



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, April 14, 2021

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

Approved May 5, 2021

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

- 1. Action Item:** Karen Secor will create a draft of the PowerPoint Training Revisions for review at the next Emergency Preparedness Committee Meeting on May 5, 2021.
- 2. Action Item:** Members of the Emergency Preparedness Committee will review the current draft of the Revised Pandemic Section, and send edits to Jackie Gordon via email. Revisions to the Pandemic Section of the toolkit will be reviewed at the next Emergency Preparedness Committee Meeting on May 5, 2021.

B. Emergency Preparedness Committee Motion Items

- 1. Motion Item:** Kathy Johnson made a motion to approve the April 14, 2021 Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion. Motion carried.
- 2. Motion Item:** Kathy Johnson made a motion to approve the April 7, 2021 Emergency Preparedness Committee meeting minutes. Ben Barrett seconded the motion. Motion carried.
- 3. Motion Item:** Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried.



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C. Emergency Preparedness Committee Meeting Minutes

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

Emergency Preparedness Committee Members present: Karen Secor; Kathy Johnson; Jeff Fox; Charles Vandenplas; Jackie Gordon and Ben Barrett.

Council Members absent (excused*): Gabriel Schlieve

Guest: Not applicable.

DHS Staff Support present: Ashley Walker, Department of Health Services (DHS), Bureau of Aging and Disability Resource (BADR).

II. 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](#).

III. Review and Approve April 14, 2021 Emergency Preparedness Committee Meeting Agenda

- Kathy Johnson made a motion to approve the April 14, 2021 Emergency Preparedness Committee meeting agenda. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve April 7, 2021 Emergency Preparedness Committee Meeting Minutes

- Kathy Johnson made a motion to approve the April 7, 2021 Emergency Preparedness Committee meeting minutes. Ben Barrett seconded the motion. Motion carried. See Motion Item 2.



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V. Public Comment on the State Plan for People with Physical Disabilities, 2019-2021

- No Public Comment was received.

VI. Discuss Emergency Preparedness Grant Status

- The Emergency Preparedness Committee discussed the grant funding available through the Office of Preparedness and Emergency Health Care to assist with updating and producing more Emergency Preparedness Toolkit copies and additional documents; these funds needing to be expended by June 30, 2021.
 - The Emergency Preparedness Committee reviewed current estimated budget spreadsheet and discussed disbursing Visual Communication cards to Emergency Responders and Police Departments statewide and utilizing any leftover funds to print additional documents to have on hand.

VII. Discuss Collaboration with Governor's Committee for People with Disabilities (GCPD)

- The Emergency Preparedness Committee discussed moving forward with the approved Know Your Rights Document and Cover Letter, and will be sharing final copies with GCPD Executive Committee.

VIII. Discuss Toolkit Documents for Creation, Revision and Timelines

- The Emergency Preparedness Committee discussed updates to the pandemic section of the toolkit, PowerPoint Presentation, and incorporating accessible communication documents (visual communications cards, ADRC front desk communication cards, vaccine information, fillable forms and creating an App to utilize to download the toolkit).



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- **Revise PowerPoint Training Presentation, Lead: Karen Secor**
 - Karen Secor shared that she had updated sections of the training information in a Word document; incorporating the new toolkit updates, and 'Know your Rights' and Cover Letter information
 - Karen Secor will create a draft of PowerPoint Training Revisions for review at the next Emergency Preparedness Committee Meeting on May 5, 2021. See Action Item 1.
- **Revise Pandemic Section, Lead: Jackie Gordon**
 - The Emergency Preparedness Committee discussed Jackie Gordon's draft update of the Pandemic Section of the toolkit.
 - Members of the Emergency Preparedness Committee will review the current draft of the Revised Pandemic Section, and send edits to Jackie Gordon via email. Revisions to the Pandemic Section of the toolkit will be reviewed at the next Emergency Preparedness Committee Meeting on May 5, 2021. See Action Item 2.
- **Develop Smart Phone Application, Lead: Kathy Johnson**
 - Kathy Johnson reported that she was still waiting for an email back from the Independent Living Center in Puerto Rico regarding utilizing Smart Phone Aps for emergency preparedness.

IX. Discuss Agenda Items for May 5, 2021 Emergency Preparedness Committee

- The Emergency Preparedness Committee discussed agenda items for the May 5, 2021 Emergency Preparedness Committee Meeting.
 - Review and Approve May 5 Emergency Preparedness Committee Meeting Agenda
 - Review and Approve April 14 Emergency Preparedness Committee Meeting Minutes



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- Public Comment on the State Plan for People with Disabilities, 2019-2021 or Issues Impacting People with Physical Disabilities
- Discuss Emergency Preparedness Grant Status: Discuss Emergency Preparedness Grant Proposal Budget Request
- Discuss Toolkit Documents for Creation, Revision and Timelines.
 - Revise PowerPoint Training Presentation, Lead: Karen Secor
 - Revise Pandemic Section, Lead: Jackie Gordon
 - Develop Smart Phone Application, Lead: Kathy Johnson

X. Adjourn

- Kathy Johnson made a motion to adjourn the meeting. Charles Vandenplas seconded the motion. Motion carried. See Motion Item 3.

The meeting adjourned at 2:01 P.M.