



1 WEST WILSON STREET,
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dhs.wisconsin.gov/cpd

**Wisconsin Council on Physical Disabilities (CPD)
Emergency Preparedness Committee Teleconference Meeting**

Wednesday, July 10, 2024

12:00 P.M. to 1:00 P.M.

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

1. **Action Item:** DHS Support Staff will investigate the information and provide updates to the Committee at the next meeting. Action Item VI.

B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Ben Barrett made a motion to approve the July 10, 2024, Emergency Preparedness Committee meeting agenda with an amended agenda for Zachary Davenport DHS Support, to share the information about Ho-Chunk Nation's Emergency Preparedness Toolkit. Jason Ostrowski seconded the motion. Motion Carried. Motion Item 1.
2. **Motion Item:** Jackie Gordon made a motion to approve the June 12, 2024, Emergency Preparedness Committee Meeting Minutes with correction. Ramsey Lee seconded the motion. Motion Carried
3. **Motion Item:** Ben Barrett made a motion to add, "discuss including active shooter preparedness in Emergency Preparedness Toolkit" to August 14, 2024 meeting agenda.
4. **Motion Item:** Jackie Gordon made a motion to have DHS Support Staff send Emergency Preparedness Committee a copy of the most updated inventory prior to meetings. Ben seconded the motion. Motion Carried
5. **Motion Item:** Ben Barrett made a motion to adjourn the meeting. Ramsey Lee seconded the motion. Motion Carried.

C. Emergency Preparedness Committee Meeting Minutes

- I. **Welcome and Introductions, Karen Secor, Emergency Preparedness Committee Chairperson**



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Emergency Preparedness Committee Members present: Karen Secor, Ben Barrett, Jackie Gordon, Ramsey Lee, Jeff Fox, and Jason Ostrowski

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

Guests: Kerry Robinson, Chuck Fehl, and Kathi Zoern

American Sign Language (ASL) Interpreting Services: Carly Bieri, Chantel Wiedmeyer

DHS Staff Support present: Zachary Davenport, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR) and Angela Brenna, DHS, BADR.

Meeting Called to Order

Karen Secor, Emergency Preparedness Committee, Chairperson called the meeting to order at 12:01 P.M.

The meeting was available via phone at (669) 254-5252 and Meeting ID: 161 1786 1716 and **via Zoom:** <https://dhs.wisconsin.gov/cpd/cpd-state-plan-2022-24.pdf>

II. Review and Approve July 10, 2024, Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the July 10, 2024, Emergency Preparedness Committee meeting agenda as amended. Jason Ostrowski seconded the motion. Motion Carried. Motion Item 1.

III. Review and Approve June 12 2024, Emergency Preparedness Committee Meeting Minutes

- Jackie Gordon made a motion to approve the June 12, 2024, Emergency Preparedness Committee Meeting Minutes with corrections. Ramsey Lee seconded the motion. Motion Carried. See Motion Item 2.

IV. Public Comment on the State Plan for People with Disabilities, 2022-2024 (<https://dhs.wisconsin.gov/cpd/cpd-state-plan-2022-24.pdf>) or Issues Impacting People with Physical Disabilities (12:10 P.M.–12:20 P.M.)



COUNCIL ON
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- Kerry Robinson, Chuck Fehl, and Ramsey Lee suggested adding the information about how individuals with disabilities can prepare and respond to Active Shooter Situation.
- Ben Barrett made a motion to add “discuss including active shooter preparedness in Emergency Preparedness Toolkit” to August 14, 2024 meeting agenda. Jeff seconded the motion. Motion Carried. See Motion Item 3.

V. Discuss Outdated/Bad Links on CPD Emergency Preparedness Toolkit, Tools, and Resources Webpage.

- Karen Secor went through documents and located bad links. Jackie Gordon and Karen Secor will continue to search through the toolkit to test all the links and track which ones are bad.
- DHS Support Staff shared that the Android App link is being updated by the App creator. The updated link should be received soon then it will be shared with the committee.

VI. Update on Emergency Preparedness Toolkit inventory, Storage Options, Jump Drive, and Disbursement

- DHS Staff Support shared that the USB flash drive for CPD Emergency Preparedness toolkit isn't possible due to security breaches, legal concerns, and liability issue. DHS Staff Support shared the other option about QR code information.
- The Committee continued discussion whether to continue to hand out physical toolkits. Some Committee suggested just having folders to hand out instead of bags and binders.
- The Committee discussed the useability of the online toolkit stating that it was clunky and slow to update. The Committee requested information about who is the management of the website. Committee discussed housing the Toolkit on its own website and requested DHS look into more. DHS Staff will investigate more information and provide updates to the Committee at the next meeting. See Action 1.



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- DHS Support staff provided update on Tool kit Inventory to member during the meeting.
 - Vision Communication Tool Cards: 471
 - Emergency Preparedness Forms Folder: 369
 - Emergency Preparedness Toolkits: 0
 - Emergency Preparedness Comms Folder: 678
- Jackie Gordon made a motion to have DHS Support Staff send Emergency Preparedness Committee a copy of the most updated inventory prior to meetings. Ben seconded the motion. Motion Carried. See Motion 4.

VII. Monona Senior Center Presentation

- Zachary Davenport, DHS provided an update on date and time of Monona Senior Center presentation, September 25th from 11:00 AM to 12:00 PM.

VIII. Ho-Chunk Emergency Preparedness To-Go Bag and Toolkit

- DHS Team support shared the information about Ho-Chunk Nation's Emergency Preparedness To-Go bags and toolkit, similar to CPD's toolkit. Ho-Chunk Nation's included an acknowledgement page to credit CPD.

IX. Discuss 2024 Outreach Opportunities

- DAV and Auxiliary State Convention, Charles Vandenplas
 - None.
- A Home for Everyone, July 17-18
 - Ramsey provided updates.
- Disability Pride Madison, July 27
 - CPD members are unable to attend.
- Caregiver Conference, September 27
 - Jackie Gordon discussed options for attending or presenting. Jackie Gordon will look into costs associated and provide updates



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to the group. Jackie Gordon suggested maying planning for 2025 instead.

- Self-Determination Conference, October 20-23
 - Committee expressed concern about not having access to physical copies of toolkit to provide at conference. Discussion will continue at the next meeting.

X. Draft the August 14, 2024, CPD Emergency Preparedness Meeting Agenda

- The Committee drafted the Emergency Preparedness Meeting Agenda for August 14, 2024.

XI. Adjourn

- Ben Barrett made a motion to adjourn the meeting. Ramsey Lee seconded the motion. Motion carried. See Motion Item 5.

The meeting adjourned at 1:04 P.M.