



**Emergency Preparedness Committee Conference Call
Meeting Minutes
Friday, November 22, 2019
1:00 PM to 2:00 PM**

APPROVED ON February 28, 2020

Committee Action Items and Motion Items:

A. Committee Action Items:

- 1. Action Item:** 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.
- 2. Action Item:** Karen Secor will work with DHS staff to submit vendor display applications for Wisconsin Emergency Preparedness Conference by December 10, 2019.

B. Committee Motion Items:

- 1. Motion Item:** A motion was made by Ben Barrett to approve the agenda. The motion was seconded by Gabriel Schlieve. Motion carried.
- 2. Motion Item:** A motion was made by Ben Barrett to approve the July 2019 Emergency Preparedness Committee meeting minutes. The motion was seconded by Gabriel Schlieve. Motion carried.
- 3. Motion Item:** A motion was made by Gabriel Schlieve to adjourn the meeting. The motion was seconded by Ben Barrett. 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, Charles Vandenplas and Karen Secor

DHS Staff Support Present: Ana Hovde, Department of Health Services (DHS), Bureau of Aging and Disability Resources (BADR)

II. Meeting was called to order at 1:03 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 Gabriel Schlieve. Motion carried. See Motion Item 1.

IV. Review and Approval of the July 2019 Committee Meeting Minutes

- A motion was made by Ben Barrett to approve the June 2019 Emergency Preparedness Committee meeting minutes. The motion was seconded by Gabriel Schlieve. Motion carried. See Motion 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. Review Emergency Preparedness Committee Work Plan Based on Council for Physical Disabilities State Plan 2019-2021

- The Committee reviewed the work plan timelines and deliverable dates.
 - Work Plan updated based on current activities and updated it to reflect completed projects and activities.
 - Upcoming activities and projects reviewed and modified deadlines were extended into 2020.

VII. Discuss Emergency Preparedness Presentation Materials

- Discussion was had on presentations used to promote the Emergency Preparedness Toolkit.
 - The Committee reviewed the Emergency Preparedness Toolkit presentation audiences.
 - Karen Secor provided an update to the Committee on the status of the revised presentations.
- Discussion was had about possible toolkit distribution when new toolkits arrive.
 - The Committee agreed that toolkits should go to Wisconsin Aging and Disability Resource Centers (ADRCs), and Independent Living Centers (ILCs).
 - Karen Secor will work with DHS Support Staff to distribute toolkits when available. See Action Item 1.

VIII. Emergency Preparedness Toolkit Outreach

a. Update on distribution numbers and inventory.

- The Committee reviewed the inventory of toolkits on hand.

b. Upcoming presentations and requests.



- The Committee reviewed the current presentations conducted to date and discussed upcoming presentations.
 - The Committee reviewed the presentations given this fall.
 - A display booth at the Board for People with Developmental Disabilities (BPDD) Self-determination Conference
 - A presentation in Pewaukee to the Wisconsin Association for Home Health Care.
 - The Committee reviewed upcoming presentations.
 - The Council on Physical Disabilities received an invitation to have a display booth at the Wisconsin Emergency Preparedness Conference on January 22 and 23, 2020.
 - Karen Secor will work with DHS staff to submit vendor display applications for Wisconsin Emergency Preparedness Conference by December 10, 2019. See Action Item 2.

IX. Adjourn

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

The meeting adjourned at 1:54 p.m.