



Awareness and Prevention Committee Meeting Minutes

Tallahassee, Florida

15 June 2017

12:00 PM

The Awareness and prevention Committee Meeting—a sub-committee of the Missing and Endangered Persons Advisory Board—was called to order at approximately 12:00 p.m. on June 15th by co-chairs John Robertson and Barbara Renczkowski.

In Attendance

- **Board Members**

- Bethany Brimer-Gilot (via phone)
- Dan Campbell
- Jamie Meeks, Chairperson
- Barbara Renczkowski, co-chair
- John Robertson, co-chair
- Hillary Sessions
- Kim Spence
- Stephanie White

- **AD Hoc Board Members**

- Kristin Litteral (Representative for Mike Carroll)
- Julie Collins
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- **FDLE/MEPIC Members**

- Mary Coffee
- Jeff Dambly
- Brendie Hawkins
- Erin Rounds
- Craig Schroeder

A. Awareness and Prevention

A-1: Safety Curricula and Practices Assessment

A-1.1: Create University and Cross-Agency Group

A-1.2: Assess, Recommend and Distribute Current Resources

A-1.3: Identify and Explore Feasibility of Addressing Gaps

A-1.4: Create LE-led online and texting safety curricula for students

A-2: First Responder Curricula and Best Practices Assessment

A-2.1: Create work group

A-2.2: Analyze, recommend, and distribute results

A-2.3: Pilot test recommendations

A-3: Awareness of Social Media Use and Digital Lives

A-3.1: Create parent resource on understanding social media

A-3.2: Promote parent awareness of child's digital life

Barbara Renczkowski (BR): Begin introductions

BR: Introduce FDLE Research and Training Manager Judd Butler to assist us with drafting some vetting standards.

- **Judd Butler (JB):** Looking at Objective A, it talks about developing a curriculum, are you all sticking with that as is or will you be making changes?
 - **John Robertson (JR):** We do not want to develop a curriculum but establish a standard for any curriculum that can be vetted against to say the Advisory Board says the following curriculum meets the following rules.
 - **JB:** Then the question becomes “how do you vet that?” Is that the operative question?
 - **JR:** Yes
 - **JB:** Well there are several things you’ll want to look at. First, you need to make sure the scope matches what you’re going for. Do you still want to aim this at law enforcement? Curriculums for teachers and college interns for example, could be very different. So if you want to choose a curriculum do you want to stick with gearing it at LEOs?
 - **JR:** My understanding is that it’s the audience; we want to develop it for whoever may be speaking about how to protect vulnerable populations.
 - **JB:** Do you all have a definition of vulnerable population?
 - **JR:** I think in this group we have some expertise to do so, but there may be some we miss.
 - **Julie Collins (JC):** Right, and we’re primarily talking about kids but we also have seniors.
 - **Stephanie White (SW):** And are we talking about multiple curriculums for different kinds of “vulnerable populations”?
 - **JB:** Well what I want you guys to do is to be able to narrow your scope so we know who you’re gearing this towards.
 - **JB:** So I suggest you come up with a bullet list of vulnerable populations.
 - **JB:** And if you’re concerned about vulnerable populations online, I’d suggest coming up with a list of online activities that can affect vulnerable populations.
 - **JB:** I would also think about vetting instructional materials, handouts, videos, activities, etc.?
 - **JB:** You should decide if you want this to be just a curriculum start to finish, or if you want it to be smaller pieces.

- **JR:** Just for context, we are talking about actual curricula. We are aware of at least one that members of this body support, but suggesting which curriculum should be used is not a role that we can or want to play. So instead, we want to provide rules that competitors can meet and we can suggest various products based on these products meeting our curriculum. So I don't know if we can suggest one video or product
- **JR:** So I think we should create and provide a list that says any of these things are legitimate materials that meets the Advisory Boards standard?
 - **SW:** And if we make it too long or too broad we may lose people.
 - **JB:** I would suggest at the beginning you start very narrow and add different categories as needed.
 - **JB:** Let the need and the supply guide how you operate.
 - **JB:** I would really keep it narrow.
 - **SW:** So make this list customizable?
 - **JB:** A little. As an instructor I like having access to various pieces without getting a bunch of junk. The worst thing is to have a resource link on a site and there are 50 URLs that all point to other sites with 50 URLs. So you want to have created meaningful.
 - **SW:** Right, I know as an instructor I have all sorts of methods.
 - **JB:** Yes, good resource and quality is important, but, if you're going to open it to video for example, the first criteria is scope, so you should be able to look at it and said does this address vulnerable populations, is it geared toward who we want, etc.
 - **JB:** And if you're operating on that and you find something that is really cool but doesn't meet the scope, it gets everything off track.
- **JB:** If you're ever attempted to endorse a person, I would recommend against that. Endorsing people can get messy.
 - **JB:** As an example: we did a video that featured a car guy and he was later arrested for running an illegal chop shop.
- **JB:** Also, look at availability. Is this free? Do you have to have a membership? Is it copyrighted?
- **JB:** The third big thing is judging the quality of something.
 - **JB:** I've got something here that I downloaded in May that are benchmarks for quality instructional materials.
 - **JB:** It's multiple pages of long checklists. These type of things suck the life out of you, it's just too much,

- **JB:** So I would work on developing something that judges the overall quality of something without making long lists.
 - **JB:** These are some questions you need to think of when assessing quality. Is it relevant? Is it up to date? Is there anything in there that is offensive?
 - **JB:** What you don't want to do is create a super long checklist that is bogged down in a bureaucratic system, which makes you unable to see the forest through the trees.
 - **JB:** So what I would recommend would be is to come up with 10 or so items.
- **JR:** With that in mind, I would suggest to this committee that we just focus on curriculum. And once we decide that, we can start looking at all other kinds of curriculum.
- **JC:** Should we start to develop those ten curriculums now?
 - **BR:** I think now is a great time.
- **JC:** Well I would suggest **ease of delivery** as one of the curriculum.
 - **JC:** I've seen things that if they don't hold your hand through an unfamiliar topic, it won't be supportive.
- **JR:** I think **someone needs to own the material**. I don't want to support something that is 20 years old.
 - **JB:** Right, that's a good one is making sure the material is current. You don't want something that's out of date, with old photos, referencing old technology, etc.
- **SW:** And is it **appropriate to the audience**.
 - **JB:** Yes, like reading material needs to be age appropriate.
- **JC:** So do we want to just target school kids now or do we want to target all of our audiences?
 - **JR:** Well I think it's universal.
 - **JC:** But we want to say is this for seniors, kids, etc.
 - **JR:** I think we can do that later, as long as our criteria addresses if it is age appropriate.
- **JC:** Okay we can check off current and relevant, but now quality, that's kind of a fuzzy one.
 - **JB:** It is. A few questions to consider: is it interactive? Is it just a lecture? Are their interactive materials?
 - **MC:** So is that a sub category of accessibility?
 - **JB:** Well availability is the term I was using, but the relevance would be "does it fit the audience we want and does it fit the topic?"
 - **JB:** I know with DOE accessibility is a different term.

- **JC:** Under 508
- **JB:** Right, is it 508 compliant?
- **JB:** But you guys tell me what's important.
- **JC:** On the quality issue, you had asked "is it offensive" I think that should be under quality.
 - **JR:** I think we're defining quality.
 - **JC:** Right, that it's not offensive.
- **JC:** I think availability and accessibility should be rolled into one thing.
 - **JR:** I think people want options based on their resources. If I have a grant that says deliver child safety curriculum and I've got 150 thousand dollars to spend, I'm not interested in free, I'm interested in the best. And I think it's fair for people to get paid for their work. So I don't want to weight free over purchase, I feel those are choices consumers have to make.
 - **JR:** So I don't think the availability thing has to be a requirement but maybe an observation, you can say *these* things are really great but there is a cost.
 - **JC:** So we can provide that information but I don't think that's appropriate for vetting.
 - **BR:** But availability is important. I think they want to know if it is available to everyone.
 - **JB:** I think these are separate things, accessibility and availability.
 - **Kim Spence (KS):** Right, if you're learning disabled there's a difference between 'can you find that material?' and 'can you use it?'
 - **JR:** Right.
- **SW:** Are crime prevention units and SROs already going in to schools and doing this kind of stuff?
 - **JC:** There is some safety stuff.
 - **SW:** But are they doing presenting material on online safety?
 - **JM:** I know there was a curriculum set that was used. When I did DARE I would adjust the curriculum based on who I was talking to.
 - **SW:** Right, but are they already doing online safety presentations?
 - **Jamie Meeks (JM):** I've seen stuff done on cybercrime.
 - **JC:** Does it vary by school district?

- **JM:** I think it all comes down to law enforcement in the agency. There are different programs that one agency might use.
 - **JC:** Did the school board provide you the curriculum.
 - **JM:** No, the Sheriff's office did.
 - **JB:** A general rule of thumb is the fewer people who have to agree on something the better. The extent of the level that you're at a higher oversight the better.
 - **JB:** It's probably better to have a small group vet and then present it for a vote.
 - **JC:** What about a subcommittee of this group plus a few outside folks? Like a teacher, active SRO, etc.?
 - **JR:** Yeah, I think having a subject matter expert would benefit us in this project.
 - **Bethany Brimer Gilot (BBG):** I agree, and I think having subcommittees is a great idea. And we could have a few meetings where we bring in subject matter experts.
 - **JB:** Can you have subcommittee meetings under Sunshine laws?
 - **BH:** Yes, as long as they are noticed. We need 72 hours' notice.
 - **JC:** And could we piggy back on our regularly noted meetings.
 - **BH:** Definitely.
 - **JB:** There's another option as well: if you had one person who is responsible for speaking with SMEs about the vetting process, they could present their findings to the group; if they're the only one communicating with the SMEs they wouldn't have to worry about Sunshine laws.
 - **KS:** I think that's a great idea.
 - **JD:** And to his point, the Sunshine Law only affects you all talking to each other. If each of you do individual assignments, that would not violate Sunshine laws.
 - **JB:** You could also create curriculum for an SME group, who could represent different areas.
- **JR:** I think we've captured enough to begin developing a draft of a standard on how we can begin drafting that curriculum.
- **JC:** Also, we don't know everything that's out there, so we want to look at what's out there that's not represented on the board. So identifying candidates and SME's is probably part of the process.
- **BR:** And Craig can send out all these notes right?

- **Craig Schroeder (CS):** Yes.

BH: I'm sorry to interrupt, but this committee has a vote they need to hold before the next meeting begins.

- **BR:** I was looking at A-1.4 and it says develop there as well so we may need to change that as well.
 - **JR:** Yes, I will work on that.
- **BR:** So here is the proposed change to Objective A-3.1:

Direct parents and guardians to established resources which evaluate social media platforms for risks posed to children.

- **Dan Campbell (DC):** The proposed change says children; do we want to change that to “vulnerable populations”?
 - **JR:** Yes, that's a good check.
 - **CS:** And I will make these changes and bring them to the board tomorrow.
- **JC:** Does this just apply to social media?
 - **BR:** Yes.
- **KS:** Might we change “establish” to “vetted”
 - **BBG:** Yeah, I like that.
- **JC:** What about “evaluate”? Is there a better word?
- **BH:** So the new language I have here that we will present to the Board tomorrow is:

Direct parents and guardians to vetted resources which evaluate social media platforms for risks posed to vulnerable populations.

- **BR:** So we're out of time, but we can vote on this tomorrow and change A1.4 for next time.
 - **JR:** If I get it to you by tomorrow can we vote on it then?
 - **BH:** Yes, you just won't have time to discuss it.
 - **JR:** Okay, I will try to do it tonight, if not we can make that a goal for our next conference call.

BR: Okay, well if there is nothing else we will adjourn.

Committee Meeting Adjourned



Response and Recovery Committee Meeting Minutes

Tallahassee, Florida

15 June 2017

1:15 PM

The Response and Recovery Committee Meeting—a sub-committee of the Missing and Endangered Persons Advisory Board—was called to order at approximately 1:15 p.m. on June 15th by co-chair Bill Corfield.

In Attendance

- **Board Members**
 - Bill Corfield, Co-Chair
 - Angie Herron
 - Jamie Meeks, Chairperson
 - Hilary Sessions
 - Kim Spence
 - Stephanie White
- **AD Hoc Board Members**
 - Christina Harris (Representative for Attorney General Pam Bondi)
 - Kristin Litteral (Representative for Mike Carroll)
- **FDLE/MEPIC Members**
 - Mary Coffee
 - Jeff Dambly
 - Brendie Hawkins
 - Brett Lycett (via telephone)
 - Erin Rounds
 - Craig Schroeder

R. Response and Recovery

R-1: CART Criteria and FDLE Resources Awareness

R-1.1: Create innovative Clearinghouse projects

R-1.2: Market CART deployments

R-2: Increased Training Opportunities

R-2.1: Contribute to online "Academy"

R-2.2: Promote regional field training

R-3: Technology Utilization

R-3.1 Create "LPR" network and plan for use of License plate readers (LPR)

R-3.2: Promote education about social media as investigative tool

R-3.3: Test and implement emerging technologies

R-4: Special Populations

R-4.1 Autistic young people

R-4.2: Foster care youth

R-4.3: Seniors

R-4.4: Emerging populations

- **Bill Corfield (BC):** Intro to committee. James Previterra is out of town but will be on the line tomorrow for the Award voting.
- **BC:** Brett Lycett is on the line and I am going to throw it over to him for a CART update.
 - **Brett Lycett (BL):** I don't have a lot.
 - **BL:** I'm sure you're aware of the incident in Pensacola that did not end well but the CART team was very active in that response.
 - **BL:** Because it is an active investigation, there is not a whole lot on that case I can talk about.
 - **BL:** I may have more info I can bring at the next meeting but I don't have a lot of new information.
 - **BL:** So I can take questions if anyone has them.
 - **NO QUESTIONS**
- **BC:** Also with us is Jeff Dambly, he will have floor time tomorrow, but do we want to ask Jeff anything today regarding Sunshine laws?
 - **NO QUESTIONS**
- **BC:** From a Strategic plan standpoint, is there anything looking at the Clearinghouse we feel like we need to address?
 - **BC:** As far as the marketing of CART deployments, I think we talked about Seth providing us with regular CART updates.
 - **Craig Schroeder (CS):** Did you all determine how often you want Seth to come in and do these CART debriefings?
 - **BC:** I think if we have four meetings a year that would suffice, if he came in four times a year.
 - **BC:** If there are any emerging trends in CART callouts maybe we can have someone come in for a special update.
 - **BL:** Also, I've discussed with Seth about that and we need to know exactly what you guys are interested in hearing. We really can't get too involved because these are all ongoing cases. So I would say the committee needs to identify exactly what it is they would like to know.
 - **BC:** Understood. I think what we're looking for is discussion on items that can be discussed: lessons learned from callouts and things that may guide the committees. Anything that can be gleaned from the deployments that you are able to share.
 - **BL:** Okay I will mention to Seth that you guys want to know what is and isn't working as opposed to specific case details.
- **BC:** From a training opportunity standpoint, I think Brett stated there are two CART teams that still need to be certified.

- **BC:** There's also some online stuff that I believe is a part of Academy curriculum.
- **BL:** You mean basic LEO recruitment academy?
- **BC:** Yes.
- **BL:** Brendie, when we had that conference call there was talk of developing curriculum on missing children with professionalism?
- **Brendie Hawkins (BH):** I'm not familiar with that but I know professionalism was working with a group on autistic individuals, but not anything specifically about missing children.
- **Stephanie White (SW):** And the training that's there for LEO training is there but it is brief.
- **BC:** Is that something we can look at?
- **SW:** Sure.
- **BH:** Well, Stephanie, if you want to send it to Craig he can distribute it to everyone and we can review it on the next conference call.
- **BC:** From a technology stand-point, there was developing info on LPRs.
 - **Angie Herron (AH):** Yes, we have a Board meeting at FOAA and LPRs has been placed on our agenda to discuss.
 - **BC:** Is it discussing legislation around LPRs.
 - **AH:** It's more of a discussion about the legal aspects.
 - **BC:** Okay so more to come on the LPR piece.
- **BC:** Regarding the social media as an investigative tool; are there any emerging technologies that anyone would like to discuss?
 - **NONE**
- **BC:** Regarding special populations, there was a lot of work in Orlando made on autistic individuals. Does anyone have anything else on special populations?
 - **NONE**
- **BC:** Also, we will be voting on the awards tomorrow so make sure you review the nomination forms.
 - **CS:** Also, those forms will have changed slightly as we did finally get a K9 nomination with the help of Stephanie.
 - **BC:** Also, there are three other awards—the John and Revè Walsh Award, the Commissioners Award, and the Evelyn Williams Memorial Award. We are looking to get recommendations from the Board.
- **BC:** That's all I have from the Strategic Plan, is there any new business?
 - **NONE**
- **BC:** Okay, well we will adjourn then.

Committee Meeting Adjourned



Communication and Technology Committee Meeting Minutes

Tallahassee, Florida

15 June 2017

2:30 PM

The Communication and Technology Committee Meeting—a sub-committee of the Missing and Endangered Persons Advisory Board—was called to order at approximately 2:30 a.m. on June 15th by co-chairs Amy Bogner and Tim Enos.

In Attendance

• Board Members

- Amy Bogner, Co-Chair
- Bill Corfield
- Tim Enos, Co-Chair
- Angie Herron
- Jamie Meeks
- John Pitta
- Peggy Pitta
- Barbara Renczkowski

• AD Hoc Board Members

- Christina Harris (Representative for Attorney General Pam Bondi)
- Julie Collins (Representative for Commissioner Pam Stewart)

• FDLE/MEPIC Members

- Mary Coffee
- Jeff Dambly
- Brendie Hawkins
- Erin Rounds
- Craig Schroeder

C. Communications

C-1: Advisory Board Communication

- C-1.1: Develop Advisory Board liaison relationships*
- C-1.2: Establish secure data sharing, scheduling tool*
- C-1.3: Develop Marketing and Communications Plan*
- C-1.4: Develop and implement social media protocols*

C-2: Partner Communications

- C-2.1: Identify new PSA messaging resources*
- C-2.2: Develop campaign to establish partnerships*

C-3: FMCDF Fundraising

- C-3.1: Develop and implement Foundation Resource Development Plan*
- C-3.2: Identify funding initiative for FMCDF to support*

T. Technology

T-1: Enhanced Data Sharing

- T-1.1: Develop CART response app*
- T-1.2: Distribute CART response/deployment app*
- T-1.3: Encourage best practice of flagging "guardianship" in Misc fields*

T-2: Offender/Predator Locations

- T-2.1: Develop Offender/Predator location app*
- T-2.2: Distribute Offender/Predator location app*

T-3: Investigative Tools

- T-3.1: Examine feasibility of creating an UAV network*
- T-3.2: Monitor and provide input on NG911 technology*
- T-3.3: Monitor tech-related legislation*

T-4: Emerging Technologies

- T-4.1: Monitor technology advances for Awareness and Prevention implications*
- T-4.2: Monitor technology advances for Response and Recovery implications*
- T-4.3: Monitor technology advances for Communications implications*

- **Tim Enos (TE):** Introductions
- **TE:** What is our strategy going forward with BowStern Marketing?
 - **Bill Corfield (BC):** Is BowStern online?
 - **Kristin Litteral (KL):** They are a brick and mortar store and they do a little of everything.
 - **BC:** So we would use them for marketing material?
 - **KL:** Material or marketing advice.
 - **Mary Coffee (MC):** So would they be able to help with Missing Children's Day?
 - **KL:** I think so.
 - **BC:** What about fundraising?
 - **KL:** I think they could help with that as well?
 - **Amy Bogner (AB):** Could we invite them to a meeting.
 - **Brendie Hawkins (BH):** I think that would be good, but we might want to get them on the committee calls before that just because of timing.
 - **KL:** I can invite them to our next conference call.
 - **BC:** Wouldn't it make sense for them to sit in on a board meeting?
 - **MC:** Well the next board meeting won't be until Missing Children's Day.
 - **BC:** Maybe we can see if they can come tomorrow. Worst case scenario they'll just say no.
 - **TE:** What kind of timeline are we looking for? Is it too late to get them to assist with this year's ceremony?
 - **BH:** We can see what kind of suggestion they have for this year, but we can certainly start developing strategies for next year as well.
- **TE:** Are there any other questions in reference to the Sunshine laws?
 - **BH:** Jeff will actually do a presentation tomorrow during the Advisory Board meeting tomorrow as well, so if you don't have any immediate questions you can always ask him tomorrow.
- **TE:** We can go over the status and progress of the strategic plan. Are there any updates?
 - **NONE**
- **Julie Collins (JC):** Did we ever officially combine the committees?
 - **Craig Schroeder (CS):** Yes, at the January meeting.
- **BH:** This week the CJIS memo, advising agencies how to indicate DCF custody, was sent out.
 - **BH:** Originally, we wanted to ask that agencies put DCF custody first in the miscellaneous field.

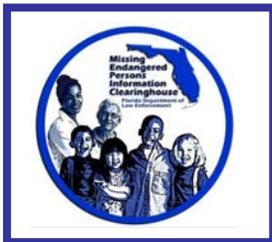
- **BH:** However, the determination was made that, because the miscellaneous field is used for a variety of important information, we did not want to request that agencies put that information first, just that they include the DCF custody information somewhere in that miscellaneous field.
- **JC:** So you're saying they need to address by policy.
 - **BH:** Yes, by policy of the individual agency. And it reiterates to them that it needs to be in there.
- **JC:** Doesn't that other info that is put in the miscellaneous field have their own field where the information could be entered?
 - **BH:** They do, but that miscellaneous field has space for 10,000 characters so they put all sorts of information in there that can't be captured in those regular fields. For example, there is a field for shirt color, but if law enforcement knows more specific details—like that it was a red Nike shirt—they would enter that in the miscellaneous field.
 - **BH:** So the memo went as far as we can go at present.
- **TE:** I know there have been a lot of CJIS security changes, so I think this is at least a step in the right direction.
 - **BH:** Yes, and if CJIS security policy ever catches up to what we want to see, we can always amend this memo/policy.
- **TE:** Do we have any information on new FSA representation?
 - **BH:** We do. Leon County Sheriff Walt McNeil is on the board, effective immediately. He (or a representative) may be here for tomorrow's meeting.
- **TE:** Anything with representation from the Florida Police Chiefs on social media and Twitter policy?
 - **BC:** Did Rick Corfield get back to you?
 - **TE:** No.
 - **JC:** I didn't hear from anyone either.
 - **TE:** I did talk to our supervisors and PIOs they do tweet on behalf of the SO.
 - **TE:** The problem is that our sheriff's office doesn't have any policy, they just have guidelines about how to post on significant incidents.
 - **TE:** It would be nice to develop something to assist agencies on how to send alerts on social media.
 - **TE:** I think we could focus on policies with Twitter, Instagram, Facebook, etc.
 - **TE:** There are some streaming sites out there, as well, like Periscope.

- **AB:** It would be a good idea as well to stream the Florida Missing Children's Day ceremony on sites like Facebook live as well.
 - **AB:** Maybe this is something we can ask the marketing firm.
 - **JC:** Can you stream indefinitely.
 - **CS:** I was under the impression that you could.
- **TE:** I've seen a lot of people turn off the AMBER alerts on their phone, so being on these social media platforms might be a way to reach people who wouldn't otherwise see it.
- **BH:** We will put this information on the Foundation agenda and discuss it with them.
- **TE:** I think we can also build more of a following by encouraging people to follow on Twitter.
- **TE:** Does anyone have anything referencing establishing partners?
 - **TE:** I'd like to invite someone from FPCA to be representative on the Board.
 - **BH:** That would have to be a decision made by the commissioner, but we can definitely bring that up to them.
 - **TE:** Yeah, I think that would be great.
 - **BC:** I can reach out as well; I'm on the Florida Police Chief Committee.
 - **BC:** There are different committees and I can work on finding which committee would be most appropriate to join this group.
- **TE:** Anybody have anything else in reference to the communications?
 - **AB:** The only thing I had was the potential of having Florida Broadcasters and the Cable Association involved; maybe we can get them involved with the Advisory Board as well.
- **TE:** Referencing technology, do we have any updates on the FDLE app.
 - **MC:** That is still in the works and is moving along. I've seen some mock-ups in the test system and that is moving forward.
 - **MC:** I'll check on the target date.
 - **MC:** That will launch on both android and iPhone, and they are working simultaneously on both of those.
 - **TE:** That would be great. Having an app to send updates would be fantastic.
 - **TE:** I'd like to see some kind of app that pushes out all this information.
 - **MC:** The app is going to have the same capabilities as the website, but it will also have the GPS activator that will identify where registered sex offenders are in reference to your location.

- **TE:** In reference to investigative tools, we were looking at the drone situation.
 - **TE:** There is a drone as an asset to response and recovery in school zone's forwarded to me in reference to domestic school security.
 - **TE:** It's not much but it is a bit of a guidelines.
 - **TE:** Mary do you have any legislative updates on this?
- **MC:** Not on drones. But there were two major bills. One we are the defendants in in relationship to constitutional rights of sex offender.
 - **MC:** This had two parts: the language of the law has to be clear and concise and the other part says sex offenders have a constitutional right to free and anonymous speech.
 - **MC:** So there were two things that went to legislation, once was addressing the law that was too broad and the second was a bill requesting public record exemption for the internet identifier information, which will give the public the ability to search an identifier.
 - **MC:** The first bill passed but the public record exemption bill do not.
 - **MC:** The first bill that redefines sex offender law for registrants has until September to go through the law.
 - **MC:** And we are waiting on the federal court to come up with a final decision on the case as a whole.
- **MC:** So I don't know if there was any mention of drones.
 - **Jeff Dambly (JD):** I think there was a bill about sex offenders using drones but that died quickly.
 - **MC:** Oh, right. The Board is more concerned with harnessing the public's drones to search for missing children; but there are of course problems that may be inherent in that.
 - **JD:** There are some legal issues that could come about in using drones for looking for missing children.
 - **JD:** By asking private citizens to look for missing children, you are essentially making them *de facto* agents of the agency, which could be a problem.
 - **JD:** Also if we're asking civilians to capture evidence with a drone, that could get murky with warrants, and chain of custody.
 - **BC:** What if FDLE owned the drones?
 - **JD:** I can tell you FDLE is not interested in buying a drone but the idea to contract out drones has been entertained.

- **JD:** FDLE can't use drone evidence under Florida law unless it is a search warrant or if there is a national security emergency.
 - **JD:** I have read that some agencies are using them in Florida; I'm not sure what their policies are.
 - **JD:** Also, FAA regulations for private consumers of drones were just thrown out.
- **TE:** Does anyone have any information on emerging technology?
 - **TE:** Other than new apps being made I don't see any major new developments.
 - **JC:** I keep hearing about this one that encourages travelers to take picture of the hotel room.
 - **CS:** That App is called TraffickCam. It allows users to take pictures of their hotel rooms that are then sent to a database and compared with photos taken when soliciting victims of sex trafficking.
- **TE:** Does anyone have anything else referencing technology?
 - **NONE**
- **TE:** Outside of that does anyone have anything else?
 - **MC:** I do have an update on the mobile app, we are waiting on one of the vendors to give us their final stamp of approval and we are hoping for a July or August launch.
- **JC:** Can we get a briefing on the two most recent missing children cases.
 - **MC:** There's not much to say as both are under active investigation.
 - **MC:** The most recent one appears to be a murder-suicide but is still being investigated.
 - **MC:** The other was the abduction of Naomi; the man under arrest for that is a sex offender out of Alabama who maintained his residence in Alabama but had connections to the girl's apartment complex.
 - **MC:** We were involved in both cases but there's not much else we can say at the time.
- **TE:** Adjourn.

Committee Meeting Adjourned



MEPIC Advisory Board Meeting Minutes

Tallahassee, Florida
16 June 2017
9:00 AM

The quarterly meeting of the Florida Department of Law Enforcement's Missing Endangered Persons Information Clearinghouse Advisory Board (MEPICAB) was called to order at approximately 9:00 a.m. on June 16th by Chairperson Jaime Meeks.

In Attendance:

- **Board Members**

- Amy Bogner
- Dan Campbell
- Bill Corfield
- Tim Enos
- Angie Herron
(Representative of Charlotte Brand)
- Jamie Meeks, Chairperson
- John Pitta
- Peggy Pitta
- Barbara Renczkowski
(representative of Cindy Gerhardt)
- John Robertson
- Hillary Sessions
- Kim Spence
- Mike Vasilinda
- Stephanie White
(Representative of E.E. Eunice)

- **AD Hoc Board Members**

- Bethany Brimer Gilot (Representative for Christina Daly)
- Julie Collins (Representative for Pam Stewart)
- Christina Harris (Representative for Pam Bondi)
- Kristin Litteral (Representative for Mike Carroll)
- Travis Paulk (Representative for Mike Carroll)

- **FDLE/MEPIC Members**

- Amanda Carder
- Mary Coffee
- Jeff Dambly
- Caira Everly
- Brendie Hawkins
- Gwen Johnson
- Seth Montgomery
- Rob Moon
- Erin Rounds
- Craig Schroeder
- Pete Warren

Introduction

Jamie Meeks (JM): Call meeting to order.

JM: Welcome to everyone and introductions.

JM: Now I'd like to send it over to Seth for some opening statements.

- **Seth Montgomery (SM):** Not a whole lot to update everyone on. Hopefully we can update you all on CART call-outs in the future.
 - **SM:** We had two high profile call-outs recently that didn't end well, and there's not much we can update you on right now.
- **SM:** Also, a quick update on Donna: she is doing very well and has completed her treatments.

Committee Updates

JM: Well, Lori Smith is scheduled to speak to us next, but we seem to be having some technical difficulties. While we get that sorted out, let's skip ahead on the agenda and do the Committee updates.

JM: Introduce Barbara Renczkowski and John Robertson to give the Board an update on the Awareness and Prevention Committee.

- **Barbara Renczkowski (BR):** The major thing we accomplished was deciding on the verbiage to Objective A-3.1.

Current Objective Language: *Develop and update resources for parents to become familiar with social media platforms that children are using, by June 30, 2016, and then June 30 annually.*

Propose Objective Language: *Direct parents and guardians to vetted resources which evaluate social media platforms for risks posed to vulnerable populations.*

- **BR:** I make a motion for the Board to accept this change as the new Objective for the Strategic Plan's A-3.1.
 - **Kim Spence (KS):** Second the motion
 - **JM:** All in favor say "Aye".

- **All:** Aye
- **JM:** Motion approved.

JM: Introduce Bill Corfield to give the Board an update on the Response and Recovery Committee

- **Bill Corfield (BC):** We discussed the recent CART callouts that both had tragic endings.
- **BC:** We also discussed having Seth come in to do more CART updates.
- **BC:** We also discussed more training content for law enforcements officers.
- **BC:** We are still waiting on a few decisions from the state regarding LPRs.
 - **BC:** There is an FOAA board meeting that has to happen about that before it can go any further.
- **BC:** We also talked about emerging technology and drone use, which was a little bit of cross over with Cpt. Enos' communication and technology meeting.

JM: Introduce Tim Enos and Amy Bogner to give the Board an update on the Communications and Technology Committee.

- **Tim Enos (TE):** We went through several things on the strategic plan.
- **TE:** We do have some new representation on the board; Sheriff Walt McNeil.
- **TE:** We also talked about a strategy to go forward with BowStern marketing to discuss marketing FMCD.
- **TE:** We also discussed Twitter and Instagram, getting those messages out.
 - **TE:** There hasn't been a lot of policy, protocol or procedure in many places as to how to use it.
 - **TE:** We talked how younger generations see notifications and social media seems to be the best way to do that.
 - **TE:** We also discussed having some kind of Twitter competition with schools to help market FMCD and their social media accounts.
- **TE:** May Coffee also gave us an update on the CART response app.
- **TE:** Mary also spoke about emerging technology on an app that will allow users to see where sex offenders are in their surrounding area.
- **TE:** We also discussed a new app called TraffickCam that allows users to take photographs of the hotel rooms they are staying in. The photos are then uploaded to a database and compared with photographs used in marketing human trafficking victims. The intent being to track down the location of human trafficking operations.

- **TE:** Is anyone aware of any new or emerging technologies the board should be aware of?
 - **NONE**
- **TE:** We also discussed live streaming Florida Missing Children's Day on FDLE's Facebook page.
 - **TE:** Is there anything at FDLE we should be wary of if we want to stream FMCD on Facebook live?
 - **Jeff Dambly (JD):** Not that I'm aware of.
 - **SM:** Not that I'm aware of either and I can run it up my chain.
 - **KS:** We did this somewhere else and a similar question came up, and it was decided that anything held in a public space shouldn't be a problem.
 - **Mike Vasilinda (MV):** I'm always amazed at the number of people who tune in to Facebook live.
 - **TE:** And we can set up an alert to let people know when the ceremony begins so they can tune in.
- **TE:** We also talked about drones.
 - **TE:** We discussed any legislation in reference to drones.
 - **TE:** The discussion is whether private citizens can form a group to search where police can't.
 - **TE:** We discussed that there may be some evidentiary restrictions because those citizens would be acting on behalf of law enforcement agencies.
 - **TE:** There was also a discussion on a bill that would keep sex offenders from using drones in prohibited locations, but I can't remember if it passed.
 - **JD:** It did not.
 - **TE:** There was also a bill addressing some possible FAA regulations regarding drone use but it did not pass either.
- **Amy Bogner (AB):** Brendie also updated us on the CJIS memorandum that went out, urging Law Enforcement agencies to indicate DCF custody in missing child reports.
 - **Brendie Hawkins (BH):** Yes, I do; a copy of the CHIS memorandum is in your packet.
 - **BH:** This memo went out on Wednesday state wide.
 - **BH:** What this memo did was to help LEOs know whether or not a child is under the custody of DCF.
 - **BH:** Originally we wanted to request that the info go first in the miscellaneous field.
 - **BH:** However we were told that we could not require that the DCF custody information be entered first, as there is a lot of important

information that is entered into the miscellaneous field. We don't want to put law enforcement agencies in a position where they are forced to deem one piece of information more important than another.

EIS Update

JM: Jump ahead on the agenda a bit and introduce Pete Warren from FDLE to give us an update on the database.

- **Pete Warren (PW):** We did a huge infrastructure upgrade on the Missing Persons database.
 - **PW:** The entire IT department of FDLE was involved.
 - **PW:** It looks like FDLE has been approved for a re-write of the sex offender database.
 - **PW:** It's a multi-year project that will be a huge undertaking but we are very excited about it.
 - **PW:** The mobile app that you all were made aware of, came out of discussions about of the database rewrite goals.
- **PW:** We are doing a proof of concept phase in August, which should shorten the AMBER/Silver/Missing Alert process.
 - **PW:** We are getting a lot of good work done and I hope the next time you all meet we can have some stuff to show you of the new infrastructure changes.
- **PW:** One last thing, in production now we do have the ability to give local LEOs access to the database.
 - **PW:** And because of some other things that we've done we've got up with some very specific reporting they can do with this tool.
 - **PW:** We hope to get everyone in the state who wants to get involved with it involved with it.
- **SM:** Also, we have a new Amber Alert coordinator, Lindsey Pitts. She's been with the Clearinghouse for a while.
- **SM:** Also, on the LBR, we requested new positions in MEPIC to staff a 24/7 clearinghouse; we were granted those positions and we will have 9 new positions; 6 night shift staff, a supervisor, and 2 sex offender positions.
 - **SM:** We think this will help us get alerts out a lot quicker as well.
 - **SM:** The only down side is that we're going to have a little more desensitization of the public.

- **SM:** A lot of times, as the system is now, the child is found while we are in the process of activating an AMVBER and the alert is cancelled before it ever goes out.
 - **SM:** Once we streamline the process there will be a lot more alerts going out, which could desensitize the public to them.
- **BH:** We are also planning on changing the ways we do these meetings slightly.
 - **BH:** First, we'd like to make them more spread out through the year. And we'd like to schedule all of the meetings way ahead of time.
 - **BH:** That said, we would like to go ahead and plan next year's meetings for the following dates:
 - Q1 – March 29/30
 - Q2 – June 21/22
 - Q3 – September 10
 - Q4 – November 15/16

Perils of Social Media

JM: Introduces Lori Smith—an attorney at Zimmerman Kiser Sutcliffe in Orlando, FL—to speak to us on the perils of social media.

- **Lori Smith (LS):** I began doing these talks about five years ago when the Florida Council of Independent Schools recognized social media roles in a number of incidents involving school aged children.
- **Cases of violence**
 - **LS:** South Lake high school student posted a photo of a school shooter and inferred he would follow suit.
 - **LS:** The child was arrested and charged under statute 836.10 “Written threats to kill or do bodily injury; 2nd degree felony
- **Cyberbullying**
 - **LS:** The definition of bullying is extremely broad.
 - **LS:** I try to educate teens and parents that bullying could become criminal aggravated cyber stalking very easily.
 - **LS:** The most common type of cyber bullying occurs when teenagers create fake profiles.
 - **LS:** Two girls in Estero High School created a fake profile of a classmate and posted sexually explicit things and racist comments.
- **Taking/Sharing Nude Photos**
 - **LS:** Florida School districts are calling this an epidemic.
 - **LS:** Sexting statute.
 - **LS:** Only applies to minors

- **LS:** Parents are the first line of defense in keeping teens from taking and sharing nude photos.
 - **LS:** Parents need to speak to their daughters and encourage them not to share these photos and speak to their sons and tell them not to ask for them.
- **Criminal Invasion of Privacy**
 - **LS:** A lot of times people are charged with this instead of the sexting charge.
 - **LS:** Many times these charges are brought when people are sharing nude photos they received with others or posting them elsewhere on the internet.
- **Using Racially Charge Language**
 - **LS:** Phoenix HS senior girls took a photo wearing shirts with racially charged words and posted it to SnapChat. By the weekend it was national news.
 - **LS:** Local news affiliates blurred their faces but national news outlets didn't.
 - **John Pitta (JP):** Do you think their photo should have been blurred?
 - **LS:** I don't disagree that what they did was wrong; but I do think they are still kids and they are a work in progress.
 - **LS:** In Orlando a girl posted a picture of herself in her car with a caption using a racial epitaph, asking whether or not she should use the word.
 - **LS:** Someone saw the post and sent it to a widely followed national reporter who reposted it to his followers.
 - **LS:** This too went national and the school had to shut down all their social media accounts.
 - **LS:** There were also threats made to the girl as well as other commenters on the post.
 - **LS:** Parents need to educate their children and let them know that using these words is not okay.
- **Online Solicitation-Strange Danger**
 - **LS:** Research shows that teens do not see the danger of befriending strangers online.
 - **LS:** Prime target ages of victims of online solicitation are 11-13.
 - **LS:** Apps of Concern
 - Kik Messenger—a texting app popular with young kids because they can send text messages without a text plan.
 - Nicole Lovell – 13 year-old met a 19 year-old and communicated on Kik Messenger.

- He eventually convinced her to meet him and she was murdered.
 - Snapchat – Most popular for kids over 13.
 - Kids use it because it's hard for parents to monitor.
 - Snapchat also has a lot of adult commercial content.
 - Musical.ly-Extremely popular for those 13 and under.
 - A lip synching app where you take videos of yourself lip synching.
 - Musical.ly also lets you choose videos of people in your geographic area.
 - Musical.ly also has a chat function on the app.
 - After School App-Links accounts to your FB page and lets kids link to their school in a way where parents and school administrators can't access or see it.
- **Violating the School's Social Media Policy**
 - **LS:** Parents and children need to know that violating the school's social media policy can result in expulsion.
 - **LS:** Most commonly posted inappropriate content:
 - Profanity
 - Suggestive photos
 - Profane song lyrics
 - Racist/Sexually Harassing comments
 - **LS:** College Admission Departments are Watching
 - **LS:** Many students don't realize that college apps ask if you've been expelled.
 - **LS:** Harvard Freshmen expelled for posting lewd, insensitive memes in a private group.
 - **LS:** 30%-40% of colleges review social media in college applications.
- **What Can Parents Do?**
 - **LS:** Start the conversation about Social Media
 - **LS:** Use some of these new stories to illustrate the potential dangers of social media.
 - **LS:** There are a lot of great documentaries you can watch you're your children.
 - #Being13
 - CNN's story on Hope Witsell
 - **LS:** Set Your Own Family Guidelines
 - **LS:** Recommend parents hold out on letting their kids have a Facebook account.

- **LS:** Prohibit some apps.
 - **LS:** Check to make sure that children are utilizing the privacy settings.
 - **LS:** Limit hours at night.
- **LS:** Be on social media
 - **LS:** Follow your child and know who they communicate with.
- **LS:** Require that your children give you the passwords to all of their accounts.
 - **LS:** You'll have to login to their social media accounts to see their messages and photos they have saved.
- **LS:** Use Limitations Built into computers, phones, gaming apps
- **LS:** Consider monitoring software so you can see what your children are doing.
 - **LS:** There are all kinds of different options:
 - MobileSpy
 - Socially Active
 - NetNanny
 - **LS:** Downsides:
 - Have to jailbreak your phone
 - You must own phone
 - User must be a minor
 - Most monitoring software is detectable by the child.
- **LS:** Talk About a Person's Online Reputation

JM: Call for five minute break.

FMCD Award Voting

JM: Introduce ASAC Seth Montgomery to begin the Florida Missing Children's Day Award voting process.

- **SM:** We have been reviewing our Advsiory Board By-Laws with our legal department and have made the determination that members of the Foundation can no longer also serve on the Advisory Board.
 - **SM:** As a result, we had a conference call with Foundation members and Barbara Renczkowski, Hilary Sessions, John Pitta and PeggyPitta have all

resigned from the Foundation and have decided to stay on the Advisory Board.

- SM: We have also made the determination that those Foundation members, who raised funds this year, will not be able to vote for the FMCD Awards
- SM: In addition, Ad Hoc members will not vote either.
- SM: Craig please read off the present members who can vote.
 - CS: Members who will vote:
 - Amy Bogner
 - Dan Campbell
 - Bill Corfield
 - Tim Enos
 - Angie Herron representing Charlotte Brand Audie
 - Jesi Leon-Baron representing Jim Walters (via telephone)
 - Jamie Meeks
 - John Robertson
 - Don Ryce (via telephone)
 - Kim Spence
 - Mike Vasilinda
 - Stephanie White representing E.E. Eunice
- JM: Okay, well let's begin filling out our ballots.
 - Dan Campbell (DC): What about the young hero awards, I don't see them on here.
 - MC: Those nominations were sent by mistake. Because the Young Heroes are usually victims we don't vote on those; instead we will determine a winner and reach out to the corresponding agency.
- ADVISORY BOARD votes and Brendie Hawkins and Craig Schroeder tally the winners.
- JM: Let's have Lori back up for a Q&A while Brendie and Craig count the votes.
 - Lori Smith answers questions.
- JM: While the votes counting finishes lets discuss the three awards that this body recommends—John and Revè Walsh, Evelyn Williams, Commissioner's Award
 - BH: Does anyone have any recommendations?
 - JR: Can it be given to any FDLE people?
 - MC: Not the John and Revè Walsh, we like to stay away from that.
 - Hilary Sessions (HS): Suggests Dr. Michael Warren for the John and Revè Walsh award.

- John Robertson (JR): I'd like to recommend Pete Warren for the Evelyn Williams
 - Stephanie White (SW): I second that.
 - Mike Vasilinda: I'd like to recommend former commissioner Tim Moore for the Evelyn Williams award.
 - BH: Okay great, we have time to submit nomination recommendations so if you think of any later please email us.
 - JM: Throw to Craig to read the winners.
 - CS: Here are the list of winners:
 - **Citizen of the Year**—Melissa Marrero of Starke, FL
 - **Combatting Human Trafficking Award**—Lt. Lewis Velken, Sgt. Marie Perez, Sgt. Joseph Menendez, Det. Raul Cabrera, Det. Hector Arreola, Det. Kurtis Lueck, Det. Isabel Soto, Det. Paul Espana, *Miami-Dade Police Department*
 - **Local Law Enforcement of the Year**—Troy Belden, *Daytona Beach Police Department*
 - **State/Federal Law Enforcement Officer of the Year**—Special Agent Donald Cannon, *Florida Department of Law Enforcement, MROC*
 - **Jimmy Ryce K-9 Trailing Team of the Year**—Deputy Jacob Durrance and K-9 Chase, *Polk County Sheriff's Office*
 - **Law Enforcement Task Force/Team of the Year**-- RAC Brett Thompson, SA Scott Gibson, SA Andrew Powell, SA Joshua Rios, SA Charles Massucci, SA Donald Schrenker, Sgt. Joseph Makal, Det. Maria Sorensen, Deputy Sheriff Jeffrey Bradford, Task Force Detective Robert Mateo, Sgt. Robert Kirkpatrick, SA Joe Boland, Trooper George Seiler-*Polk County Sheriff's Office, FDLE, FBI, FHP*
 - **School Bus Operator of the Year**—Linda

BREAK FOR LUNCH

State of Florida Travel Procedures

JM: Introduce FDLE's Operations and Management Consultant Manager Stephanie Hendry and Bureau Chief Charlotte Fraser to discuss FDLE's new travel procedures.

- Stephanie Hendry (SH): 2016-2017 brought forth some new changes to the travel guidelines in Florida.
 - SH: Every type of travel now has to be deemed mission critical.
 - SH: We submitted an outline that describes every kind of mission critical travel we conduct.
 - SH: This meeting falls under mission critical code E6, you will see that on your travel vouchers.
 - SH: State of Florida travel procedures were also changed in a way that enforces a \$150 lodging limitation.
 - SH: Any coordinated travel has to have lodging expenses at \$150 or less.
 - SH: There were also changes to the reimbursement process for those who use personally owned vehicles.
 - SH: Statute requires the most economical vehicle should be used for all travel.
 - SH: We have begun requiring everyone to follow the guidelines like everyone else.
 - SH: When you use personal vehicle we have to go by the FDOT map mileage to make sure we are complying with the statute guidelines.
 - SH: Historically, the car rental rate available to the state wasn't the most economical.
 - BH: There is also a formula that is utilized to calculate all of these travel reimbursements.
 - BH: You can choose to take your POV but that is then factored into the formula.
 - JP: So do I have to do anything if I am taking my personal car?
 - SH: You have to tell us you're using a POV and calculate the mileage on DOT.
 - BH: And John, if you tell us you're using a POV we do the mileage for you.
 - SH: Be sure to get closed out receipts from your lodging; and the name has to correspond to the traveler (DMS is very particular).
 - Dan Campbell (DC): Is there a reason it sometimes takes so long to get travel vouchers out.
 - SH: There is a long timeline.
 - SH: We also have to send some back which delays the process.
 - SH: And also, the sheer volume we have slows it down as well.
 - BH: And we do do as much as we can to expedite it but it does take a while.

- DC: It does take about 6-8 weeks.
 - MC: Also, any variations from state norms of travel rules can make it take longer.
- SH: One reminder, if any of you have on duty/off duty, it is really important to put the times. We are unable to process the voucher without them because DMS requires them.
 - BH: Right so if you come for our meetings and you decide to stay Saturday to go to a baseball game or something, you are off-duty on Saturday, then when you drive back on Sunday you are on duty.
 - Charlotte Fraser (CF): Right. And that is also used to calculate per diem.

Revised Advisory Board By-Laws and Sunshine Law Requirements

JM: Introduce Jeff Dambly.

- Jeff Dambly (JD): We have provided you all with the Sunshine Law Primer document.
 - JD: You all have seen this before, but I wanted to make sure to address the FAQs on page 3.
 - JD: What communications are covered?
 - JD: Any conversation with other board members that may relate to matters of the board. You can have a social lunch or dinner but conversations about the board need to be relegated to notice meetings.
 - JD: This also covers text messages, emails and all written communications.
 - JD: How and when can you communicated with board members?
 - JD: Any time you want as long as it doesn't discuss board matters outside off posted meetings.
 - JD: Do sunshine law prohibit me from discussing board matters with staff?
 - JD: NO, we are the conduits to you all.
 - JD: Take for example if the committee wants to speak with a SME. If the committee assigns one member to talk to SMEs, come back and report to the committee, and filter up to the board as a whole. This is allowable as you are not working with other board members.

- JD: Any report that's made from a situation like this can be sent to Craig or FDLE staff and he can send it out before the next conference call.
- JD: May I send drafts edits, or other documents directly to other board or committee members?
 - JD: It is best not to do that.
 - JD: FDLE staff can facilitate the distribution of a drafted document.
- JD: Are there any questions regarding Sunshine Laws.
 - MV: So if I were to call Amy and ask if she wanted to be a chair of a board that would be a violation?
 - JD: Yes. But there is a distinction between a knowing requirement and an incidental requirement.
 - JD: We do all now have an obligation to adhere to the Sunshine Laws now that the Board has been made fully aware.
- JD: Because members of FDLE sit on a variety of different boards, so FDLE had to fully review their processes as it relates to Sunshine Law,
- JD: We have also updated the Advisory Board by-laws.
 - JD: Substantively, there isn't a whole lot of new stuff in here that hasn't already been discussed.
 - JD: I took the old bylaws and added to them, using your own strategic plan.
 - JD: I also added a point that all strategic plans will be updated every three years.
 - JD: But most of the changes you all were already aware of, they just weren't included in the original document.
 - JD: Also, it is incumbent on members of the board to note staff of any potential conflicts of interest.
 - JD: You may know a vendor who may see a financial boon from coming to speak with us and that would be advised against.
 - JD: I tried not to change anything in terms of practice.
 - JD: Please read all of it and let us know if you have any questions. This is a living document and can be changed if it determined necessary.

JM: Speaking of bylaws, we need a co-chair (Vice-chairman)

- MV: I nominated Hilary
 - JR: I second.
 - JM: All in favor
 - AYE

- JM: Motion passes to name Hilary Sessions Vice-Chairperson of the Advisory Board.

JM: Anything else?

TE: FASRO has already booked the Double Tree for the Sunday reception.

Brett Lycett (BL): Also, we have out new CART conference in December, if you have any suggestions on speakers please let me know.

- BL: The conference will be in Tampa on the weeks of December 11th.
- BH: The format of the conference will be a bit different this year as all sessions will be open to everyone
 - BL: Right unless it is secured for LEO only.
- BL: We had a statewide CART conference yesterday and we are excited to get everyone up to speed.

CS: We have completed our Field Guide and Guidelines distribution process.

- CS: We have distributed almost 15,000 Guidelines and Field Guides to Sheriff's Offices, police departments, and state attorney's offices.

JM: Motion to adjourn.

- BR: Motion
- HS: Seconds
- JM: Advisory Board meeting is adjourned.

Meeting Adjourned
