



MEPIC Advisory Board Conference Call Meeting Minutes

Tallahassee, Florida

21 April 2017

10:00 AM

The quarterly meeting of the Florida Department of Law Enforcement's Missing Endangered Persons Information Clearinghouse Advisory Board (MEPICAB) was re-formatted as a conference call when it was determined that a quorum would not be achieved. The conference call was called to order at approximately 10:00 a.m. on April 12th by Chairperson Jaime Meeks.

In Attendance:

- **Board Members**

- Darren Baxley
- Bob Bedford
- David Brand
- Dan Campbell
- Bill Corfield
- Tim Enos
- Angie Herron
- Nancy McBride
- Jamie Meeks, Chairperson
- Peggy Pitta
- James Previtera
- Barbara Renczkowski
- Hillary Sessions

- **Ad Hoc Members**

- Jeffrey Bissainthe (Representative for Terry Rhodes)
- Julie Collins (Representative for Pam Stewart)
- Christina Harris (Representative for Pam Bondi)
- Travis Paulk (Representative for Mike Carroll)

- **FDLE Staff**

- Jeff Dambly
- Brendie Hawkins
- Gwen Johnson
- Seth Montgomery
- Rob Moon
- Erin Rounds
- Craig Schroeder
- Pete Warren

Introduction

Seth Montgomery (SM): Welcome and thank you for being flexible. We do now have a quorum now that we have changed it to a conference call.

SM: We have some good news: our poster contestant winner from Florida won the national contest.

- **Note: Her name is Audrey Link from Resurrection Catholic School in Lakeland, FL.**

SM: Also, our next meeting will be on June 15th and 16th. We have to have a quorum for this meeting so please mark that on your calendar and please be sure to notify Craig about whether you will be able to attend.

- **Bill Corfield (BC):** The meeting was the 15th and 16th of what month?
- **Brendie Hawkins (BH):** June.

Jamie Meeks (JM): If everyone would please take a moment to review the minutes from the January 27th meeting.

- **JM:** Can I get a motion to accept the minutes.
 - **Tim Enos (TE):** Motion
 - **Barbara Renczkowski (BR):** Second
 - **JM:** All in favor
 - **JM:** Motion passes.

JM: I'd like to let Jeff Dambly give us an update as to where we are with Sunshine laws and to answer any lingering questions.

- **Jeff Dambly (JD):** Let me start by saying we are putting together a document that will act as a kind of primer to the Advisory Board, with FAQs and other information that will help guide everyone with Sunshine requirements.
 - **JD:** Until we are done finalizing that. Are there any questions regarding Sunshine Laws?
 - **NO QUESTIONS.**

Committee Updates

Awareness and Prevention Committee

- **JM:** I'd like to ask Barbara Renczkowski to begin the committee updates by updating us on the Awareness and Prevention Committee.
- **BR:** John is working on changing the language in Objective 3.1.

- **Craig Schroeder (CS)**: I've been in contact with John and hopefully he will have that changed language soon.
- **BR**: We have also been trying to speak with FDLE's professionalism section about drafting rules for curricula and best practice assessments. We are also working on drafting a rubric and a review of curriculum.
 - **BH**: Craig and I met with professionalism twice and they are going to come in to the committee meeting in June.
- **BR**: That's about all we have.

Response and Recovery Committee

- **JM**: Bill Corfield, could you please provide updates on the Response and Recovery committee?
- **BC**: Yes sir. I know Jim Previtera hosted the last conference call, do we have any major updates on that committee?
- **NONE**
- **BC**: What about the best practices memo regarding DCF custody; do we have an update on that?
 - **BH**: I actually do have an update. We've been working on that DCF guardianship status memorandum. We have drafted a memorandum for best practices when entering that guardianship information into the miscellaneous field. We have submitted the best practices memo and are waiting to hear back.
- **BC**: Angie, do we have an update on the LPRs from Angie?
 - **Angie Herron (AH)**: No we do not; we are waiting until after session to pursue that further.

Communications and Technology Committee

- **JM**: And finally, can we get an update on the Communication and Technology Committee from Tim Enos.
- **Tim Enos (TE)**: In reference to the next conference call, we did receive some policy updates.
- **TE**: We don't have a lot to update on; is there anyone that has further updates.
 - **CS**: Just real quick, Barbara Renczkowski did ask for FDLE to provide a brief statement on their use of Twitter in regards to Amber Alerts and we did have that published in a press release in the PTA newsletter.
 - **SM**: Also we did do a press release on the poster and essay contest.

EIS Update

JM: I'd like to ask FDLE staff to speak about the FMCD awards.

- **CS:** Yes, at the next meeting we will be voting on the FMCD awards—which is another reason we need to be sure we have a quorum. The award nomination forms have been posted online and I will provide them to you all following this meeting and I encourage everyone to push those nomination forms out to state and local agencies.
- **CS:** In addition to the LEO awards, the Board will also need to vote on the Commissioner's Award, John and Reve Walsh Award, and the Evelyn Williams Memorial Award.
 - **BC:** Is there anything that covers the criteria for the awards.
 - **CS:** Yes. The award nomination form itself covers the criteria on the firm page of each form.

JM: Next up is Pete Warren to provide an update on the database.

- **PW:** We are updating the framework to the database. It is a long testing phase and takes a while.
 - **PW:** We are hoping that by next month we can push this into production.
- **PW:** From an advisory board standpoint, this will help provide a proof of concept for the Everbridge project, a modern alerting system.
 - **PW:** Everbridge is a vendor product and that's all they do is provide alert products. This proof of concept phase ensures that the Everbridge product will integrate with our alert system.
- **PW:** We have three developers working on it, and after thirty days we will be able to make a decision on whether Everbridge will work with FDLE.
- **PW:** We don't know how it will work yet, but if it is delivered as promised it will target emergency alert systems, emails, text messages all through one product. But until we get through the proof of concept phase we can't say it will fully work with our system. So once we get through that proof of concept phase I will dive into greater detail. We want to be able to present to you the exact specifications of the product.
- **PW:** Any questions?
- **NONE**
- **PW:** That's all I have right now based on the

JM: Alright now Craig will provide an update on the Field Guide and Guidelines distribution project?

- **CS:** Yes, this past month we finalized the first stage of distributing the guidelines and field guides.
 - **CS:** The field guides are small books meant to be carried by patrol units as a quick reference when dealing with offenders and predators.
 - **CS:** The Guidelines are larger and extrapolate more on offender and predator law, meant to be kept at the office when working on cases.
- **CS:** We distributed enough of these to provide Field Guides to 60% of sworn deputies at each Sheriff's office.
 - **CS:** I don't have the exact number, but it was around 12,000.

- **CS:** Also, I don't have the exact numbers on the Guidelines—but there were far less of these to distribute—but every SO was provided with those as well.

Foundation Update

JM: Is Mr. John Pitta on the phone for a foundation update.

- **Peggy Pitta (PP):** No, John is not here.
- **Floy Turner (FT):** If John isn't on I can tell you that the Foundation is moving forward with soliciting donations from sheriff's office and other past donors. The letters are going out now.
- **JM:** Do we have any questions for the Foundation?
- **NONE**

JM: Well if we don't have any other questions we can adjourn.

- **JM:** Do I have a motion to adjourn?
- **BR:** Motion.
- **TE:** Second
- **JM:** Motion passes; meeting is adjourned.