

**Illinois Emergency Management Agency – Office of Homeland  
Security's  
Access and Functional Need Advisory Committee Meeting  
Agenda**

**Thursday, Dec 11, 2025 at 2:30-4:00 pm CST**

**Locations:**

**Chicago:**

Univ. of Illinois at Chicago's Disability, Health & Social Policy Building  
1640 W. Roosevelt Rd.  
Room 166, 1st Floor Auditorium  
Chicago, IL 60608 (Corner of Roosevelt St. and Ashland Ave.)

**Springfield:**

IEMA-OHS' State Emergency Operations Center (SEOC)  
2200 S. Dirksen Pkwy.  
Springfield, IL 62703

**Peoria:**

American Red Cross  
405 W. John H. Gwynn Jr. Ave.  
Peoria, IL 61605

**Rockford:**

American Red Cross  
727 N. Church St.  
Rockford, IL 61103

**Call to Order**

- The meeting is called to order at:

**Roll Call**

- Attendance will be taken:
  - Voting Members
    - In-person:
    - Virtual:
    - Absent:
      - Without notice:

- Advisory Members:
  - Present:
  - Absent:
- Quorum will be noted before proceeding
  - Quorum met:
- Introduction of new members and members of the public

### **Approval of Minutes**

*Please read the minutes ahead of the meeting and, if necessary, provide any corrections needed.*

- October 30, 2025 meeting minutes vote for approval
  - Motion:
  - Second:
  - Vote:

### **Reports of Officers**

- Chair: Kira Meskin Schiff
- Secretary: Jae Jin Pak

### **Scheduled Presentations**

- None

### **New Business**

*New business is reserved for formal proposals from the floor that are brought forth as a motion that needs to be debated and potentially voted on.*

- Executive Committee nominations for the upcoming election in January 2026
- Discuss the process for removing voting members
- 2026 Committee Meeting Dates

### **Unfinished Business**

*Unfinished business is business from a past meeting that was tabled, and a member wants to return it to the floor to be debated and potentially voted on.*

- Updates, questions, and concerns regarding the draft of the access and functional needs-related Operational Toolkit

- Discussion of IEMA-OHS' document regarding AFN Advisory Committee's involvement in the drafting and revision process of Illinois' Emergency Operations Plan.

### **Announcements and Good of the Order**

*Announcements are for the good of the order, such as available webinars, training opportunities, and any other issues individuals want to discuss that do not require a vote.*

- Invitation for announcements

### **Public Comment**

- Invitation for public comment

### **Adjournment**

- Call to adjourn:
  - Motion:
  - Second
  - Vote;

**Next Scheduled Meeting:** January 20, 2026 Time: 2:30 pm to 4:00 pm.