



MEPIC Advisory Board Committee Meetings Conference Call Minutes

Tallahassee, Florida

1 March 2017

1:00 PM – 4:00 PM

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

- In attendance:
 - Bethany Brimer Gilot
 - Dan Campbell
 - Julie Collins
 - Jeff Dambly
 - Brendie Hawkins
 - Jessica Janasiewicz
 - Kristin Litteral
 - Barbara Renczkowski
 - John Robertson
 - Don Ryce
 - Craig Schroeder
 - Hillary Sessions
 - Kim Spence
- **CS:** Introduce the recurring phone calls in accordance to Sunshine Law.
 - **CS:** In an effort to both make the Advisory Board operate in the sunshine and allow the members ample opportunities to meet and advance Board items, we will be holding these conference call meetings every three weeks.
 - **CS:** The calls are already schedule out until the end of the year.
- **Jeff Dambly (JD):** Spends a few minutes clarifying Sunshine Law as it was discussed in the previous AB meeting.
- **John Robertson (JR):** Can you walk us through how we are to craft a set of guidelines or a document and still operate in the sunshine?
 - **JD:** Well a whole document wouldn't be created in a single meeting anyways. So at a meeting or conference call; you would assign responsibilities and each person would be able to work on those items individually and then brought to the meetings. And there is also MEPIC staff that can facilitate sharing documents.
 - **JR:** So if I need a particular point of expertise that Barbara has, I can share it with Craig and he can share it with Barabara (Renczkowski).
 - **JD:** Kind of. You don't want to use staff as a go between but you can use FDLE staff for points of clarification in between meetings.
 - **JR:** So if it required only Barbara's input it would have to wait until next meeting?

- **JD:** Essentially. You could ask Craig who could bring it to Barbara and then Craig can facilitate a conversation that is put on the record.
 - **JD:** It is more cumbersome, but it will certainly allow the exchange of communication and information.
- **Dan Campbell (DC):** I submitted a question after our last meeting and I haven't heard anything yet. What do the bylaws say about who can and can't be a member of the committees? (*That question was: whether it is mandatory that a person be a member of the board to serve on a committee?*)
 - **JD:** It was a good question, but unfortunately it isn't quite feasible. You can't use "de facto" members to facilitate discussion.
 - **DC:** I was also asking if it is a requirement for committee members to also be a part of the Board?
 - **JD:** Essentially, yes. It's not necessarily of who is on the committee; if the committee has the requirement to adhere to Sunshine Law than it doesn't necessarily matter who is on it.
 - **JD:** That goes the same for members who are on the committees.
- **Julie Collins:** I just wanted to ask how the poster and essay contests turned out.
 - **CS:** We got a ton of submissions. We are in the process of filtering and organizing them now and we are going to get them over the Governor's Office on Monday of next week
- **Brendie Hawkins (BH):** I just wanted to clear some things up as the conference calls go. They will be every three weeks and we can extend or plan more of them as needed. If you decide you need a longer meeting one week or an extra meeting between the three weeks, we can notify and set up those meetings as well.
- **BH:** Is there anything else you all wanted to discuss.
- **Kim Spence (KS):** At the last meeting I brought up getting Lori to come to the Advisory Board meeting and speak to everyone and wanted to see where we are with that (Lori is very willing to do it):
 - **CS:** I have passed on her information to Mary Coffee and we are very interested in getting her to present to the Board.
- **KS:** Do we know when the next meeting will be?
- **BH:** Not yet, but we can tell you it will be in April.
- **Barbara Renczkowski (BR):** We mentioned amending Objective A 3.1
 - **BR:** Proposed changed to A3.1 would be to survey existing resources parents can use to inform themselves as to how they protect children on social media.
 - **BH:** We are not saying we are developing anything.
 - **JR:** Right, but we are saying we would develop a criteria that any tool used would have to meet our criteria to get our seal of approval.
 - **BR:** We don't want to say we "develop resources"
 - **BR:** I will develop proposed changes and send them to Craig before the next meeting.
 - **CS:** Sounds good, I will compile those changes and bring them to the next meeting.

- **BH:** Anything you want to put before the board, you can gather that info and send it to us and we can formalize it on our end. We can discuss it here and then it can be brought to the board.
- **BH:** It sounds like you, as a committee, want to change the strategic plan and you want to find some kind of draft plan to move forward once that strategic plan change has been approved.
- **BR:** SO I'll send Craig the proposed change to Craig and he can send it all to everyone before the meeting.
- **BR:** Can you have someone write up a newsletter for the PTA about the Amber alert and Twitter.
 - **BH:** We can do that Barbara when do you need it by?
 - **BR:** By the end of the month would be great.
 - **BH:** We'll get it to you then.
 - **BR:** Julie, do you have anything you could give us on school bus safety.
 - **JC:** Yes, we can get you a short article and reference the longer material.
- **BR:** Okay well if no one else has anything to say we can adjourn.

COMMITTEE MEETING ADJOURNED

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

- In attendance:
 - Bill Corfield
 - Jeff Dambly
 - Brendie Hawkins
 - Angie Herron
 - Kristin Litteral
 - Don Ryce
 - Craig Schroeder
 - Hillary Sessions
 - Kim Spence
- **Bill Corfield (BC):** Did everyone get a chance to read the minutes?
 - **Collective:** Yes.
- **BH:** Before you all start we wanted, while we still have Jeff Dambly on the line, to go over some of the Sunshine Requirement Laws we went over.
- **Jeff Dambly (JD):** Spends a few minutes clarifying Sunshine Law as it was discussed in the previous AB meeting.
- **BH:** The plan is to set these conference calls every three weeks through the end of the year, so we can notice them.
 - **BC:** Where will the conference calls be posted?
 - **BH:** On the MEPIC site as well as on Florida Weekly.
 - **BC:** Is there a minimal expectation for the number of posting.
 - **JD:** There is no specific requirement but the AG's office does say to make it as available as possible which is why we use those two sites.
 - **BC:** Let's say we do have someone who wants to participate on this call, if we saw unfamiliar name or number, should we call attention or ask for that to see who is in attendance or does it matter?
 - **JD:** We wouldn't necessarily need to call attention to someone from the public who is calling in. But if you want to, at the end of the meeting, ask if there is anyone from the public who wants to ask questions. But I would suggest asking for public comments at the end of the meeting so as not to break up the flow of the conversation.
 - **BC:** And if we have a member of the public who is disruptive we have the grounds to set up some parameters.
 - **JD:** Yes, they don't the right to take over the meeting so we can set up parameters to make sure the meeting is flowing appropriately.
- **BC:** Do we have anyone else from FDLE on the line like Brett Lycett?
 - **BH:** Brett is out of the office right now.
- **BC:** Just some follow-up from the last meeting, under Objective 1, one of the things we discussed was marketing tools to market CART deployments and what could we use that was acceptable to the agency. Do we know if that was explored at all?

- **BH:** I don't know yet, we will reach out to Brett who was going to follow-up with Gretl Plessinger. We will follow-up and let you know on our next page.
- **BC:** That will lead us to our next question which was adding a page to the FDLE site about advertising CART callouts, so maybe we can follow up with Brett for the next call. As well as an update on Everbridge?
 - **BH:** I am sending Brett an e-mail asking him to address all of these things at our next meeting.
- **BC:** For those of us that weren't at the meeting could you explain what Everbridge is?
 - **BH:** It's a streamlined process to push alert notifications out to the public.
 - **BC:** So it's more of a push system than an intake system?
 - **BH:** Right.
- **BC:** Objective R-2 around increased training opportunities. CART update will come from Brett at next call.
- **BC:** Angie, do you any updates on LPRs as they related to FOAA and billboards.
 - **Angie Herron (AH):** Hopefully within the next month or so we will have something scheduled as far as moving ahead with LPRs.
- **BC:** Objective R-4, following up on special populations and the unified CART training curriculum that could be given to local LEOs regarding the autistic community.
 - **KS:** There has been outreach provided throughout the state and there will be a group meeting in Orlando March 21-23 that will develop, with FDLE, a training that can be used throughout the state. So hopefully after that I can update you on when the training is ready to be rolled out.
- **BC:** Sounds like we have certainly made a bit of progress since the last committee meeting.
- **BH:** One last thing: if anyone has anything they want to bring to the committees attention, in order to stay within the Sunshine, they can send that to Craig who will compile and distribute ahead of the call and once we get through our growing pains with the GoToMeeting software those documents will be available to look at during the meetings.
- **BC:** Anyone have anything else to say before we adjourn

COMMITTEE MEETING ADJOURNED

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

- In attendance:
 - Amy Bogner
 - Julie Collins
 - Bill Corfield
 - Brendie Hawkins
 - Angie Herron
 - Kristin Litteral
 - Craig Schroeder
- **Craig Schroeder (CS):** Welcome
- **CS:** Introduce the recurring phone calls in accordance to Sunshine Law.
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 - **CS:** The calls are already schedule out until the end of the year.
- **CS:** Jeff Dambly had to leave so I will provide a brief update on Sunshine Laws and clarify any lingering questions.
- **Amy Bogner (AB):** What is the process of sending material?
 - **CS:** AB material can be sent to Brendie or I and we can disseminate the information to other members before Board or Committee meetings.
- **AB:** At the last meeting we discussed using Mike Vasilinda for a PSA or commercial for Florida Missing Children's Day. Did we get in contact with Mike
 - **CS:** I did some research on the video and it was fairly out of date, showing video of Governor Jeb Bush and references an outdated Essay contest prompt. In addition, because the DOE memo went out later than normal schools had an abbreviated period of time to submit their entries. Because of those things we did not pursue the PSA video with Mike.
- **AB:** Kristin, you had mentioned speaking to someone who did pro bono work. Where are we on that?
 - **Kristin Litteral (KL):** Talked to my contact who works with a marketing company in Tallahassee and they are working on getting some details together. I have established a point of contact though.
 - **AB:** If you could pass that information to Craig or Brendie.
- **AB:** Looking through the notes I'm not sure there is anything that jumps out. Where are we on the FCIC/NCIC flag memo?
 - **CS:** Brendie is working on drafting a best practices memo; I will check with her and see where we are on drafting that memo.
- **AB:** We also spoke about using training for social media practices.
- **Julie Collins (JC):** I have reached out to division of emergency management about best practices in using social media,

- **Bill Corfield (BC):** I sent out something to the Florida Police Chief's association but didn't get many responses. I then reached out to someone at Lakeland (PD) who was going to send their social media policies to Tim Enos who can hopefully update us on our next call.
- **AB:** I know we discussed drone technology last time and there was a lot of discussion around it talking about legislation, so if we could just keep an eye out for any legislation that comes out.
- **AB:** If there is nothing else we can adjourn.

COMMITTEE MEETING ADJOURNED