

IEMA-OHS' Access and Functional Need Advisory Committee

Meeting Minutes

Tuesday, October 30, 2025 at 1:00-2:30pm CST

Call to Order

- The meeting is called to order at: 1:06pm by Chair Meskin Schiff.

Roll Call

- Attendance will be taken:
 - Voting Members
 - Present: Lynette Cale, Randy Colon, Dorothy Cox-Stowe, Dawn Cook, Chris Dodd, Wilhelmina Gunther, Randy Hovind, David Kuriniec, Jonathan Larson, Judith Levitan, Kira Meskin Schiff, Jae Jin Pak,
 - Absent: Angela Botz, John Eckert, Robin Jones
 - Without notice: Kenneth Jennings, Todd Roach
 - Advisory Members:
 - Present: Scott Clarke, Pam Heavens, Barbara Pritchard, Laura VanPuymbrouck, Tyler Woodard
 - Absent: Kristen Busch, Thane Hunt, Susan Johnson, Megan Norlin, Libby Oxenham, Shelly Richardson, Karen Tamley
- Introduction of new members and members of the public
 - New members Randy Hovind and Jonathan Larson introduced themselves.
- Quorum will be noted before proceeding
 - Quorum met: yes

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
 - Motion: W. Gunther made motion to approve minutes.
 - Second: C. Dodd seconded motion
 - Vote: Minutes approved with unanimous vote
- October 17, 2024 meeting minutes vote for approval
 - Motion: D. Cox-Stowe motioned to approve minutes
 - Second: J. Larson seconded

- Vote: approved with unanimous vote
- September 2023, 2025 minutes vote for approval
 - Motion: D. Kuriniec motioned to approve minutes
 - Second: J. Larson seconded
 - Vote: approved with unanimous vote

Reports of Officers

- Chair: Kira Meskin Schiff: Chair Meskin Schiff introduced new members and asked them to give short introductions.
- 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.

- Chris D. shared updates on IEMA-OHS' document regarding AFN Committee's involvement in the drafting and revision process of Illinois' Emergency Operations Plan (EOP) and the draft of the access and functional needs-related Operational Toolkit.
 - There was discussion on how the committee can provide feedback for the toolkit and a resource guide.
 - Proposed dates for the committee to give feedback on toolkit and resource guide are:
 - Feb 15: Feedback on Toolkit
 - Mar 15: Resource guide
- Review of IEMA-OHS' guidance document regarding complying with the Open Meeting Act, in accordance with the Americans with Disabilities Act
 - Committee was informed that accommodation requests can be sent to IEMA-OHS' ADA Coordinator for processing.
 - IEMA-OHS will draft a document with guidance on what this process will look like and share it with the full committee.

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 Executive Board nominations and elections will be discussed at the next meeting.

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

- No public comment

Adjournment

- Call to adjourn
 - Motion: C. Dodd
 - Second: R. Colon
 - Vote: Meeting adjourned at 2:35pm

Next Scheduled Meeting: Thursday, December 11, 2025 2:30-4:00pm CST