



**Emergency Preparedness Committee Conference Call  
Meeting Minutes  
Friday, June 28, 2019  
1:00 PM to 3:00 PM**

**Committee Action Items and Motion Items:**

**A. Committee Action Items:**

1. **Action Item:** Karen Secor and Kathy Johnson will work on Frequently Asked Questions and Tri-fold document to bring to July Emergency Preparedness Committee meeting.
2. **Action Item:** Karen Secor will work with DHS Support Staff to distribute toolkits when available.
3. **Action Item:** Karen Secor will work with DHS Support Staff to create a power point to share with Council members at next Quarterly meeting July 18, 2019.
4. **Action Item:** Karen Secor will work with DHS Support Staff to update power points to align with revised Emergency Preparedness Toolkits.

**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 March 2019 Emergency Preparedness Committee meeting minutes. The motion was seconded by Jeff Fox. Motion carried.
3. **Note:** Due to conference line malfunction meeting adjourned at 2:20 p.m.

**C. Committee Meeting Minutes**

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

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

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

**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 1:06 p.m. by Karen Secor, Committee Chairperson**
- The meeting was available via teleconference by calling 1-608-316-9000 or Toll-Free 1-844-341-6887. The meeting was also available via Skype for Business.
- III. Review and Approve the Agenda**
- 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 March 2019 Committee Meeting Minutes**
- A motion was made by Ben Barrett to approve the March 2019 Emergency Preparedness Committee meeting minutes. The motion was seconded by Jeff Fox. Motion carried. See Motion Item 2.
- V. Public Comment on Issues Affecting People with Physical Disabilities Related to Emergency Preparedness**
- Kathy Johnson provided toolkit information to the University of South Dakota.
- VI. Review Emergency Preparedness Committee Work Plan Based on Council for Physical Disabilities State Plan 2019-2021**
- Discussion was had on revisions to the work plan timeline 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 and assigned leads responsibilities and deadlines.
    - Karen Secor and Kathy Johnson will work on Frequently Asked Questions and Tri-fold document to bring to July Emergency Preparedness Committee meeting. See Action Item 1.
- VII. Review Emergency Preparedness Toolkit Grant Deliverables**
- Discussion was had on current status of the grant deliverables.
    - The Committee reviewed the Emergency Preparedness Toolkit.
      - The Committee met over the course of several weeks to review and update the toolkits. These work groups took place between March and May 2019.
      - Additional materials including toolkit binders, toolkit inserts, visual communication cards, and additional toolkit materials were updated to reflect revisions made by the work group.
  - Discussion was had about possible toolkit distribution when new toolkits arrive.



- It was recommended the Committee consider providing a toolkit 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 2.
- Discussion was had on next steps.
  - The Committee agreed to modify the presentations used for education and awareness.
    - Karen Secor will work with DHS Support Staff to update power points to align with revised Emergency Preparedness Toolkits. See Action Item 3.
  - The Committee also decided to create a summary of the updated materials to share at the next Council Quarterly meeting.
    - Karen Secor will work with DHS Support Staff to create a power point to share with Council members at next Quarterly meeting July 18, 2019. See Action Item 4.
- Committee reviewed budget and current expenditures.

### **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.

### **IX. Adjourn**

- #### **a. Note:** Due to conference line malfunction meeting adjourned at 2:20 p.m.

**The meeting adjourned at 2:20 p.m.**