

Access and Functional Need Advisory Committee Meeting Minutes

June 20, 2024 2:00-3:30PM CST

Call to Order

- The meeting called to order at: 2:05pm by Chair Kira Meskin Schiff

Roll Call

Voting Members

- Present: Allison Anderson, Angela Botz, Anu Meka, David Kuriniec, Dorothy Cox-Stowe, John Eckert, Kenneth Jennings, Kira Meskin Schiff, Randy Colon, Scott Gavin, Todd Roach
 - Absent: Judith Levitan, Robin Jones, Sam Knight
 - Quorum is reached

Advisory (non-voting) Members

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

Guests: Clayton Kuetemeyer, Cory Ryan

Approval of Minutes

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

- April 30, 2024 meeting minutes vote for approval
 - Members noted minor typo errors, but they do not change the content.
 - Motion to approve minutes noting minor typos and that typos do not change meaning or content.
 - Motion by: Angela Botz
 - Seconded by: Randy Colon
- Motioned passed.

Reports of Officers

- Chair: Kira Meskin Schiff

- Provided overview of agenda and focus of meeting is on annual report and administrative updates. Time will be spent next meeting on the Committee's process, structure and goals.
- Vice Chair: Allison Anderson
 - Shared opportunity for Committee members to provide feedback on draft documented by FEMA called Planning considerations, Putting People First.
- Secretary: Jae Jin Pak
 - No updates

Scheduled Presentations

- None

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.

- Administrative Updates
 - Scott Gauvin shared news regarding the departure of Melissa Turley from IEMA. For the short-term, Scott will support administrative needs.
 - Scott Gauvin shared IEMA will start interviewing candidates for a contractual 6-month job position that focuses on Access & Functional Needs
 - Status on getting access to Open Meetings Act training
 - Clayton Kuetemeyer shared the training is available online. He will follow up with information for those needing accommodations.
 - Status on completing mandatory annual trainings and certifications
 - After discussion, it was agreed to invite Louise Conway to attend next meeting to provide guidance and answer question related to these.
 - Members' terms ending and reappointment process
 - Shared that those members' terms that are ending will be contacted by the Governor's Office to ask if they would like to be reappointed

- Outreach is being done for emergency managers to fill vacancies.
- Discussions about creating a Bylaws Review Ad Hoc Committee and the AFN Committee's involvement in the drafting and reviewing process of Illinois' Emergency Operations Plan with supporting state agencies will be moved to the next meeting's agenda.

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.

- Annual Report next steps
 - Chair Kira Meskin Schiff, Vice Chair Allison Anderson, and Scott Gauvin shared updates on the annual report. Kira shared feedback and questions from the Committee on the report.
 - Committee discussed and came to consensus on minor edits to language and formatting, which Kira Meskin Schiff will forward to Scott Gauvin to integrate into the report.
- Motion to accept report with proposed changes.
 - Motion by Angela Botz
 - Seconded by Anu Meka
 - Roll call vote done with Yes: 10, No: 0 and 1: no response from Todd Roach
 - Motion passed.

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.

- Scott shared information about the upcoming National Access and Functional Needs Symposium, Co-sponsored by the American Red Cross
- Lynette Cale shared information to register for the Illinois Dept. Of Public Health's Access and Functional Needs Summit taking place June 25 and 26

Public Comment

- Invitation for public comment. There was none given.

Adjournment

- Call to adjourn at 3:34pm
- Motion to adjourn by Angela Botz
- Seconded by Jae Jin Pak
- Motion passed

Next Regularly Scheduled Meeting: Thursday August 15, 2024 from 2-3:30pm CST.

- Chair Kira Meskin Schiff made the executive decision to change the next scheduled meeting to August 22, 2024 2-3:30pm