



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

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

Location: Online via [Zoom](#) and telephone, Meeting ID: 165 226 2774.

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

Minutes Status: DRAFT. These minutes will be presented for approval at the next CPD Emergency Preparedness Committee Meeting on October 7, 2026.

1. Call to Order

- CPD Chair Ben Barrett called the meeting to order at 12:07 PM. The meeting began with Ben Barret temporarily facilitating due to technical difficulties experienced by Karen Secor. Committee Chair Karen joined shortly thereafter and resumed facilitation.

2. Roll Call

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

3. Approval of the Agenda

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

4. Approval of the Minutes

- Jackie Gordon made a motion to approve the April 8, 2026, CPD Emergency Preparedness Committee Meeting Minutes. Jason Ostrowski 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.**
 - DHS Staff Zachary Davenport shared:
 - CPD's presentation proposal was not selected.
 - CPD was selected to host an exhibit booth during the conference.
 - Conference registration was recently opened.
 - **Action:** Zachary will assist Karen Secor and Ben Barrett with registration.
 - Ramsey Lee confirmed that he will assist with staffing the CPD booth.
 - **Action:** Zachary will follow up with Ramsey regarding travel reimbursement associated with booth participation.
- **DAV Auxiliary State Convention**
 - DHS Staff Zachary Davenport shared:
 - Charles Vandenplas previously shared information regarding the convention. Further discussion will occur at a future meeting once additional details are available.
 - Karen Secor requested that Charles' materials be shared with her so she can prepare informational packets in advance.

7. Discuss Outreach Opportunities

- Caregiver Conference
 - Jackie Gordon provided an update:
 - CPD will again participate with an exhibit booth at the September Caregiver Conference at New Richmond.

- She plans to display emergency preparedness “go bags” and distribute resource handouts highlighting CPD emergency preparedness materials and available supplies.
- There remains some uncertainty regarding an additional conference location (Rice Lake).
- **Action:** Jackie will contact the conference organizer, Wendy, to clarify details.
- DHS Staff Zachary Davenport noted that Ben Barrett has agreed to serve as a backup representative if Jackie couldn’t attend.

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

- Grant for the Toolkits and materials
 - DHS Staff Zachary Davenport shared:
 - The grant from Office of Preparedness and Emergency Health (OPHEC) that has been used through Public Health Emergency Preparedness (PHEP) has been reduced from initial estimate of \$20,000 to \$2,000.
 - Through collaboration with the Bureau of Environmental and Occupational Health (BEOH), CPD secured an additional \$20,000 grant, bringing total available funding to approximately \$22,000. Grant funds will support:
 - Printing additional emergency preparedness toolkits.
 - Ongoing emergency preparedness activities.
 - Translation of toolkit materials into Spanish.
 - Additional Outreach materials and supplies.
 - DHS Staff Zachary reported:
 - DHS Translation Services and DHS staff are working together to fully translate the Emergency Preparedness Toolkit into Spanish.
 - Translation costs will be covered through available grant funding.
 - Approximately 1,000 additional toolkits will be printed.
 - Distribution is expected to begin in August 2026.

- Toolkits will be distributed through upcoming outreach events, including:
 1. Self-Determination Conference
 2. Caregiver Conference
 3. Potentially the DAV Auxiliary Convention
- Additional emergency preparedness bags and tags have also been ordered.
- CPD Emergency Preparedness Toolkit format revisions
 - No significant content revisions are planned at this time since the current printing is primarily a reprint.
 - The only anticipated revision will be acknowledging the grant funding sources supporting the project.
- Youth and transition-age individuals with disabilities.
 - DHS Staff Zachary reported he is reviewing additional emergency preparedness resources appropriate for youth and transition-age individuals with disabilities.
 - Potential new resources and links will be presented for committee discussion at October meeting.

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

- Members drafted the next meeting agenda for October 7, 2026, CPD Emergency Preparedness Committee Meeting.

10. Adjournment

- Jackie Gordon made a motion to adjourn the meeting. Ben Barrett seconded the motion. Motion carried. The meeting adjourned at 12:38 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