



Wisconsin Council on Physical Disabilities (CPD) Emergency Preparedness Committee Open Meeting Minutes

Date of the Meeting: Wednesday, April 8, 2026, from 12:00 PM to 1:00 PM.

Location: Online via [Zoom](#) and telephone, Meeting ID: 160 567 6905.

Prepared by: Zachary Davenport, DHS on April 8, 2026.

Minutes Status: Approved on July 8, 2026.

1. Call to Order

- Committee Chair Karen Secor called the meeting to order at 12:00 PM.

2. Roll Call

- **CPD Emergency Preparedness Members Present:** Committee Chair Karen Secor, Jason Ostrowski, Ramsey Lee, and Jackie Gordon.
- **CPD Emergency Preparedness Member Absent:** Ben Barrett and Charles Vandenplas.
- **DHS Staff Present:** Zachary Davenport and Angela Brenna.
- **DHS ASL interpreters:** Chantel Wiedmeyer and Nicole Keeler.

3. Approval of the Agenda

- Ramsey Lee made a motion to approve the April 8, 2026, CPD Emergency Preparedness Committee Meeting Agenda. Jason Ostrowski seconded the Motion. Motion carried.

4. Approval of the Minutes

- Jason Ostrowski made a motion to approve the January 7, 2026, CPD Emergency Preparedness Committee Meeting Minutes. Jackie Gordon seconded. Motion carried.

5. Public Comment (12:10 PM to 12:20 PM)

- No public comment received.

6. Review Conference and Attendances

- **Self-Determination Conference, October 19-21, 2026.**
 - Members discussed participation in the conference including booth staffing and a presentation opportunity.
 - Members who will be attending are:
 - Ramsey Lee
 - Karen Secor
 - Ben Barrett
- **DAV Auxiliary State Convention**
 - DHS Staff Zachary Davenport shared the following updates about the Convention:
 - The convention will take place July 12–13, 2026 in Green Bay.
 - Materials and swag bags will be provided in quantities similar to prior years.
- **Disability Pride Madison**
 - Members discussed cost concerns and limited capacity to participate.
 - Committee determined not to pursue participation at this time.

7. Discuss Outreach Opportunities

- Self-Determination Conference presentation
 - Members discussed applying to present at the Self-Determination conference.
 - **Motion:** Ramsey Lee made a motion for Karen Secor and Ben Barrett to serve as presenters at the Self-Determination Conference. Jackie Gordon seconded the motion. Motion carried.
 - Zachary will complete the application and support logistics on behalf of the CPD.
- Caregiver Conference
 - Jackie Gordon is coordinating with organizer of Caregiver Conference
 - Event is expected in September.

- Opportunity may include booth participation and informal outreach.
- Committee agreed this is a valuable audience for emergency preparedness materials.
- Additional details will be shared at a future meeting.

8. Discuss on Revisions and Updates to the CPD Emergency Preparedness Toolkit

- Grant from Office of Preparedness and Emergency Health Care (OPEHC)
 - DHS Staff Zachary Davenport shared that the Office of Preparedness and Emergency Health Care (OPEHC) submitted on their budget, including the CPD Emergency Preparedness with the approximate dollar amounts, to Public Health Emergency Preparedness (PHEP) program. They will let DHS staff know if they will receive funding or not.
- CPD Emergency Preparedness Toolkit format revisions
 - Revisions are on hold until funding decisions are finalized.
- Youth and transition-age individuals with disabilities.
 - DHS Staff Zachary shared that the existing resources from the Department of Public Instruction (DPI) are outdated.
 - Zachary will identify updated resources and report back at the next meeting.
- Additional Notes Discussed about the Toolkit:
 - Toolkit inventory is currently limited.
 - Members discussed prioritizing distribution to ensure materials are used effectively.

9. Draft July 8, 2026, CPD Emergency Preparedness Committee Meeting Agenda

- Members drafted the next meeting agenda for July 8, 2026, CPD Emergency Preparedness Committee Meeting.

10. Adjournment

- Ramsey Lee made a motion to adjourn the meeting. Jason Ostrowski seconded the motion. Motion carried. The meeting adjourned at 1:00 PM.

About the CPD

The CPD was created by the Wisconsin Legislature, [WI State Statute 46.29](#), in 1989 and is administratively attached to the Wisconsin Department of Health Services (DHS). CPD works to improve the lives of people with physical disabilities through public awareness, advice to agencies, and policy recommendations. To learn more about the specifics of our mission, visit: dhs.wisconsin.gov/cpd.

Accessibility and Accommodations

If you need accommodations to participate, please contact [Zachary Davenport](#) at 608-207-8820 or zachary.davenport@dhs.wisconsin.gov