



Access & Functional Needs Advisory Committee Meeting Minutes

Date of Meeting: Thursday, 10/26/2023; 1-2:30pm

DRAFT

Call to Order

- Meeting called to order by Chair, Todd Roach at 1:05pm

Roll Call

- Present: Todd Roach, Kira Meskin, Jae Jin Pak, Robin Jones, Scott Gavin, Judith Levitan, Angela Botz, David Kuriniec, Anu Meka, Alison Anderson, Dale Tieman, Randy Colon
- Absent: Keneth Jennings, Dorothy Cox-Stowe, John Eckert, Sam Knight
- Advisory Board Members: Roll call was not taken.

Welcome and Introductions

Introductions of new committee members, presenters, and guests.

- Anu introduced Susan Johnson from IDPH and her role in emergency response. It was shared that Susan will represent IDPH at AFN Committee meetings.

Approval of Minutes

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

- Randy Colon shared there were minor typos and grammatical errors in the July minutes.
- Chair Todd Roach asked if typos and grammatical errors impacted substance of the minutes. Response was no. Chair, requested to have corrections sent to him for review. Secretary Jae Jin Pak offered to review and make corrections.
- Motion made by Judith Levitan and seconded by Allison Anderson, was made to accept minutes with corrections as discussed.
- Motioned passed unanimously.

Reports of Officers



Access and Functional Needs Advisory Committee

- Chair: Todd Roach
 - Chair shared that there will be an election for the executive committee (chair, vice chair and secretary) and reminded that only voting members can vote.
- Vice Chair: Kira Meskin
 - Vice chair shared that she co-presented a training with IEMA staff, Scott Gavin at the annual IEMA Summit. Shared that the presentation went well.
- Secretary
 - [Insert information]

Sub-Committee Reports

- Communications
 - Kristin Bucsh shared the committee met and in process of reviewing and editing the toolkit. She shared 2 questions for committee consideration. 1: Can there be a glossary of terms added for those who may not be familiar with certain AFN terms? 2: Will there be a section added to the beginning of the toolkit explaining the legal compliance for the toolkit policies and procedures.
- Maintaining Health
 - Susan Johnson shared the subcommittee has met and working on edits. They have 20-25 edits so far and will continue their work.
 - Anu Meka shared contacting IMERT to explore collaborating. IMERT is not able to collaborate due to capacity at this time.
- Independence and Autonomy
 - No updates at this time.
- Support and Safety
 - Thane Hunt shared they have started reviewing the toolkit and plan to meet soon.
- Transportation
 - Kristen Busch shared they are reviewing the toolkit.
- Scott Gavin requested that the subcommittees focus on adding resources related to disability and AFN needs to the toolkit as they review and make edits.

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 Gavin shared the hope and plan to share the toolkit in the Spring of 2024.
- Scott shared the plans to incorporate the AFN and CMIST guidance and recommendations all into the larger EOP so CMIST and AFN considerations are infused in all aspects of emergency preparedness in all levels as standard practice.



Access and Functional Needs Advisory Committee

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.

- *Included in Scott Gavin's updates.*

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.

- Elections for executive committee were held.
- Results
- Chair: Run off election between Todd Roach and Kira Meskin needed due to neither receiving over 50% of the vote.
- Vice Chair: Allison Anderson
- Secretary: Jae Jin Pak

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.

- [Insert announcement name and information]
- Public Comment
 - [Insert information]

Adjournment

- Motion to adjourn by Jae Jin Pak and seconded by Angela Botz.. Adjourned at 3:1pm.

Next Meeting is Scheduled: Special meeting for Run off election for Chair on Wed 11/1/2023