



**Emergency Preparedness Committee Meeting Minutes
Conference Call
Thursday, March 9, 2017
11:00 AM – 12:00 PM**

APPROVED MARCH 22, 2017.

Action Items and Motion Items:

A. Committee Action Items:

- 1. Action Item:** BADR staff will send the required paperwork to Nicole Johnson to get permission to use artwork on the toolkits cover.
- 2. Action Item:** BADR staff will send to mock covers in color binders specified by Committee for consideration.
- 3. Action Item:** BADR staff will research additional sleeve/folder options for the toolkit for the Committee's consideration.
- 4. Action Item:** BADR staff will work with Committee chair to schedule another Committee meeting to focus on Outreach activities for the toolkit.

B. Executive Committee Motion Items:

- 1. Motion Item:** Karen Secor made a motion to amend the February committee meeting minutes to reflect a motion made by Ben Barrett have a PowerPoint template with the Council's logo will be provided to the Council by BADR staff. Motion was seconded by Jeff Fox. Motion Carried. The February meeting minutes as amended were approved by the committee members by consensus.
- 2. Motion Item:** Motion was made by Ben Barrett to adjourn meeting. Motion was seconded by Jeff Fox. Motion carried.

CPD Committee Members Present: Ben Barrett; Karen Secor; Jeff Fox; and Kurt Roskopf.

CPD Staff Support Present: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR) and Micki Hill, DHS, BADR.

C. Meeting Minutes

- I. Welcome and Introductions by Wisconsin Council on Physical Disabilities Chairman, Ben Barrett.**
- II. The meeting was called to order by Ben Barrett at 11:21 a.m.**

The meeting was made available via teleconference at Conference Call Access Information:
USA Toll-Free: 1-877-820-7831
Participant Code: 567219



III. Review and Approval of Draft Agenda

- Meeting agenda was approved by consensus of committee members.

IV. Approve Minutes from Emergency Preparedness Committee Meeting, February 13, 2017

- Karen Secor made a motion to amend the February committee meeting minutes to reflect a motion made by Ben Barrett have a PowerPoint template with the Council's logo will be provided to the Council by BADR staff. Motion was seconded by Jeff Fox. Motion Carried. The February meeting minutes as amended were approved by the committee members by consensus. See Motion Item 1 above.

V. Update on Toolkit (timeline) and Discussion of Design Elements

- Lisa Sobczyk with BADR provided an update on the toolkit timeline.
- The Committee then decided to make decisions on design elements for the toolkit via consensus vote:
 - **Title for the toolkit**
 - **For Cover:**

Be Prepared, Have a Plan:
Emergency Preparedness Toolkit
For Persons with Disabilities
Adapted and Endorsed by the Wisconsin Council on Physical Disabilities
 - **Full Funding Credit (back cover and in acknowledgements):**

This material was made possible by the FEMA 2012 Community Resilience Innovation Challenge grant to the Wisconsin Association of the Deaf and in part, by the Wisconsin Division of Public Health Public Health Emergency Preparedness Program, Grant Number 5U90TP000561-04 from Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Program. The views expressed in the materials do not necessarily reflect the official policies of the Department of Health and Human Services nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.
 - **Abbreviated Funding Credit (for wallet card, checklists, etc.):**

This _____ is part of the Wisconsin Council on Physical Disabilities Be Prepared, Have a Plan: Emergency Preparedness Toolkit, made possible by the FEMA 2012 Community Resilience Innovation Challenge grant and by the Wisconsin Division of Public Health Emergency Preparedness (PHEP) program.



State of Wisconsin Council on Physical Disabilities

1 WEST WILSON ST., ROOM 551
PO BOX 2659
MADISON WI 53701

Voice: 608-267-9582
Fax: 608-267-3203
<https://cpd.wisconsin.gov/>

- The Committee wants to add a paragraph to the acknowledgments on page 2 of the toolkit. Ben Barrett will add information about northern Wisconsin recent flooding to the text and will send to BADR staff to include in the toolkit.
 - The Committee decided that they want to move forward with the binder BADR showed them as an example with a Velcro closure in yellow or a light blue color.
 - The Committee will use the artwork Dan Johnson's daughter created for the cover of the toolkit. The cover will have the logo on the cover with the toolkit's title. The Committee requested BADR staff request permission from Nicole Johnson to use artwork for cover. The Committee also requested BADR staff to place logo on mock covers for review in the colors specified above for the binder.
 - The Committee decided to remove photos from tabs and decided the tabs could be solid colors (select colors that those with colorblindness can see) with white text labeling tabs instead of icons to reduce printing costs. The Committee also decided the back of tabs can be white like they are in the current toolkit.
 - The Committee decided that they don't want the green Velcro envelope in the back of the toolkit but would like some kind of sleeve for the forms and checklists. However, they are not sure the one in the current toolkit is the best. BADR staff will research additional options for the Committee's consideration.
 - The Committee decided that the checklists will not be printed on laminated paper, just heavy weight paper like the wallet card. The Committee also decided no longer need to be di-cut and will be printed on normal 8 1/2 by 11 inch paper.
 - The Committee would like to try and have a mock-up or at least sample materials for the April 27, 2017 CPD quarterly meeting.
 - The Committee would also like to possible have an in-person Committee meeting on April 26, 2017.
- VI. Toolkit Outreach – Identify Meetings and Additional Outreach Materials to Draft for presentations**
- Committee decided the first responder and adult version of the “Child with Special Needs Form” will be developed as part of the toolkits outreach materials.
 - The Committee discussed Wisconsin Emergency Management and possible the student readiness program.
 - Committee decided another committee meeting was needed to focus specifically on toolkit outreach.
- VII. Adjourn**
- Motion was made by Ben Barrett to adjourn meeting. Motion was seconded by Jeff Fox. Motion carried.

Meeting was adjourned at 1:05 p.m.