Department of Wisconsin Disabled American Veterans Conference in Green Bay, June 10 and 11, 2022. Jackie Gordon seconded the motion. Motion carried.
4. **Motion Item:** Gabriel Schlieve made a motion to adjourn the meeting. Jeff Fox 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; Jeff Fox; Ben Barrett; Jackie Gordon; Gabriel Schlieve; Charles Vandenplas; and Nicole Herda.

Council Members absent (excused*): Not applicable.

Guest(s): Lacy Donatell, Wisconsin Emergency Management (WEM).

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

Meeting Called to Order

Karen Secor, Emergency Preparedness Committee, Chairperson called the meeting to order at 12:01 P.M.

The meeting was available via phone at 1-844-708-2569 and Meeting ID: 160 093 7614; Passcode: 779829 and via [Zoom](#).



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II. Review and Approve February 9, 2022, Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the February 9, 2022, Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 1.

III. Review and Approve January 12, 2022, Emergency Preparedness Committee Meeting Minutes

- Charles Vandenplas made a motion to approve the January 12, 2022, Emergency Preparedness Committee meeting minutes with the correction of Action Item 3, *replacing Karen Secor with Karen Potnek*. Nicole Herda 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/pdffiles/stateplan2019-21.pdf) (<https://cpd.wisconsin.gov/pdffiles/stateplan2019-21.pdf>) or Issues Impacting People with Physical Disabilities (12:10 P.M.–12:20 P.M.)

- No Public Comment received.

V. Review and Discuss 2022-2024 CPD Work Plan, Emergency Preparedness Section

- ***Discuss Strategies and Deliverables:*** The Committee discussed the updated CPD 2022-2024 State Plan, Emergency Preparedness Section.
 - Discussed going over existing materials on an annual basis (in February) and potential updates of changes.
 - Karen Secor, Ben Barrett and Jeff Fox will meet and review all existing Emergency Preparedness Toolkit materials on an annual basis (February) and potential updates of changes prior to the March Emergency Preparedness Meeting. See Action Item 1.
- The Committee discussed outreach on Emergency Preparedness Toolkits. Charles Vandenplas, Karen Secor and Jackie Gordon stated that they will attend the Department of Wisconsin Disabled American Veterans Conference in Green Bay, June 10 and 11, 2022, and will inquire about having a vendor table and toolkits to hand out. See Action Item 2.



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- Jeff Fox made a motion that three CPD Committee members attend the Department of Wisconsin Disabled American Veterans Conference in Green Bay, June 10 and 11, 2022. Jackie Gordon seconded the motion. Motion carried. See Motion Item 3.
- The Committee discussed having a tablet to share the fill out forms for the Emergency Preparedness Smart Phone Application and doing a press release regarding the application.
- **Work Plan Template:** The Committee agreed to move forward with the colorful dashboard template for capturing the progress of strategies and achievements used in the prior CPD State Plan.

VI. Discuss Outreach and Presentation on Emergency Preparedness Toolkit

- **Update on PowerPoint Presentation:** The Committee reviewed the updated PowerPoint presentation and discussed adding additional edits to moving slides around. DHS support staff went over changes and updates that were made after the last Emergency Preparedness Committee Meeting.
 - Karen Secor will send edits and notes to DHS support staff. DHS support staff will incorporate changes and edits discussed to the current Emergency Preparedness PowerPoint Presentation. See Action Item 3.
- **Review Document; How to Use the Emergency Preparedness Toolkit:** The Committee reviewed the *How to Get Started* document and talked about making edits to the following:
 - Adding a QR Code
 - Adding language about fillable forms
 - Changing Ziploc bags to waterproof bags
 - The Committee members will send any edits or updates to the How to Get Started document to DHS support staff prior to the March 9, 2022, Emergency Preparedness meeting. See Action Item 4.



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- ***Update on Emergency Preparedness Toolkit Inventory and Disbursement:*** The Committee discussed the Emergency Preparedness Toolkit inventory spreadsheet and continuing to do outreach and distributing toolkits.
 - DHS Support Staff shared that the Independent Living Center (ILC) in Puerto Rico has now shared the Emergency Preparedness Toolkit with an ILC in the Dominican Republic, and there are requests for Toolkits to be mailed.
 - DHS Support Staff will continue to check the Google Form to see if there are new requests for Emergency Preparedness Toolkits and documents. See Action Item 5.
- ***Update on List Serve of Statewide County Emergency Manager, and Tribal Units:*** The Committee discussed having an updated list serve and now needing to work on outreach to the Statewide County Emergency Management Departments with mailing Emergency Preparedness Toolkits with a cover letter.
 - Also discussed the idea of creating a training video with assistance with the DHS Multimedia team to provide an overview of the Emergency Preparedness Toolkits. Ben Barrett, Karen Secor and Jeff Fox volunteered for this effort.

VII. Adjourn

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

The meeting adjourned at 1:09 P.M.