



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551
POST OFFICE BOX 2659
MADISON, WI 53701-2659
PHONE: 608-266-3118
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Wisconsin Council on Physical Disabilities (CPD) Emergency Preparedness Committee Teleconference Meeting

**Friday, May 21, 2021
2:00 P.M. to 3:00 P.M.**

APPROVED May 27, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

1. **Action Item:** The Operating Agreement agenda item will be discussed at the next CPD Executive Committee meeting on June 10, 2021.
2. **Action Item:** All members of the Emergency Preparedness Committee agreed by voicing their approval that the Know Your Rights Document was approved to go to DHS' Printing Department.
3. **Action Item:** All members of the Emergency Preparedness Committee agreed by voicing their approval that the Pandemic Section of the Emergency Preparedness Toolkit was approved to go to DHS Printing Department.
4. **Action Item:** DHS support staff will email Cover letters and related documents to Emergency Preparedness Committee members to review and vote via email by Monday, May 24, 2021 at 12:00 PM.

B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Charles Vandenplas made a motion to approve the May 21, 2021 Emergency Preparedness Committee meeting agenda. Jackie Gordon seconded the motion. Motion carried.
2. **Motion Item:** Jeff Fox made a motion that Emergency Preparedness Committee members review the Communications Cover Letter approved on 5-5-21, the revised Cover Letter emailed on 5-18-21, and for members to vote via email for the Communications Cover Letter they prefer for the Communications Folder, if the Survey Results Executive Summary should be included in the folder, and letterhead preference by Monday, May 24, 2021 at 12:00 PM. Charles Vandenplas seconded the motion. Motion carried.



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- 3. 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; Kathy Johnson; Charles Vandenplas; Gabriel Schlieve; Jackie Gordon; and Ben Barrett.

Council Members absent (excused*): Not applicable.

Guest: Jeff Fox, CPD, Member At-Large.

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 2:03 P.M.

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



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III. Review and Approve May 21, 2021 Emergency Preparedness Committee Meeting Agenda

- Charles Vandenplas made a motion to approve the May 21, 2021 Emergency Preparedness Committee meeting agenda. Jackie Gordon seconded the motion. Motion carried. See Motion Item 1.

IV. Discuss Operating Agreement

- Emergency Preparedness Committee discussed Chapter 19 of Wisconsin State Statute; General Duties of Public Officials, and Code of Conduct Operating Agreement that should be acknowledged and followed by all CPD membership.
 - The Emergency Preparedness Committee agreed that this will be a continued discussion at the next Council Executive Committee.
 - The Operating Agreement agenda item will be discussed at the next CPD Executive Committee Meeting on June 10, 2021. See Action Item 1.

V. Discuss Status of 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.
 - DHS support staff notified Committee that all toolkit documents need to be finalized and to the DHS Printing Department by Tuesday, May 25, 2021.
 - Currently, there is approximately \$32,000 in grant funds left to spend. The Committee is waiting on final costs of GO BAGS, labor, and app. The entire grant is on course to be expended before June 30, 2021.



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VI. Discuss Emergency Preparedness Communication Folder

- The Emergency Preparedness Committee discussed the Know Your Rights Document and Cover Letter that were revised based on discussion at the last Emergency Preparedness Committee meeting on May 5, 2021.
- Kathy Johnson stated that she had concerns about revisions of the documents, in particular the Cover Letter.
- As a result, the Emergency Preparedness Committee reviewed each item individually.
 - All members of the Emergency Preparedness Committee agreed by voicing their approval that the Know Your Rights Document was approved to go to DHS Printing Department. See Action Item 2.
 - All members of the Emergency Preparedness Committee agreed by voicing their approval that the Pandemic Section of the Emergency Preparedness Toolkit was approved to go to DHS Printing Department. See Action Item 3.
 - The Emergency Preparedness Committee discussed the Cover Letter from 5-5-21 and the revised version of the Cover Letter; and possibly combining both documents.
 - Kathy Johnson voiced opposition to language in the revised cover letter in the first paragraph: *In general, people with disabilities often are more susceptible to preventable health problems that decrease their overall health and quality of life.*
 - Jackie Gordon suggested possibly adding the Governors Committee for People with Disabilities (GCPD) Survey Results Executive Summary to the folder; and to change the wording of the revised Cover Letter to add what was learned from the COVID-19 Consumer Survey.



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- Karen Secor suggested reorganizing the paragraphs in the revised Cover Letter to discuss CPD first, and then follow with the collaboration with GCPD and information about the GCPD COVID-19 Consumer Survey. Also, Karen Secor stated that clarification language should be added to the Cover Letter on who the audience of the letter will be: people with disabilities and/or health care providers.
- Kathy Johnson also voiced concerns that the revised Cover Letter did not use people first language.
- The Emergency Preparedness Committee was running low on time and was not in agreement with how to proceed with the Cover Letter.
- This led to a motion.
 - Jeff Fox made a motion that Emergency Preparedness Committee members review the Communications Cover Letter approved on 5-5-21, the revised Cover Letter emailed on 5-18-21, and for members to vote via email for the Communications Cover Letter they prefer for the Communications Folder, if the Survey Results Executive Summary should be included in the folder, and letterhead preference by Monday, May 24, 2021 at 12:00 PM. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 2.
 - DHS support staff will email Cover letters and related documents to Emergency Preparedness Committee members to review and vote via email by Monday, May 24, 2021 at 12:00 PM. See Action Item 4.

VII. Adjourn

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

The meeting adjourned at 3:10 P.M.