



Access & Functional Needs Advisory Committee Meeting Minutes Tue 4.30.2024 2-3:30pm

Call to Order

- The meeting will be called to order by Chair Kira Meskin Schiff at 2:05pm
- Attendees advised that the meeting is being recorded.

Roll Call

Voting Members:

- Present: Kira Meskin Schiff, Allison Anderson, Jae Jin Pak, Dorothy Cox-Stowe, Kenneth Jennings, Todd Roach, Randy Colon, Robin Jones, David Kuriniec, Anu Meka, John Eckert, Scott Gauvin, Judith Levitan
- Absent: Angela Botz
- Quorum reached.

Advisory Members (non-voting):

- Present: Barb Pritchard, Karen Tamley, Kristin Busch, Laura VanPuymbrouck, Pam Heavens, Scott Clarke
- Absent: Megan Norlin, Shelly Richardson, Thane Hunt, Tom Wilson

Approval of Minutes

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

- Approval of January 23, 2024, meeting minutes.



Access and Functional Needs Advisory Committee

- Motion made by Randy C. and seconded by Kenneth J. to approve minutes with minor typos that do not change content. Minutes approved by unanimous vote.

Reports of Officers

- Chair: Kira Meskin Schiff
- Vice Chair: Allison Anderson
- Secretary: Jae Jin Pak

Scheduled Presentations

- No presentation

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.

- No unfinished business discussed.

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.

- Discussion/feedback on Committee structure, process, communications, and flow.
- Administrative updates
 - Trainings and certifications
 - Melissa T., IEMA, shared information on the annual trainings and certifications that are mandatory for voting members.
 - Review of voting members with 2-year term limits



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- Melissa T., IEMA, and Jae Jin P. shared updates that some committee member with 2yr terms are ending and information on re-appointment process.
- Concern regarding Google Group invite
 - Vice Chair Allison A. shared concerns about a Google Group invite to the committee. This appears to be not an official group. Committee members were advised to ignore these messages and only use Teams for AFN Committee business.
- By-Laws Update discussion
 - An Ad Hoc committee will be formed to review and draft edits to the by-laws to match and comply with existing legislation. An invitation was made to the voting and advisory committee members. The Executive Committee will follow up to confirm and coordinate the by-laws committee.
- Annual report discussion
 - Scott G. shared recommended timeline to complete the report to meet July 1 due date. The Executive Committee will work with Scott G & IEMA to complete the draft by May 31 for committee input and vote in June.
- Committee Meeting Schedule for 2024
 - 2024 committee schedule is set for the third Thursdays 2:00-2:30pm CST for every two months.

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.

- No announcements

Public Comment

- Invitation for public comment made.
- No comments



Access and Functional Needs Advisory Committee

Adjournment

- Call to adjourn at 3:40pm

Next Regularly Scheduled Meeting: Thursday, June 20, 2024, at 2-3:30pm CST