



MEPIC Advisory Board Committee Meetings Conference Call Minutes

Tallahassee, Florida

31 October 2018

1:00 PM – 4:00 PM

Awareness and Prevention Committee (1:00 PM – 2:00 PM)

- In attendance:
 - Bob Bedford
 - Zachary Berlinghoff
 - Dan Campbell
 - Julie Collins
 - Brendie Hawkins
 - Karen Mizzoula
 - Barbara Renczkowski
 - Erin Rounds
 - Craig Schroeder
 - Kim Spence
- **Craig Schroeder (CS):** Introduction and roll call.
- **Dan Campbell (DC):** I'm showing the meetings were scheduled for the 15th and 16th.
 - **CS:** Yes, but we have converted that to a conference call as we will not have a quorum present.
- **CS:** I'm not going to give it over to Barbara to discuss the ongoing curriculum review sheet.
- **Barbara Renczkowski (BR):** I tested the curriculum review sheet and thought it worked well but I noticed there was no space to write in what the title of the curriculum we are reviewing.
 - **DC:** I noticed that as well and think that would be a nice addition.
 - **BR:** But I think the form works well as well and is ready to be put into practical use.
 - **DC:** One of my thoughts is to run a training or a true curriculum through that, rather than just literature that we tested. Personally, I would like to have seen this in use two quarters ago.
 - **Kim Spence (KS):** There is a difference between a static curriculum and training material; so maybe we can have that as an option on the form differentiating.

- **BR:** So Julie, if we can add a section for the title of the curriculum.
 - **Julie Collins (JC):** Yes, I can make that change. Is that it?
 - **KS:** I think we should also add a small box that asks the reviewer to select whether this is a true curriculum or just training material.
 - **JC:** Sounds good.
- **BR:** Moving on to the Subject Matter Expert List; what is everyone's thoughts on where we are with it?
 - **KS:** No new thoughts.
 - **KS:** I believe where we last left it is we were ready to agree on the list, contact them to make sure they were formally notified and asked, and then ask FDLE to provide a formal notification.
 - **DC:** Is that right, Craig?
 - **CS:** Yes.
 - **KS:** Can we vote on an item to accept that list on a conference call.
 - **CS:** Yes, but we need a quorum.
 - **DC:** Can we create some standard language we can all use when contacting our SMEs?
 - **CS:** Certainly, if you want to send me something I can standardizing it and provide it to the Board.
- **BR:** Reviewing the strategic plan, I think that's something we need to do in person.
- **CS:** Yes, we agree. The plan was to create an entirely new Strategic Plan at the November meeting, as the current plan only runs until the end of 2018. But unfortunately, we won't have a quorum so we can't do that until the next in-person meeting in 2019.
 - **KS:** When is the next AB meeting going to be.
 - **CS:** It will be in March of 2019.
 - **Brendie Hawkins (BH):** We are creating the schedule now and will be able to tell you by the November conference call.
- **CS:** Also, just a quick update from FDLE, we are preparing for the Offender Registration and Offender conference in December and hope to have a large turnout of Sheriff's offices and others who do registration and deal with offenders directly.

Response and Recovery Committee (2:00 PM – 3:00 PM)

- In attendance:
 - Zachary Berlinghoff
 - Chief Antonio Gilliam
 - Brendie Hawkins
 - Erin Rounds
 - Craig Schroeder
 - Kim Spence
 - Floy Turner
 - Chief Antonio Gilliam
- **Craig Schroeder (CS):** Okay, I don't think we have enough members present for a productive meeting so we can just hit some quick discussion points.
- **Floy Turner (FT):** How many people are on this committee?
 - **CS:** 18.
 - **FT:** Could we get a list of the committee members?
 - **CS:** Certainly, I'll email that after the conference call.
- **CS:** An update on the next meeting in November. We are supposed to have our fourth quarter advisory board meeting but it doesn't look like we will have a quorum and furthermore, FDLE has a travel ban in effect for non-essential travel to deal with hurricane relief. So the 4th quarter meeting is being rescheduled as a conference call.
 - **FT:** Is the ban on travel going to affect the conference in December?
 - **CS:** We don't know, but right now we are operating under the assumption that the conference is still a go.
 - **Antonio Gilliam (AG):** Due to the hurricane and a number of investigations that FDLE is involved in I can see how it has affected a lot of areas.
- **CS:** Well if no one has anything else to add I think we can adjourn.

Communication and Technology Committee (3:00 PM – 4:00 PM)

- No meeting held. Only one member from this committee called in to the conference line.