



Access & Functional Needs Advisory Committee Meeting Minutes Thursday, July 20, 2023: 1-2:30pm

Call to Order

- Meeting called to order by Vice Chair Kira Meskin at 1:05pm

Roll Call

Voting Members

- Present: Kira Meskin, Jae Jin Pak, Allison Anderson, Randy Colon, Dorothy Cox-Stowe, Sam Knight, Angela Botz, Scott Gavin, Judith Leitan, John Eckert, Anu Meka, Dale Tieman
- Absent: Todd Roach, David Kuriniec

Advisory Board

- Present: Pam Heavens, Barb Pritchard, Shelly Richardson, Kriten Busch, Scott Clarke, Megan Norlin, Joshua Hughes
- Absent: Laura VanPuynbrouck, Karen Tamely, Thane Hunt, Tom Wilson,

Welcome and Introductions

Introductions of new committee members, presenters, and guests.

- No guests

Approval of Minutes

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

- June 26th Minutes were approved by committee.

Reports of Officers

- Chair: Todd Roach
 - No update
- Vice Chair: Kira Meskin
 - Kira shared reminder to committee members to complete the required annual trainings as soon as possible. Information on completing the trainings will be shared via email.
- Secretary
 - No updates

Sub-Committee Reports

- No updates



Access and Functional Needs Advisory Committee

Scheduled Presentations

Formal presentations from committee members or guests that have been added to the agenda by the chair and do not involve debate or a vote.

- Scott Gauvin presented on “Access and Functional Needs Guide for Implementing the CMIST Framework in Your Emergency Management Program” toolkit.

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.

- 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 and Elections
 - The committee discussed nominations for the Executive Committee election which will take place in next meeting. Roles and responsibilities were shared a call for nominations was made. Additional nominations could be sent to Jae JIn Pak via private message/email by July 28th to allow the required time for the committee to review the slate of candidates.
- Proposed amendments to the bylaws
 - The committee discussed plans to review and update the by-laws sections to better match the operational schedule of the committee as a goal in the next year.
- Committee Meeting dates for new year
 - Committee discussed meeting dates and there was agreement to stay to current schedule.
- Recruitment and committee vacancies discussion
 - Committee discussed the need to recruit for additional members to fill vacancies. Committee members agreed to do outreach.

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.

- Public Comment
 - None

Adjournment

- Meeting adjourned at 2:30pm

Next Meeting is Scheduled: