



## Access & Functional Needs Advisory Committee Meeting Minutes

Thursday, May 18, 2023: 1-2:30pm

### Call to Order

- Meeting called to order by Vice Chair, Kira Meskin at

### Roll Call

- Voting Members: Present: Kira Meskin, Keneth Jennings, Dorothy Cox-Stowe, Sam Knight, Angela Botz, Jae Jin Pak, Alison Anderson, Dale Tieman, John Eckert, David Kuriniec, Judith Levitan, Anu Meka, Scott Gavin, Robin Jones
- Absent: Todd Roach, Randy Colon
- Advisory Members: Present: Laura VanPuynbruck, Shelly Richardson, Pam Heavens, Barb Pritchard, Scott Clarke, Megan Norlin, Libby Oxenham, Kristin Busch, Karen Tamely
- Absent: Joshua Hughes, Thane Hunt, Tom Wilson,

### Welcome and Introductions

*Introductions of new committee members, presenters, and guests.*

- No introductions made.

### Approval of Minutes

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

- Due to corrections needed, there was not a vote to approve. There was consensus from the committee to allow time for corrections and to vote to approve at next meeting.

### Reports of Officers

- Chair
  - No report
- Vice Chair: Kira Meskin
  - Reminder to include all Exec Com Members in communications.



## Access and Functional Needs Advisory Committee

- National week of action advocacy opportunity
- Reminder to limit discussions in chat for accommodations. If needed, use private messages.
- Secretary: Jae Jin Pak
  - Noted receipt of updated roster

### Sub-Committee Reports

- Vice Chair, Kira M. shared that IEMA requested that subcommittees stop the review process of the emergency plan at this time until the switch to the new federal guidelines and formats are finalized. Subcommittees are asked to continue to meet to develop a tool to be shared to local emergency management agencies as a resource.
- Communications
  - Kristen Busch shared she will work with the subcommittee to schedule meeting to work on content for the tool for local agencies. Requested guidance from IEMA.
  - Scott Gavin, suggested reaching out to other states that have developed similar tools such as Colorado as next step.
  - Jae Jin Pak is E.C. connection for this subcommittee.
- Maintaining Health
  - Laura VenPuybruck shared that the subcommittee met in January 2023, but has not met since due to scheduling challenges. The subcommittee sent in some initial suggestions and Laura will work with subcommittee to follow up.
  - Laura suggested sending all the subcommittees guidance on their work.
  - Jae Jin Pak is the E.C. connection for this subcommittee.
- In dependence & Autonomy
  - Libby Oxenham shared that the subcommittee met on March 29, 2023. The subcommittee has begun working on content and conducting research to guide their work. The committee is able to review their work in the shared subcommittee folder. They plan to meet in July.
  - Kira Meskin is the E.C. connection for this subcommittee
- Support & Safety
  - David Kurinec shared the subcommittee is working on developing content. They are looking at statewide and more local jurisdictions.
  - Kira Meskin is the E.C. connection for this subcommittee.
- Transportation
  - Kirstin Bushc shared subcommittee has not met due to scheduling challenges.



## 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.*

- No presentation

### 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.*

- Discussion of AFN annual report, draft, logistics and submission
  - Vice Chair, Kira Meskin shared that Chair, Todd Roach will work with IEMA staff to draft the report with input from Exec Comm members, Kira Meskin and Jae Jin Pak as needed.
- Schedule meeting in June to review/vote on annual report
  - The committee scheduled Thursday, June 15<sup>th</sup> to meet to vote to approve the AFN report.

### 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.*

- Anu Meka shared that IL Dept of Public Health is organizing a conference on emergency planning in Spring of 2024. and invited committee members to attend, share and opportunities to provide input on content for the conference.
- American Red Cross will hold an Emergency Preparedness Summit in June 2023
- Public Comment
  - None

### Adjournment

- Motion to adjourn by Scott Gavin and seconded by Judith Levitan and unanimously approved to adjourn at 2:35pm



## Access and Functional Needs Advisory Committee

Next Meeting is Scheduled: Tuesday, July 20, 2023 at 1-2:30pm