



MEPIC Advisory Board Meeting Minutes

Tallahassee, Florida
7 March 2019, 12:00 PM – 5:00 PM
8 March 2019, 9:00 AM – 12:00 OM

The Missing and Endangered Persons Information Clearinghouse Advisory Board Awareness was called to order at approximately 9:00 a.m. on March 7th and 8th by chairperson Jamie Meeks.

In Attendance

- **Board Members**

- Bob Bedford
- David Brand
- Dan Campbell
- Bill Corfield
- Antonio Gilliam
- Angie Herron
- Jesi Leon-Baron
- Tiffany Martin
- Karen Mazzola
- Jamie Meeks
- John Pitta
- Peggy Pitta
- John Robertson
- Susan Smith
- Mike Vasilinda (3/8)
- Stephanie White

- **Ad Hoc Board Members**

- Jasmine Armstrong
- Julie Collins
- Christina Harris
- Travis Paulk
- Thomas Pikul

- **FDLE Members**

- Jay Best (3/8)
- Mary Coffee (3/8)
- Brendie Hawkins
- Seth Montgomery
- Erin Rounds
- Craig Schroeder
- Donna Uzzell (3/8)

7 March 2019, 12:00 PM – 5:00 PM

Chairperson Jamie Meeks calls the meeting to order and asks the Board and FDLE members to introduce themselves.

Chairperson Meeks introduces the Board's newest member **Karen Mazzola** (FLPTA), **Jasmine Armstrong** (DJJ), and **Tiffany Martin** (FYN).

Chairperson Meeks asks everyone on the Board to review the committee list and stresses the need for co-chairs on the Communication and Technology Committee as well as the Awareness and Prevention Committee.

Chairperson Meeks opens the discussion about the development of the new Strategic Plan. The new Strategic Plans aims to be a project list, of specific goals and achievements. The Board would like to prioritize each of these projects in order to accomplish the projects in a planned order.

Craig Schroeder tells the Board that as they discuss the new Strategic Plan, he will be compiling the language as the meeting progresses. The plan is to construct the plan today and early tomorrow, and then vote to accept the plan tomorrow afternoon.

The Board discusses a timeline for the new Strategic Plan. **Chairperson Meeks** expresses that he'd like to see a two year time line. **Dan Campbell** suggests most time lines are roughly three to four years with subsections that are revisited or revised every few years.

Chairperson Meeks suggests the four projects he'd like to see completed first are the implementation of the Curriculum Review Sheet, implementation of the Subject Matter Expert List, the creation of a MEPIC newsletter, and the creation of PSAs. **Assistant Chief Antonio Gilliam** says he likes the MEPIC newsletter idea.

The Board comes to the conclusion that this new Strategic Plan will be a "living document" so it can always be amended if a project is completed or needs to be edited.

The Board discusses how a project list would affect the three committees.

The committee discusses the idea of a MEPIC newsletter. Specifically, which committee the responsibility would fall to.

Bob Bedford and **Jesi Leon-Baron** asks the committee who the newsletter would target, whether it's LEOs, partners, the general public, etc. The idea of multiple newsletters is offered, but the Board decides to concentrate on a single newsletter, with multiple perspectives that would be fit for a wide range of readers. The target audience

would be people who could benefit from knowing the various perspectives represented on the Board.

The Board then discusses the idea of getting more Board members to attend state-wide conference to share their expertise.

Chief Gilliam expresses the idea that he'd like to see the Board offer a training/conference. It could be a conference at Pat Thomas, the Civic Center, TCC, FDLE, or any number of other spaces the Board could leverage. The Board discusses the idea of making it a post-FMCD training with sessions aimed at law enforcement and the general public.

Craig Schroeder begins to assemble the discussed idea into the draft of the New Strategic Plan. [Please reference "Operation Safe State: Strategic Plan of the Missing and Endangered Persons Information Clearinghouse" for the topics discussed and the plan to complete them].

The Board decides to create a project based Strategic Plans, replacing Committees with Project Groups. And replacing committee chairs, with project leads. The projects added to the working draft of the Strategic Plan are as follows:

- Create a Facebook Presence for MEPIC AB
- Implement Curriculum Review Sheet
- Implement Subject Matter Expert List
- Creation of PSA(s)
- Influence State Wide conference agendas to include MEPIC speakers/presence.
- Create MEPIC Newsletter
- Post-FMCD training partnered with media, LEOs, and agencies

Chairperson Meeks asks **Chief Gilliam** and **Bill Corfield**, co-chairs of the Awareness and Prevention committee, to update the Board on what the committee has been focusing on and what they have accomplished since the last meeting. **Mr. Corfield** discusses the committee's ongoing obstacles in discussing initiatives around License Plate Readers (LPRs) and drone technology. **Mr. Corfield** also discusses the Boards discussion of creating a "punch list" of CART callout requirements.

Chairperson Meeks asks co-chair **John Robertson** to provide an update on what the Response and Recovery Committee has been focused on. John discusses the creation of the curriculum review sheet, which is ready for a vote. **Mr. Robertson** also discusses the SME List which is also ready for a vote from the Board.

Without a chair for the Communication and Technology committee, **Chairperson Meeks** forgoes an update from that committee.

Mr. Schroeder asks the committee to consider the aspects of the new Strategic Plan which need to be shored up tomorrow, including a title, mission statement, priority list, and project leads.

Chairperson Meeks calls for adjournment for the day.

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8 March 2019, 9:00 AM – 12:00 PM

Chairperson Meeks calls the meeting to order and asks the Board members to introduce themselves.

Chairperson Meeks addresses the Board and tells them that he plans to step down as Chairperson after the June meeting. He asks the Board to begin considering a replacement that can be voted on at the June meeting.

Chairperson Meeks asks the Board to take a few minutes to review all of the outstanding minutes from the June 2018 and September 2018 meetings, as well as the November 2018 conference call. **Chairperson Meeks** calls for a motion to accept the minutes. The motion is made and seconded. **The motion to accept the minutes from the June 2018, September 2018, and November 2018 meetings is passed.**

Chairperson Meeks asks the board to review the current draft of the Curriculum Review Sheet. **Chairperson Meeks** calls for a motion to accept the curriculum review sheet. A motion is made and seconded. **The motion to accept the current draft of the curriculum review sheet meeting is passed.**

Chairperson Meeks asks the Board to review the Subject Matter Expert List. The Board agrees this list will be a living document and, once accepted, can be updated without a Board vote. **Chairperson Meeks** calls for a motion to accept the SME List. **The motion is made and accepted. The motion to accept the SME List is passed.**

The Board returns to constructing the Strategic Plan. The projects are listed and tasks are assigned to each project list. [Please reference “Operation Safe State: Strategic Plan of the Missing and Endangered Persons Information Clearinghouse” for the topics discussed and the plan to complete them].

The Board discusses the idea of prioritizing the project list and focusing on projects on at a time. **John Robertson** expresses that he thinks projects should be worked on in tandem. The Board agrees. The Board also agrees to forgo the preexisting committees. Mr. Schroeder informs the Board that there is no requirement in the by-laws requiring committees. With the new Strategic Plan, the Board decides to have project committees, with project leads.

The Board begins discussing a title for the Strategic Plan. **Mr. Corfield** suggests the title Operation Safe State.

The Board holds open discussion to craft the Strategic Plan’s Mission Statement, Vision, and Guiding Principles.

Our Mission: Together with the citizens of Florida, we promote the safety of children and other vulnerable populations through public and private collaborations.

Our Vision: The State of Florida will be viewed as the national leader for the safety and recovery of children and other vulnerable populations.

Our Guiding Principles: In order to serve our missing persons and vulnerable populations, this Board strives to...

...ensure that each county has the capacity to respond efficiently and effectively to all missing persons populations/incidents.

... integrate governmental and private resources and leverage all available assets.

...promote every public safety agency to adopt and implement policies and procedures that maintain best practice standards with regards to missing persons.

...train and educate on the prevention of victimization.

...encourage the State of Florida to maximize efforts to collect and publicize information on sexual offenders and predators.

...recruit community groups and organizations to assist with mentoring and volunteering.

...collaborate with the Florida Missing Children's Day Foundation.

The Board goes down the project list and members volunteer for project lead positions. Those were:

- Subject Matter Expert List—John Robertson
- Creation of PSA—Mike Vasilinda/Dan Campbell/Angie Herron/Hilary Sessions
- Influence state-wide conference agendas to include MEPIC speakers/presence—Karen Mazzola/Kim Spence
- Create MEPIC Newsletter—Angie Herron/John Robertson
- Post-FMCD Training partnered with media, LEOs, & agencies—Antonio Gilliam/Karen Mazzola/Bill Corfield

The Board decides to adjourn and reconvene once the Strategic Plan is compiled to vote to formally accept.