



COUNCIL ON  
PHYSICAL DISABILITIES

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

Wednesday, June 9, 2021

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

Approved July 14, 2021

### Emergency Preparedness Committee Action and Motion Items

#### A. Emergency Preparedness Committee Action Items

1. **Action Item:** DHS Support Staff will mail out Emergency Preparedness Toolkits and Communication Folders as they are requested by Emergency Preparedness Committee members.
2. **Action Item:** Emergency Preparedness Committee Members discussed presenting on the Communications Folder and Toolkit updates at the next CPD Quarterly Meeting, and will add the agenda item to the next Quarterly Meeting July 2021.
3. **Action Item:** DHS Support Staff will request the App Developer attend the next Emergency Preparedness Committee on July 14, 2021 to present a draft of the App.
4. **Action Item:** Karen Secor will draft a Press Release to review at the next Emergency Preparedness Committee meeting on July, 14, 2021.

#### B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Ben Barrett made a motion to approve the June 9, 2021 Emergency Preparedness Committee meeting agenda. Jeff Fox seconded the motion. Motion carried.
2. **Motion Item:** Ben Barrett made a motion to approve the May 27, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried.
3. **Motion Item:** Gabriel Schlieve made a motion to adjourn the meeting. Ben Barrett 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 1:03 P.M.**

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

### **III. Review and Approve June 9, 2021 Emergency Preparedness Committee Meeting Agenda**

- Ben Barrett made a motion to approve the June 9, 2021 Emergency Preparedness Committee meeting agenda. Jeff Fox seconded the motion. Motion carried. See Motion Item 1.

### **IV. Review and Approve May 27, 2021 Emergency Preparedness Committee Meeting Minutes**

- Ben Barrett made a motion to approve the May 27, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried. See Motion Item 2.

### **V. 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 (2:10 P.M.–2:20 P.M.)**

- No public comment received.



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## **VI. 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 that the grant has been fully expensed, and the Emergency Preparedness Committee agreed that now the focus will be on presentation, distribution and outreach.

## **VII. Discuss Outreach and Presentation on Emergency Preparedness Toolkit**

- The Emergency Preparedness Committee discussed outreach, presentation and distribution of Emergency Preparedness Toolkits and Communications Folder.
  - Discussed presenting at the DHS Aging and Disability Network Forum, to the Disabled American Vets Group in Ashland, and identifying statewide conferences and outreach booths.
  - Ben Barrett stated he reached out to his contact for the Self-Determination Conference, since they will be having an in-person conference, to inquire about having a booth at the conference and/or presenting a workshop.
  - Ben Barrett shared that will be presenting to North Country Independent Living Center staff and board members on June 16, 2021.
  - DHS Support Staff will mail out Emergency Preparedness Toolkits and Communication Folders as they are requested by Emergency Preparedness Committee members. See Action Item 1.



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- Emergency Preparedness Committee Members discussed presenting on the Communications Folder and Toolkit updates at the next CPD Quarterly Meeting, and will add the agenda item to the next Quarterly Meeting July 22, 2021. See Action Item 2.

#### **VIII. 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.
  - The Emergency Preparedness Committee discussed the platform for building the App being called, *Tell your Story*. Also discussed the option of purchasing an iPad or Tablet, and small wireless printer to have at outreach booths so that forms can be filled out and printed using the App.
  - DHS Support Staff will request the App Developer attend the next Emergency Preparedness Committee on July 14, 2021 to present a draft of the App. See Action Item 3.

#### **IX. Discuss Draft Press Release for Emergency Preparedness Communications Folder and New Toolkit Materials**

- The Emergency Preparedness Committee discussed issuing a Press Release regarding the updated toolkit material; pandemic section and Communications Folder materials.
  - Karen Secor will draft a Press Release to review at the next Emergency Preparedness Committee meeting on July, 14, 2021. See Action Item 4.



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**X. Discuss Agenda Items for July 14, 2021 Emergency Preparedness Committee Meeting**

- The Emergency Preparedness Committee discussed agenda items for July 14, 2021 meeting:
  - Review Emergency Preparedness Smart Phone Application;
  - Review Draft Press Release for Emergency Preparedness Communications Folder and New Toolkit Materials;
  - Discuss Outreach and Presentations on Emergency Preparedness Toolkit;
    - Presentation at CPD Quarterly Meeting, July 22, 2021
  - Discuss Emergency Preparedness Section of the CPD 2021 Annual Report;
  - Discuss Agenda Items for July 14, 2021 Emergency Preparedness Committee Meeting; and

**XI. Adjourn**

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

**The meeting adjourned at 1:42 P.M.**