



Wisconsin Council on Physical Disabilities (CPD) Emergency Preparedness Committee Open Meeting Minutes

Date of the Meeting: Wednesday, January 7, 2026, from 12:00 PM to 1:00 PM.

Location: Online via [Zoom](#) and telephone, Meeting ID: 161 692 2278.

Prepared by: Zachary Davenport, DHS on January 7, 2026.

Minutes Status: DRAFT. These minutes will be presented for approval at the next CPD Emergency Preparedness Committee Meeting on April 8, 2026.

1. Call to Order

- Committee Chair Karen Secor called the meeting to order at 12:02 PM.

2. Roll Call

- **CPD Emergency Preparedness Members Present:** Committee Chair Karen Secor, Ben Secor, Jason Ostrowski, Ramsey Lee, and Jackie Gordon.
- **CPD Emergency Preparedness Member Absent:** Charles Vandenplas.
- **DHS Staff Present:** Zachary Davenport and Angela Brenna.
- **DHS ASL interpreters:** Chantel Wiedmeyer and Nicole Keeler

3. Approval of the Agenda

- Ramsey Lee made a motion to approve the January 7, 2026, CPD Emergency Preparedness Committee Meeting Agenda. Ben Barrett seconded the Motion. Motion carried.

4. Approval of the Minutes

- Ben Barrett made a motion to approve the October 8, 2025, CPD Emergency Preparedness Committee Meeting Minutes. Jason Ostrowski seconded. Motion carried.

5. Public Comment (12:10 PM to 12:20 PM)

- Public Comment was held from 12:10 PM to 12:20 PM. No public comment received.

6. Review Conference and Attendances

- Members discussed attendance to the various 2026 Conferences across the states. Conferences discussed:
 - Self-Determination, October 19-21, 2026
 - Members discussed CPD participation in the upcoming Self-Determination Conference.
 - Members shared positive feedback from previous conference participation, including an anecdote demonstrating the real-world impact of CPD Emergency Preparedness training.
 - Discuss included whether CPD should be present at the conference in addition to hosting a booth.
 - **Action item:** Bring forward discussion to the next full CPD quarterly meeting to determine interest in presenting at the Self-Determination conference.
 - Consensus that having more than two attendees would be beneficial to manage breaks and participant traffic.
 - Ben Barrett made a motion to approve CPD hosting a booth at the Self-Determination Conference with attendees to be determined. Jason Ostrowski seconded the motion. Motion amended to allow DHS staff to register CPD members to attend booth, with attendees to be identified. Motion carried.
 - DAV Auxiliary State Convention
 - Members discussed prior CPD attendance at the DAV Auxiliary State Convention.
 - DHS Staff will follow up with Charles Vandenplas to confirm continued interest.
 - **Action item:** Item to be revisited at a later date.
 - Caregiver Conference
 - Members discussed CPD participation in the annual Caregiver Conference held in New Richmond.

- Feedback indicated that presenting to the full group would be more effective than hosting a table.
- Jackie Gordon volunteered to follow up with conference contacts regarding presenter opportunities.
- **Action item:** Jackie will gather additional information and report back at a future meeting before any motion is made.
- A Home for Everyone Conference
 - Members revisited discussion from prior year regarding attendance.
 - Previous concerns regarding cost and alignment with CPD Emergency Preparedness priorities.
 - Members agreed to continue monitoring agenda content and costs before determining participation.
 - This agenda item remains ongoing for future discussion.
- Disability Pride Madison
 - Event raised as a possible outreach opportunity.
 - Members noted prior barriers related to cost and travel distance.
 - No action taken at this time

7. Discuss Outreach Opportunities

- DHS Staff Zachary Davenport reported prior outreach presentations on the CPD Emergency Preparedness Toolkit, including:
 - Madison Association for the Deaf (MAD)
 - Wisconsin Emergency Management (WEM) at Governor's Conference
 - Functional Assessment Service Team (FAST) training for the pre-WEM conference.
- Members discussed interest in repeating outreach efforts if opportunities arise.
- Ramsey suggested the United Council Workgroup in-person event.
 - 212 Toolkit Binders (are not fully assembled yet)

8. Discuss on Revisions and Updates to the CPD Emergency Preparedness Toolkit

- DHS Staff Support Zachary Davenport shared the proposal to discuss and add specific to youth and transition-age individual with disabilities.
 - DHS Staff Zachary will consult DPI, Eva Kubinski, and DVR, Karen Preuss, for inputs.
- **Action Item:** DHS Zachary gather information and bring recommendations back to the committee.
- Discussion held regarding potential revisions to the CPD Emergency Preparedness Toolkit.
- Members review prior modifications made by the Ho-Chunk Nation, including use of a more cost-effective folder format.
- Discussion included:
 - Cost consideration for printing toolkits
 - Potential funding through Office of Preparedness and Emergency Care (OPEHC) grants
 - Importance of maintaining a hard-copy toolkit version
 - Exploring an online or digital version in addition to print
- **Action Item:** DHS Staff Zachary will follow up with OPEHC regarding grant availability.

9. Draft April 8, 2026, CPD Emergency Preparedness Committee Meeting Agenda

- Members drafted the agenda for the next CPD Emergency Preparedness Committee meeting scheduled for April 4, 2026, from 12:00 PM to 1:00 PM.

10. Adjournment

- The meeting adjourned at the scheduled end time, 1:00 PM.
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About the CPD

The CPD was created by the Wisconsin Legislature, [WI State Statute 46.29](#), in 1989 and is administratively attached to the Wisconsin Department of Health Services (DHS). CPD works to improve the lives of people with physical disabilities through public awareness, advice to agencies, and policy recommendations. To learn more about the specifics of our mission, visit: dhs.wisconsin.gov/cpd.

Accessibility and Accommodations

If you need accommodations to participate, please contact [Zachary Davenport](#) at 608-207-8820 or zachary.davenport@dhs.wisconsin.gov