



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

Date of the Meeting: Wednesday, October 8, 2025, from 12:00 PM to 1:00 PM.

Location: Online via [Zoom](#) and telephone, Meeting ID: 160 339 6219.

Prepared by: Zachary Davenport, DHS on October 8, 2025.

Minutes Status: Approved.

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, Ben Secor, Jason Ostrowski, Ramsey Lee, and Charles Vandenplas.
- **CPD Emergency Preparedness Member Absent:** Jackie Gordon.
- **DHS Staff Present:** Zachary Davenport and Angela Brenna.

3. Approval of the Agenda

- Agenda was amended with addition of the following items:
 - External Permission Use of CPD Emergency Preparedness Toolkit Materials
- Ramsey Lee made a motion to approve the October 8, 2025, CPD Emergency Preparedness Committee Meeting Agenda with amendments, Ben Barrett seconded the Motion. Motion carried.

4. Approval of the Minutes

- Ramsey Lee made a motion to approve the July 9, 2025, CPD Emergency Preparedness Committee Meeting Minutes. Charles Vandenplas seconded. Motion carried.

5. Public Comment (11:20 AM to 11:30 AM)

- Public Comment was held from 12:10 AM to 12:20 AM. No public comment received.

6. External Permission Use of CPD Emergency Preparedness Toolkit Materials

- DHS Support Staff shared that a school in Puerto Rico reached out to us and requested to use the CPD Emergency Preparedness toolkit in their materials.
- Ramsey made a motion to give permission to the Puerto Rico School system to use the CPD Emergency Preparedness Toolkit in their own materials. Charles Vandenplas seconded the motion. Motion carried.

7. CPD Emergency Preparedness Inventory Update

- DHS Staff Zachary Davenport went over the inventory of the CPD Emergency Preparedness Toolkit outlined below:
 - 212 Toolkit Binders (are not fully assembled yet)
 - 8 Binders are ready to pack and ship
 - 12 Binders in processes of finishing
 - 1,076 Toolkit visual communication tool
 - 1,140 Toolkit forms pocket folders
 - 1,198 Communication folders
 - 49 Spanish version - Toolkits
 - 1,000 Spanish version - Toolkit Communication tools
 - 28 Recycled Fabric Go Bag
 - 950 Empty Go Bag

8. Review Conferences & Attendance

- DAV and Auxiliary State Convention, October 15-17
 - 50 Toolkits
 - 25 Communication Folders

- Self-Determination, October 21-22
 - 100 Toolkits
 - 150 Visual Communication Tools
 - 150 Toolkit Pocket Folders
 - 150 Communication Folders
 - 10 Spanish Toolkits
 - 150 Empty To-Go Bags
- Ramsey Lee shared that Jackie Gordon attended the Caregiver Conference – Creating Moments of Joy on Friday, September 26, 2025.
- Ramsey Lee also shared that he attended a webinar on September 30, 2025, titled Developed National Standards and Expectation for Shelter and Interim Housing Program. He will share key takeaways and relevant information from the webinar with this committee.

9. Draft January 7, 2026, CPD Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to include “Outreach Opportunities” as a standing item on future CPD meeting agenda to allow members to plan for and attend events where they can share information about the Emergency Preparedness Toolkits. Jason Ostrowski seconded the motion. Motion carried.
- Members drafted the agenda for the next CPD Emergency Preparedness Committee meeting scheduled for January 7, 2026, from 12:00 AM to 1:00 PM.

10. Adjournment

- Charles Vandenplas made a motion to adjourn at 12:34 PM. Jason Ostrowski seconded the motion. Motion carried. Meeting adjourned at 12:34 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