



**Emergency Preparedness Committee Conference Call  
Meeting Minutes  
Friday, January 31, 2020  
2:00 PM to 3:00 PM**

**APPROVED ON February 28, 2020**

**Committee Action Items and Motion Items:**

**A. Committee Action Items:**

- 1. Action Item:** Karen Secor will complete Emergency Preparedness section of the Council on Physical Disabilities (CPD) 2019 Annual Report and provide to members for review by Monday, February 10, 2020.
- 2. Action Item:** Karen Secor along with DHS support staff will disseminate meeting minutes to Emergency Preparedness committee members prior to February 2020 committee meeting.

**B. Committee Motion Items:**

- 1. Motion Item:** A motion was made by Ben Barrett to approve the agenda. The motion was seconded by Jason Ostrowski. Motion carried.
- 2. Motion Item:** A motion was made by Kathy Johnson to approve the proposed budget for the Office for Health and Emergency Preparedness (OHEP) 2019 grant application. The motion was seconded by Ben Barrett. Motion carried.
- 3. Motion Item:** A motion was made by Jason Ostrowski to adjourn the meeting. The motion was seconded by Kathy Johnson. Motion carried.

**C. Committee Meeting Minutes**

**I. Welcome and Introductions by Karen Secor, Committee Chairperson**

**Council and Committee Members Present:** Ben Barrett, Jeff Fox, Jason Ostrowski, Gabriel Schlieve, Kathy Johnson, and Karen Secor

**DHS Staff Support Present:** Maia Stitt, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR)



**II. Meeting was called to order at 2:05 p.m. by Karen Secor, Committee Chairperson**

- The meeting was available via teleconference by calling 1-646-558-8656 or Toll-Free 1-844-708-2569. The meeting was also available via Zoom Conferencing.

**III. Review and Approve the Agenda**

- A motion was made by Ben Barrett to approve the agenda. The motion was seconded by Jason Ostrowski. Motion carried. See Motion Item 1.

**IV. Review and Approval of the November 2019 Committee Meeting Minutes**

- The November 2019 meeting minutes were not reviewed.
  - The review and approval of the November 2019 meeting minutes will be done at the February 2020 meeting.
  - Karen Secor along with DHS support staff will disseminate meeting minutes to Emergency Preparedness committee members prior to February 2020 committee meeting. See Action Item 2.

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

- There were no comments received from members of the public.

**VI. Update on Annual Report Assignments for Council on Physical Disabilities 2019 Annual Report**

- The Committee reviewed the requirements and deliverable dates for the Emergency Preparedness section of the Annual Report.
  - Karen Secor will update the Emergency Preparedness section to reflect current activities completed by the Emergency Preparedness committee for the State Fiscal year July 1, 2018 – June 30, 2019 and provide to committee members for review no later than Monday, February 10, 2020. See Action Item 1.

**VII. Discuss Emergency Preparedness Grant Application**

- Emergency Preparedness committee members review the proposed budget and accompanying materials for the Office of Health and Emergency Preparedness (OHEP) 2019 grant application.
- A motion was made by Kathy Johnson to approve the budget as amended. The motion was seconded by Ben Barrett. Motion carried. See Motion Item 2.

**VIII. Discuss Emergency Preparedness Toolkit Outreach in 2020**

- The Committee reviewed the current presentations conducted to date and discussed upcoming presentations.



## **IX. Adjourn**

- A motion was made by Jason Ostrowski to adjourn the meeting. The motion was seconded by Kathy Johnson. Motion carried. See Motion Item 3.

**The meeting adjourned at 2:54 p.m.**