



COUNCIL ON
PHYSICAL DISABILITIES

1 WEST WILSON STREET, ROOM 551
POST OFFICE BOX 2659
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Wisconsin Council on Physical Disabilities Emergency Preparedness Committee Teleconference Meeting Minutes

Friday, February 28, 2020
2:00 P.M. to 3:00 P.M.

Emergency Preparedness Committee Action and Motion Items

A. Emergency Preparedness Committee Action Items

1. **Action Item:** Kathy Johnson offered to organize all incoming presentation requests into a single file and be the lead for updating the file. See Action Item 1.
2. **Action Item:** Karen Secor will send the list of initial questions to ask when responding to requests to the Committee members.
3. **Action Item:** Emergency Preparedness Committee members need to complete their assigned tasks as noted in the EPT requests 2-28-20 document.
4. **Action Item:** DHS support staff will have the Emergency Preparedness tri-fold brochure checked and formatted for accessibility.
5. **Action Item:** DHS support staff have the Council membership recruitment flyers checked and formatted for accessibility.
6. **Action Item:** DHS support staff will register the Council for a booth at the Circles of Life Conference.
7. **Action Item:** Jackie Gordon will draft and submit the workshop proposal for the Aging and Disability Conference due March 16, 2020.
8. **Action Item:** DHS support staff will register the Council for a booth at the Aging and Disability Network Conference.

B. Emergency Preparedness Committee Motion Items

1. **Motion Item:** Ben Barrett made a motion to approve the February Emergency Preparedness Committee Meeting agenda. Gabriel Schlieve seconded the motion. Motion carried.



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2. **Motion Item:** Ben Barrett made a motion to approve the November 2019 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried.
3. **Motion Item:** Ben Barrett made a motion to approve the January 2020 Emergency Preparedness Committee meeting minutes. Kathy Johnson seconded the motion. Motion carried.
4. **Motion Item:** Ben Barrett made a motion to approve the Emergency Preparedness Toolkit tri-fold brochure. Kathy Johnson seconded the motion. Motion carried.
5. **Motion Item:** Ben Barrett made a motion to approve the Council member recruitment flyers for distribution. Kathy Johnson seconded the motion. Motion carried.
6. **Motion Item:** Gabriel Schlieve made a motion to adjourn the meeting. Jeff Fox seconded the motion. Motion carried.

C. Emergency Preparedness Committee Meeting Minutes

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

Emergency Preparedness Committee members present: Karen Secor; Ben Barrett; Jason Ostrowski; Jackie Gordon; Gabriel Schlieve; Jeff Fox; and Kathy Johnson.

Council members absent (excused*): Ronald Jansen and Nicole Herda.

DHS staff support present: Lisa Sobczyk, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR); and Sara O'Donnell, DHS, BADR.

II. Meeting was call to order at 2:03 P.M.

- The meeting was available via teleconference by calling 1-844-708-2569 and using participant code 599557664. It was also available via [Zoom](#).



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III. Review and Approve the February Emergency Preparedness Committee Meeting Agenda

- Ben Barrett made a motion to approve the February Emergency Preparedness Committee Meeting agenda. Gabriel Schlieve seconded the motion. Motion carried. See Motion Item 1.

IV. Review and Approve November 2019 and January 2020 Emergency Preparedness Committee Meeting Minutes

- The Emergency Preparedness Committee reviewed the November meeting minutes.
 - Action Item 1 still needs to be completed.
 - Action Item 1: Karen Secor will work with DHS Support Staff to distribute toolkits to Wisconsin Aging and Disability Resource Centers (ADRCs), and Independent Living Centers (ILCs) when available.
 - Ben Barrett made a motion to approve the November 2019 Emergency Preparedness Committee meeting minutes. Jeff Fox seconded the motion. Motion carried. See Motion Item 2.
- The Emergency Preparedness Committee reviewed the January 2020 meeting minutes.
 - Ben Barrett made a motion to approve the January 2020 Emergency Preparedness Committee meeting minutes. Kathy Johnson seconded the motion. Motion carried. See Motion Item 3.

V. Public Comment on Issues Affecting People with Physical Disabilities Related to Emergency Preparedness

- No public comment was received.

VI. Discuss Emergency Preparedness Grant Application Status

- The proposed budget and accompanying materials for the Office of Preparedness and Emergency Health Care (OPEHC) 2020 grant application was submitted in the end of January.



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- An adjustment to the grant budget proposal was resubmitted in early February 2020. The Council is now waiting to hear from OPEHC on whether or not the grant proposal has been approved.

VII. Discuss Emergency Preparedness Presentations

- The Committee discussed having a process in place for tracking presentation requests. Establishing a procedure will allow more Committee members to be involved and supporting the work of Emergency Preparedness Toolkit outreach.
 - Kathy Johnson offered to organize all incoming presentation requests into a single file and be the lead for updating the file. See Action Item 1.
 - Emergency Preparedness Committee members will respond to inquiries based on Committee decisions at their monthly meetings.
 - As more members get involved with outreach, the Committee will want to make sure that everyone is communicating and gathering necessary information as needed.
 - Karen Secor will send the list of initial questions to ask when responding to requests to the Committee members. See Action Item 2.
 - The Committee will need to contact DHS support staff for any material requests or PowerPoint reviews with advanced notice.
- Members reviewed the current list of Emergency Preparedness Toolkit requests for outreach materials, presentations, recordings, and train-the-trainer opportunities.
 - Committee members were assigned tasks as documented on the EPT requests file. See Action Item 3.
 - Committee members need to send updates on their assignments to Karen Secor, Ben Barrett, Kathy Johnson, and Maia Stitt.



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VIII. Emergency Preparedness Toolkit Outreach

- The Emergency Preparedness Committee reviewed toolkit outreach and member recruitment materials.
 - Ben Barrett made a motion to approve the Emergency Preparedness Toolkit tri-fold brochure. Kathy Johnson seconded the motion. Motion carried. See Motion Item 4.
 - The Committee requested that DHS support staff have the brochure checked and formatted for accessibility. See Action Item 4.
 - Ben Barrett made a motion to approve the Council member recruitment flyers for distribution. Kathy Johnson seconded the motion. Motion carried. See Motion Item 5.
 - The Committee requested that DHS support staff have the flyers checked and formatted for accessibility. See Action Item 5.
- The Committee discussed opportunities for presentations in 2020.
 - Circles of Life Conference
 - The Emergency Preparedness Committee would like to have a booth at this conference.
 - Ben Barrett, Kathy Johnson, and Jeff Fox have offered to staff the booth.
 - DHS support staff will register the Council for a booth. See Action Item 6.
- Aging and Disability Network Conference
 - The Committee will submit a workshop proposal around a particular issue or emergency situation or how providers can work through the toolkit with people with disabilities as a group or individually.
 - Jackie Gordon will draft and submit the workshop proposal due March 16, 2020. Other committee members who would like to assist with the proposal include: Jeff Fox, Ben Barrett, and Kathy Johnson. See Action Item 7.



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- Jackie Gordon and Kathy Johnson have offered to staff the booth. Additional Committee members will be needed.
 - DHS support staff will register the Council for a booth at the Aging and Disability Network Conference. See Action Item 8.
- Self-Determination Conference
 - The Emergency Preparedness Committee decided not to have a booth or submit a workshop proposal in 2020, as they have attended this conference the past two years

XI. Adjourn

- Gabriel Schlieve made a motion to adjourn the meeting. Jeff Fox seconded the motion. Motion carried. See Motion Item 6.

The meeting adjourned at 3:10 P.M.