



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551
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**Wisconsin Council on Physical Disabilities (CPD)
Emergency Preparedness Committee Teleconference Meeting**

Wednesday, July 14, 2021

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

Approved August 11, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

- 1. Action Item:** Karen Secor and DHS Support Staff will redraft the Press Release, and email it to the Emergency Preparedness Committee prior to the CPD Quarterly Meeting on July 22, 2021.
- 2. Action Item:** DHS Support Staff will mail the Emergency Preparedness Toolkits, Forms Folders and Communication Folders as they are requested by Emergency Preparedness Committee members.
- 3. Action Item:** DHS Support Staff will mail Karen Secor a paper version of the most recent version of the Emergency Preparedness Presentation PowerPoint slides.
- 4. Action Item:** DHS Support Staff will email Karen Secor the SFY 2019 CPD Annual Report as guidance when drafting the Emergency Preparedness Section of the CPD 2021 Annual Report.

B. Emergency Preparedness Committee Motion Items

- 1. Motion Item:** Jeff Fox made a motion to approve the July 14, 2021 Emergency Preparedness Committee meeting agenda with the removal of Agenda Item V: *Discuss Development of Emergency Preparedness Smart Phone Application*, due to not having smart phone application material to review. Ben Barrett seconded the motion. Motion carried.
- 2. Motion Item:** Ben Barrett made a motion to approve the June 9, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried.



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- 3. Motion Item:** Jeff Fox made a motion to adjourn the meeting. Ben Barrett 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; Jackie Gordon; Jeff Fox; and Ben Barrett.

Council Members absent (excused*): *Charles Vandenplas

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

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 July 14, 2021 Emergency Preparedness Committee Meeting Agenda

- Jeff Fox made a motion to approve the July 14, 2021 Emergency Preparedness Committee meeting agenda with the removal of Agenda Item V: *Discuss Development of Emergency Preparedness Smart Phone Application*, due to not having smart phone application material to review. Ben Barrett seconded the motion. Motion carried. See Motion Item 1.

III. Review and Approve June 9, 2021 Emergency Preparedness Committee Meeting Minutes

- Ben Barrett made a motion to approve the June 9, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried. See Motion Item 2.



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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 (2:10 P.M.–2:20 P.M.)

- No public comment received.

V. Review Emergency Preparedness Smart Phone Application

- This agenda item has been removed due to not having smart phone application material to review.

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

- The Emergency Preparedness Committee discussed the Draft Press Release that was drafted by Karen Secor; and incorporating the following:
 - Focus on two to three high level points and keep the Press Release to a maximum of 2 pages.
 - Discussed adding a web link to the CPD Website and Emergency Preparedness Toolkit material in the first paragraph.
 - Adding language about the historical significance of the Toolkit (eg. 14+ years in the making, 4th addition).
 - Adding a quote(s) from the GCPD COVID-19 Consumer Survey.
 - Add information about what parts of the Toolkit were updated; include page numbers.
- Karen Secor and DHS Support Staff will redraft the Press Release, and email it to the Emergency Preparedness Committee prior to the CPD Quarterly Meeting on July 22, 2021. See Action Item 1.

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.
 - DHS Support staff shared that the distribution tracking spreadsheet has been updated, and numbers were also updated on the CPD 2020 Annual Report since errors were found.



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- The Emergency Preparedness Committee discussed the idea of collecting data on how others are using the Emergency Preparedness Toolkit and Communication Folder.
- DHS Support Staff will mail the Emergency Preparedness Toolkits, Forms Folders and Communication Folders as they are requested by Emergency Preparedness Committee members. See Action Item 2.
- ***Presentation to CPD Full Council at July 22, 2021 Quarterly Meeting***
- Karen Secor, Jeff Fox and Ben Barrett agreed that they would share the responsibility of presenting at the upcoming Full Council meeting.
 - Per Karen Secor's request, DHS Support Staff will mail Karen Secor the most recent version of the PowerPoint slides. See Action Item 3.

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

- The Emergency Preparedness Committee discussed the need to draft the Emergency Preparedness Section of the CPD 2021 Annual Report.
 - Karen Secor stated she would assist with writing the Emergency Preparedness Section of the annual report based on State Fiscal Year (SFY) 2019 language and updating data.
 - DHS Support Staff will email Karen Secor the SFY 2019 CPD Annual Report as guidance when drafting the Emergency Preparedness Section of the CPD 2021 Annual Report. See Action Item 4.

IX. Discuss Agenda Items for August 11, 2021 Emergency Preparedness Committee Meeting

- The Emergency Preparedness Committee discussed agenda items for August 11, 2021 meeting:
 - Review Emergency Preparedness Smart Phone Application;



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- Review and Approve Draft Press Release for Emergency Preparedness Communications Folder and New Toolkit Materials;
- Discuss Outreach and Presentations on Emergency Preparedness Toolkit;
 - Recording On-Demand Webinar
 - Social Media; Facebook, YouTube
 - Website language
- Discuss Emergency Preparedness Section of the CPD 2021 Annual Report;
- Discuss Agenda Items for September 8, 2021 Emergency Preparedness Committee Meeting.

X. Adjourn

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

The meeting adjourned at 2:08 P.M.