

# **Access and Functional Need Advisory Committee Meeting Minutes**

**Thursday, October 17, 2024 2:00-3:30PM CST**

## **Call to Order**

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

## **Roll Call**

- Voting Members present: Kira Meskin Schiff, Jae Jin Pak, Robin Jones, Dawn Cook, David Kuriniec, Judith Levitan, Scott Gauvin
  - Absent: Allison Anderson, Todd Roach, Kenneth Jennings, Randy Colon, Dorothy Cox-Stowe, Sam Knight, Angela Botz, Anu Meka, John Eckert
- Advisory (non-voting) Members Present: Laura Vanpuymbrouck, Karen Tamley, Thane Hunt, Pam Heavens, Barb Pritchard, Scott Clarke, Megan Norlin, Kristin Busch, Libby Oxenham
  - Absent: Shelly Richardson
- Guest: Clayton Kuetemeyer
- Quorum is not met

## **Approval of Minutes**

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

- June 20, 2024 meeting minutes vote for approval
- Since quorum was not reached, no vote was done to approve, and this item will be moved to the next full meeting for a vote that has quorum.

## **Reports of Officers**

- Chair: Kira Meskin Schiff
  - Chair K Meskin Schiff welcomed Dawn Cook to the Committee. Dawn made a short introduction.
  - Shared reminder for the Committee to complete mandatory annual trainings.
- Secretary: Jae Jin Pak: No report

## **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.*

- Continued discussion of AFN Advisory Committee's involvement in the drafting and revision process of Illinois' Emergency Operations Plan (EOP).
  - Scott Gauvin shared an overview of the proposed plan to draft the Illinois Emergency Operations Plan. Highlights are;
    - The drafting process will be a 3-year timeline.
    - As different sections are completed, the sections will be shared with AFN Committee for review and recommendations.
    - The Committee discussed the possibility of how the AFN Committee can be involved earlier in the process, ie: being part of the initial drafting team, or being able to provide input during the initial drafting process.
    - Scott G shared that the drafting team process occurs over time. The drafting team may not meet in person and much of the work may be done remotely.
    - The Committee asked for the possibility of having AFN members join the drafting team. Scott G stated this is possible and is open to discuss further to see how it can be done within regulations.
  - Per request of Kira Meskin Schiff, Scott G agreed to provide the whole AFN Committee with a document that explains the intended plan for revising Illinois' Emergency Operations Plan as well as the Committee's anticipated involvement in the process.
- Due to time, the following items were moved to be discussed at future meeting. Continued discussion/feedback on Committee structure, process, communications, and flow.
  - Reformation of the Subcommittees
  - Formation of the Bylaws Review Ad Hoc Subcommittee

## **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 election in January 2025
  - Chair Kira Meskin Schiff and Secretary JJ Pak, shared that Executive Committee elections will take place at the January 2025 meeting. In preparation, nominations for Chair, Vice Chair, and Secretary will be taken.
  - Nominations should be sent via email to the Executive Committee (Chair Kira Meskin Schiff, Vice Chair Allison Anderson, Secretary Jae Jin Pak).
  - Deadline for nominations is Friday Nov 15, 2024.

### **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.*

- JJ Pak shared that a colleague at Univ. of Illinois at Chicago's Dept. of Disability and Human Development is seeking to interview people working on and/or expertise on the intersection of disability and emergency response. He offered to send additional information via email for those interested.

### **Public Comment**

- None

### **Adjournment**

- Adjourned at 3:33pm.

**Next Regularly Scheduled Meeting:** Thursday, January 16, 2025 2:00-3:30pm CST