



Access and Functional Needs Advisory Committee Minutes

Date: May 5th, 2022

Call to Order

- The meeting was called to order at 9:00 AM.

Roll Call

- **Voting members present included:**
 - Kenneth Jennings (Gridiron Alliance Foundation)
 - Angela Botz (IMPACT CIL)
 - Todd Roach (The Marmon Group)
 - Randy Colón (ADA PARC)
 - Dale Tieman (Peru Federal Savings Bank)
 - Allison Anderson (Will County Emergency Management Agency)
 - John Eckert (Illinois Department on Aging)
 - Judith Levitan (Office of the Illinois Attorney General)
 - Scott Gauvin (Illinois Emergency Management Agency)
- **Voting members absent included:**
 - Kira Meskin (Progress Center for Independent Living)
 - Dorothy Cox-Stowe (Home Services Advocate for Independent Living)
 - Sam Knight (Disability Resource Center)
 - Anu Meka (Illinois Department of Public Health)
 - David Kuriniec (Illinois Department of Human Services)

Welcome and Introductions

Introductions of new committee members, presenters, and guests.

- **Kenneth Jennings** – Ken is the founder and CEO of the Gridiron Alliance Foundation, a non-profit organization based in Illinois. He was injured in a high school football game in 1988, which caused him to be paralyzed from the neck down. Ken helped to get the “Rocky Clark” law passed in Illinois, which requires high schools in the state to carry catastrophic injury insurance for student-athletes.



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- **Angela Botz** – Angela is a Community Outreach Coordinator for the IMPACT Center for Independent Living. She has previously served as the President of the Illinois Association of the Deaf and as a Chairperson for the St. Louis DEAFestival. She currently serves on several different committees involved in advocacy for the deaf, deafblind, and hard-of-hearing communities.
- **Todd Roach** – Todd is the Human Resources Director for *The Marmon Group*, as well as an alderman for the City of O’Fallon. Todd has been diagnosed with Multiple Sclerosis (MS) and is a member of the National Multiple Sclerosis Society.
- **Randy Colón** – Randy is a research assistant for the ADA Participation Action Research Consortium (ADA PARC). He is currently pursuing a PhD in Disability Studies at the University of Illinois at Chicago and is working on a tool that will allow communities to assess whether people with disabilities are attaining affordable, accessible, and integrated housing. He is also legally blind.
- **Dale Tieman** – Dale is the Executive Vice President and Chief Operating Officer at Peru Federal Savings Bank in La Salle, Illinois, where he also serves as the Assistant Fire Chief. He is currently a board member for multiple associations and foundations, including the Horizon House Foundation, a group that provides grants in support of the integration of people with disabilities in all areas of life.
- **Allison Anderson, CEM** – Allison is the Director of the Will County Emergency Management Agency. She has over 13 years of experience in emergency management, including nearly 5 years of experience in the focus area of Public Health. As 1 of approximately 2,200 Certified Emergency Managers (CEMs) in the world, Allison brings a wealth of knowledge and experience to the committee.
- **John Eckert** – John is the Deputy Division Manager for the Division of Planning, Research, Development, and Training at the Illinois Department on Aging, where he has worked for nearly 17 years. His primary focus is ensuring people with disabilities and the elderly have every opportunity to live independently. He has an M.A. in Rehabilitation Administration and Services from SIU-Carbondale.
- **Judith Levitan** – Judith is the Chief of the Disability Right Bureau at the Illinois Attorney General’s Office. She holds a bachelor’s degree in Education of the Hearing Impaired, as well as a Juris Doctorate from Northwestern University and a Master of Laws in Child and Family Law from Loyola. In addition to this committee, Judith also serves on three other state committees related to access and functional needs.



- **Scott Gauvin** - Scott has nearly 19 years of emergency management experience and is the Manager of Strategic Operations and Preparedness (i.e., Chief Planner) for the Illinois Emergency Management Agency (IEMA). In this role, he is charged with the strategic development of the Illinois Emergency Operations Plan (IEOP) and other hazard- and function-specific planning documents for the State of Illinois.

Approval of Minutes

- Minutes from the last meeting on January 26th, 2022 were approved as is, with no amendments.
- Todd Roach made the motion to approve, John Eckert seconded the motion, and the motion was carried with unanimous approval.
- It was decided that minutes would be posted on the website within 10 days of each meeting.

Reports of Officers

- Chair
 - Nothing to report
- Vice Chair
 - Nothing to report
- Secretary
 - Nothing to report

Sub-Committee Reports

- None at this meeting. This will occur at each meeting after elections are held, non-voting members are appointed, and sub-committees are established.

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.

- Jonathon England – *Illinois Open Meetings Act Overview*
 - Todd Roach asked about email records requests for personal email addresses



- Jonathon England (IEMA) - Since the committee is a public body, it would be subject to the Freedom of Information Act.
- Judith Levitan asked if there is any statutorily required training for committee members and whether past certificates fulfill that requirement.
- Karl Schmitt (IEMA) – discussed the Microsoft Teams site and an archive for documents produced by the committee
 - Need to decide if non-voting members will have access
- Louise Conway (IEMA) – Open meetings have set training that members are required to take in their first 30 days and annually thereafter, including ethics and harassment training.

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 at this meeting. This will occur at each meeting after elections are held, non-voting members are appointed, and sub-committees are established.

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.

- **By-Laws Adoption**
 - Todd Roach made a motion to adopt the by-laws as presented, with no amendments
 - Dale Tieman seconded the motion
 - The motion was carried with the unanimous approval of voting members present at the meeting.
- **Nominations for Chair, Vice-Chair, and Secretary**
 - Angela Botz nominated Todd Roach for Chair
 - Randy Colón seconded the motion



- The motion was carried with the unanimous approval of the voting members present
- Randy Colón nominated Kira Meskin for Vice-Chair
 - Todd Roach seconded the motion
 - The motion was carried with the unanimous approval of the voting members present
- Angela Botz nominated Judith Levitan for the position of secretary
 - Dale Tieman seconded the motion
 - The motion was carried with the unanimous approval of the voting members present
 - *At this point, Todd Roach, the newly elected Chair of the committee, assumed control of the proceedings*
- **Nomination of Non-Voting Members**
 - Scott Gauvin motioned to amend the presented list of non-voting members to add Deanna Clark and Megan Norlin
 - Allison Anderson seconded the motion
 - The motion was carried with the unanimous approval of the voting members present
 - Todd Roach motioned to approve the amended list as presented
 - Dale Tieman seconded the motion
 - The motion was carried with the unanimous approval of the voting members present
- **Dates for Mandatory and Special Meetings**
 - Todd Roach motioned for the committee to hold meetings every other month
 - Scott Gauvin seconded the motion



- The motion was carried with the unanimous approval of the voting members present
 - It was mentioned that the Executive Committee (Chair, Vice-Chair, and Secretary) are allowed to organize special meetings according to the by-laws
- We discussed a proposal outline and a planning process but didn't come to a final conclusion.
- We discussed a draft due date for the Annual Report but didn't come to a final conclusion

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.

- There is a one-hour National State Level Access and Functional Needs Monthly Meeting. Kira has added members to the calendar invite list. Once you accept, you should be added to her future emails and invites. If you have any questions or need to request accommodations when accessing the Zoom platform, please email Sadie Martinez at sadie.martinez@state.co
- This is a link to a shared Google Drive folder with resources that include best practices utilized by other states:
<https://drive.google.com/drive/folders/1AMRYARMg1fOjAP2FfZrefmIIUoG2TQF>
- The National Access and Functional Needs Symposium will be taking place on July 19 and 20, 2022 at 11:00-2:00 PM CST. Kira will send an email with details for registration.
- Dawn Brently, Acting Director of Massachusetts Emergency Management Agency, has developed the *Inclusive Emergency Management Community*, an online community. You can register at this link, and it is free to anyone interested: <https://www.inclusiveem.community>. Scroll to the very bottom of the website and select "Choose a Plan". Click on the button "Access" and you can then fill out your information.
- There were no other announcements made by the group.



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Adjournment

The meeting was adjourned at 10:46 AM. The motion to adjourn was made by Scott Gauvin, seconded by Allison Anderson, and carried with unanimous approval.