



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

Wednesday, September 8, 2021

1:00 P.M. to 2:30 P.M.

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

- Action Item:** The Committee discussed outreach utilizing the CPD Website and Facebook page. Ben Barrett will connect with Jason Ostrowski regarding his continuing interested in being involved with CPD social media.
- Action Item:** DHS Support staff will follow-up with a conversation from August 2021 with Andrew Beckett, Wisconsin Emergency Management, Public Information Officer, regarding distributing the Toolkits to every County Emergency Manager, and Tribal Unit per an updated list serve with addresses.
- Action Item:** DHS Support Staff will follow-up with a conversation from August 2021 with Andrew Beckett, Wisconsin Emergency Management, Public Information Officer, regarding requesting feedback on the Ready Wisconsin Website (eg. what section of the website needs review).

B. Emergency Preparedness Committee Motion Items

- Motion Item:** Ben Barrett made a motion to approve the September 8, 2021 Emergency Preparedness Committee meeting agenda. Jeff Fox seconded the motion. Motion carried.
- Motion Item:** Ben Barrett made a motion to approve the August 11, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried.
- Motion Item:** Jeff Fox made a motion to approve the CPD Press Release for Emergency Preparedness Communication Folder and New Toolkit Materials. Ben Barrett seconded the motion. Motion carried.



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4. **Motion Item:** Jeff Fox made a motion to spend money for a Zoom Room Exhibit for the Self-Determination Conference October 18-20, 2021. Ben Barrett seconded the motion. Motion carried.
5. **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; Jeff Fox; Jackie Gordon and Ben Barrett.

Council Members absent (excused*): Gabriel Schlieve; Charles Vandenplas

Guest(s): Natalie Easterday, Wisconsin Emergency Management, Wisconsin Emergency Response Services Supervisor; Ramsey Lee, Member-at-Large, Governors Committee for People with Disabilities (GCPD).

DHS Staff Support present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR); Laura Plummer, 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 September 8, 2021 Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the September 8, 2021 Emergency Preparedness Committee meeting agenda. Jeff Fox seconded the motion. Motion carried. See Motion Item 1.



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III. Review and Approve August 11, 2021 Emergency Preparedness Committee Meeting Minutes

- Ben Barrett made a motion to approve the August 11, 2021 Emergency Preparedness Committee meeting minutes. Jeff Fox 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 (1:10 P.M.–1:20 P.M.)

- Ramsey Lee recommended that a members of the Committee do a presentation to the People First Board.

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

- The Emergency Preparedness Committee reviewed the Draft Press Release.
 - Ramsey Lee stated he had contacts for news and media outlets and would share them with Karen Secor.
 - Discussed adding the press release to the CPD Website.
 - Discussed incorporating a survey gizmo for individuals who are on the CPD website and would like to request an Emergency Preparedness Toolkit or other documents/folders.
- Jeff Fox made a motion to approve the CPD Press Release for Emergency Preparedness Communication Folder and New Toolkit Materials. Ben Barrett seconded the motion. Motion carried. See Motion Item 3.



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VI. Discuss Update on Federal Emergency Management Agency (FEMA) Shelter-in-Place Guidance Document

- The Committee tabled this agenda item until information can be obtained.

VII. Discuss Outreach and Presentation on Emergency Preparedness Toolkit

- The Emergency Preparedness Committee discussed outreach, presentation and distribution of Emergency Preparedness Toolkits and Communions Folder.
- Laura Plummer shared that 25 toolkits were disbursed at a Durable Medical Equipment Collection Drive at Options for Independent Living in Green Bay on September 25, 2021.
- The Committee discussed incorporating labels for to distinguish the difference between the Forms Folder and Communications Folder; since they were in the same folder. Discussed using different characters and symbols for individuals who were color blind.
- Ben Barrett discussed distributing toolkits to local libraries in Hayward, Shell Lake, Minon and Spooner; as well as Habitat for humanity groups and local law enforcement, and fire departments.
- The Committee discussed outreach utilizing the CPD Website and Facebook page. Ben Barrett will connect with Jason Ostrowski regarding his continuing interested in being involved with CPD social media. See Action Item 1.
- The Committee discussed being involved in the Self-Determination Conference Oct 18-20, 2021; and the conference being fully virtual; however still accepting exhibitors on a virtual platform. Ben Barrett and Jeff Fox volunteered to lead the exhibit.
- Jeff Fox made a motion to spend money for a Zoom Room Exhibit for the Self-Determination Conference October 18-20, 2021. Ben Barrett seconded the motion. Motion carried. See Motion Item 4.



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- DHS Support Staff shared that there is a need to move old stock so that the new 4th edition has room to be stored at DHS; 873 Toolkits need to be distributed within the next few months. Committee discussed a plan for distribution:
 - DHS Support staff will follow-up with a conversation from August 2021 with Andrew Beckett, Wisconsin Emergency Management, Public Information Officer, regarding distributing the Toolkits to every County Emergency Manager, and Tribal Unit per an updated list serve with addresses. See Action Item 2.
 - DHS Support Staff will follow-up with a conversation from August 2021 with Andrew Beckett, Wisconsin Emergency Management, Public Information Officer, regarding requesting feedback on the Ready Wisconsin Website (eg. what section of the website needs review). See Action Item 3.

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

- Karen Secor stated that she was drafting and leading this section of the 2021 Annual Report. Final edits to sections are being completed this month.

IX. Discuss Agenda Items for October 13, 2021 Emergency Preparedness Committee Meeting

- The Emergency Preparedness Committee discussed agenda items for October 13, 2021 meeting:
- Discuss Outreach and Presentations on Emergency Preparedness Toolkit
 - Self-Directed Conference Virtual Exhibit
 - Update on Emergency Preparedness Toolkit Inventory and Disbursement



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- Updated List Serve of Statewide County Emergency Manager, and Tribal Units
- Wisconsin.Ready.Gov Website
- Social Media Outlets: Facebook; YouTube Channel
- Website Language
- Discuss Agenda Items for November 10, 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 5.

The meeting adjourned at 2:37 P.M.