



Emergency Preparedness Committee Conference Call
Meeting Minutes
Friday, July 26, 2019
1:00 PM to 3:00 PM

Committee Action Items and Motion Items:

A. Committee Action Items:

- 1. Action Item:** Karen Secor will provide Kathy Johnson with the Council on Physical Disabilities (CPD) Facebook login information to actively manage the page in Ron Jansen's absence.
- 2. Action Item:** Karen Secor and Kathy Johnson will work on Frequently Asked Questions and Tri-fold document to bring to August Emergency Preparedness Committee meeting.
- 3. Action Item:** Karen Secor will work with DHS Support Staff to distribute toolkits when available.
- 4. Action Item:** Karen Secor will work with DHS Support Staff to update power points to align with revised Emergency Preparedness Toolkits.
- 5. Action Item:** Karen Secor will work with DHS Support Staff to submit vendor and presentation applications for possible display booths and presentation opportunities for this fall.

B. Committee Motion Items:

- 1. Motion Item:** A motion was made by Ben Barrett to approve the agenda as amended. The motion was seconded by Kathy Johnson. Motion carried.
- 2. Motion Item:** A motion was made by Ben Barrett to approve the June 2019 Emergency Preparedness Committee meeting minutes as amended. The motion was seconded by Kathy Johnson. Motion carried.
- 3. Motion Item:** A motion was made by Ben Barrett to decrease the meeting duration of the Emergency Preparedness Committee from two hours to one hour. The motion was seconded by Jeff Fox. Motion carried.
- 4. Motion Item:** A motion was made by Gabriel Schlieve to adjourn the meeting. The motion was seconded by Jeff Fox. 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

Council and Committee Members Absent (Excused*): Nicole Herda, Ron Jansen, Jackie Gordon*

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 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 request was made to update the agenda to reflect July.
- A motion was made by Ben Barrett to approve the agenda as amended. The motion was seconded by Kathy Johnson. Motion carried. See Motion Item 1.

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

- A request was made to update the section for previous meeting minutes to reflect June and not March 2019.
- A request was made to update the language on the top of page 3, first bullet to reflect proper grammar.
- A motion was made by Ben Barrett to approve the June 2019 Emergency Preparedness Committee meeting minutes. The motion was seconded by Kathy Johnson. Motion carried. See Motion Item 2.

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

- Kathy Johnson recommended that the Committee consider updating the promotional materials to highlight storms and natural disasters that have recently taken place in Wisconsin.
 - Kathy shared examples of recent storms and tornados that have taken place in Wisconsin, and suggested that providing these examples would give participants concrete examples of how the toolkit could be used for natural disasters specific to Wisconsin.
 - Karen Secor agreed that this would be a great way to highlight recent updates and changes to the toolkit.
- Kathy Johnson commented that the Council's Facebook page did not appear to be updated.



- Karen Secor shared that the Facebook page was currently being monitored by Ron Jansen, but due to his health he has not been actively updating it.
- Kathy volunteered review the Facebook page and make updates.
- Karen thanked Kathy for volunteering and would provide Kathy with the necessary information to access the Council's Facebook page. See Action Item 1.
- Karen Secor commented that currently the Emergency Preparedness Committee meetings are scheduled for two hours and proposed to the Committee that the duration of the meetings be shortened.
 - Discussion was had on shortening the duration of the Committee's meeting times.
 - Ben Barrett agreed that since the updates and revisions of the Emergency Preparedness toolkit were completed that the Committee could conduct the business required in one hour.
 - A motion was made by Ben Barrett to decrease the meeting duration of the Emergency Preparedness Committee from two hours to one hour. The motion was seconded by Jeff Fox. Motion carried. See Motion Item 3.

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.
 - The Council updated the Work Plan based on current activities and updated it to reflect completed projects and activities.
 - The Committee reviewed upcoming activities and projects.
 - Karen Secor and Kathy Johnson will continue to work on Frequently Asked Questions and Tri-fold document to bring to the August Emergency Preparedness Committee meeting. See Action Item 2.

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.
 - Karen Secor will work with DHS Support Staff to update power points to align with revised Emergency Preparedness Toolkits. See Action Item 3.
- 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 4.

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 has three possible opportunities this fall.
 - A display booth at Disabled American Veterans (DAV) in October.
 - 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.
 - Karen Secor will work with DHS staff to submit vendor display applications. See Action Item 5.

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 4.

The meeting adjourned at 1:55 p.m.