



MEPIC Advisory Board Committee Meetings Conference Call Minutes

Tallahassee, Florida

3 May 2017

1:00 PM – 4:00 PM

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

- In attendance:
 - Bethany Brimer-Gilot
 - Julie Collins
 - Brendie Hawkins
 - Kristin Litteral
 - Craig Schroeder
 - Hillary Sessions
 - Stephanie White

Brendie Hawkins (BH): We can get started, though we don't have any co-chairs for this meeting.

Hillary Sessions (HS): I wanted to talk about the person I emailed Craig about, as far as a nomination for FMCD awards.

- **NOTE:** Hillary is referencing the possible nomination of a doctor from the CA Pound Lab at the University of Florida who has been instrumental in identifying a number of unidentified remains over the course of his career.
- **HS:** I was thinking of nominating him for the citizen of the year award since he is not LEO but this is something we can discuss at the next meeting.
 - **BH:** He could be a good nomination for the Evelyn Williams award as well.
- **BH:** Also, Hillary I'm not sure if you know but I am in charge of the Unidentified Deceased.
 - **HS:** Oh, with NamUs?
 - **BH:** Yes.
 - **HS:** Well that's great; I'll keep that in mind. I always tell any families of missing children that I'm work with to make sure the first thing they do is to be sure their cases are entered in NamUs.
 - **BH:** Aren't law enforcement agencies required to enter them in NamUs?
 - **HS:** Yes, but these are old cold cases.
 - **BH:** Oh, okay.
 - **BH:** Well jut so you know, Andrew Shelton, who is heads our Unidentified Deceased Initiative project, can facilitate getting those old cases into NamUs. Most records are entered through an M.E.'s office, but we at FDLE also have the capabilities to enter cases into NamUS.

- **BH:** I can also tell you that Andrew and Linda Pollard—who is the Inspector working on unidentified deceased—have gone to seven different MEs offices across the state gathering information on unidentified deceased cases. We are making great headway with NamUs as well.
- **HS:** That is great. I had a case in Hillsborough County where a woman was located ten years after she went missing. We contacted HCSO and asked them to exhume the body and they did. In the meantime they sent an investigator to Texas, where the family was from to collect DNA. They put the DNA in for analysis and it was a perfect match.
 - **BH:** That's excellent we were actually in Hillsborough three weeks ago and we may actually have identification from that trip.

Craig Schroeder (CS): The Sunshine Primer document was sent out last week and we'd like to address any lingering questions you all may have?

- **NONE**

CS: At the next meeting we will be voting on FMCD awards, which is one of the main reasons we need to insure we have a quorum.

- **CS:** Award nomination forms have been dispersed to Sheriffs and police chiefs throughout the state thanks to FSA and FPCA.
- **CS:** In addition to those awards, the Board will be responsible for suggesting nominees for the John and Reve Walsh, Evelyn Williams Memorial, and Commissioner's Awards. That will occur at the June meeting as well.

BH: And I know we have mentioned it before: I have submitted the draft of the CJIS memorandum regarding DCF custody but CJIS wants to go into a different direction.

- **BH:** They have no problem giving guidance to include in the misc. field whether or not guardianship is known, the issue they have is that they don't want to suggest that that information should be provided first. Because that field can contain any number of beneficial pieces of information, they are hesitant to prioritize the DCF info over everything else.

CS: Also, Brendie and I met with FDLE's professionalism unit and they are planning on attending our June meeting(s) to help guide this committee on the best way to cull and vet child safety curriculum.

- **CS:** In the meantime, they did give us a number of things to put to you all to consider when evaluating curriculum.
 - **CS:** The biggest thing is that they want to make sure the committee has their scope focused, and knows whether they will be evaluating criteria/curriculum aimed towards law enforcement, schools, children themselves, etc.
 - **CS:** A few other items they asked everyone to consider as possible tools of evaluating material and curriculum:
 - *Is material current?*

- *Is there ready to use material included (handouts, posters, etc.)*
- *Is it action-oriented?*
- *Appropriate and relevant to its audience?*
- **CS:** Please continue to think on other criteria that may be valuable when the committee meets in June.

CS: I have also received from John Robertson a proposed change to objective 3.1 that would amend the language to reflect the board's intent on evaluating materials rather than developing them.

BH: Are there any other items that anyone would like to bring forward?

Adjourned

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

- In attendance:
 - Jeffrey Bissainthe
 - Bill Corfield
 - Brendie Hawkins
 - Kristin Litteral
 - Jamie Meeks
 - James Previtera
 - Craig Schroeder
 - Hillary Sessions
 - Stephanie White

Craig Schroeder (CS): We sent out the Sunshine primer last week, we wanted to make sure everyone received it and address any questions you all may have?

- **Hillary Sessions (HS):** Does the sunshine law apply to every governmental agency across the state?
- **Brendie Hawkins (BH):** yes

Bill Corfield (BC): Okay, I think Craig wanted to discuss the FMCD Awards.

- **CS:** Yes, at the next meeting we will be voting on all of the FMCD award winners, which is why it is important that we have a quorum.
 - **CS:** I have sent the award nomination forms to FSA and FPCA who have dispersed them to the sheriffs and police chiefs. The award forms are also on the MEPIC site as well as CJNet.
 - **Stephanie White (SW):** Is there still time to nominate for the awards for K9?
 - **CS:** Yes all nominations close on June 1.
 - **BC:** Do the nominations for John and Reve Walsh, Evelyn Williams and Commissioner's Award go to Craig?
 - **CS:** Yes, please send those to me as well. Those are a little different, as those awards are selected by the Commissioner and the nominations come from the Advisory Board only.
 - **CS:** I sent an email to everyone with the award criteria, it didn't have the criteria for the John and Reve Walsh, Evelyn Williams, or Commissioner's Award but I will email the Board detailing the criteria for those awards.

BC: I'd like to ask FDLE for an update on the DCF custody.

- **BH:** We drafted the CJIS memo asking them to send a best practice to agencies asking them to indicate DCF custody as the first line in the miscellaneous field.

- **BH:** However, CJIS wants to approach this a bit differently; they aren't opposed—at all—to indicating DCF custody in that field but they don't want to tell agencies that it has to be first.
- **BH:** There is a lot of important information that is put in that field and they don't want to prioritize any one piece of information over another.
- **BH:** Statute is clear that agencies are to have an internal policy in making entries, they do want to add something to the memorandum that agencies begin to include a process for DCF entries when entering juveniles.
- **BH:** We're hoping we'll have a draft of the new memorandum by the next phone conference call.

BC: Now we'll move into an open discussion regarding committee items.

BC: When is session over?

- **BH:** It's supposed to be over Friday, but it looks like it may be extended.
 - **BC:** Okay, well we'll get up with Angie Herron on the LPRs once the session ends.
- **James Previtera (JPr):** Does anyone at FDLE have any information on yesterday's AMBER alert?
 - **BH:** The one out of Marion?
 - **JPr:** Yes.
 - **BH:** We don't have specific information, but we can get with Seth to provide some details at the next meeting.
 - **JPr:** Yeah, it might be beneficial to have more information and debriefings on AMBER situations for the committee and the board to help guide the strategic plan going forward. To kind of see what works and what doesn't when there is an AMBER call-out.
 - **BC:** I agree; Craig is that something we can organize with Seth?
 - **BH:** First we will have to check if that's something we can do, I'll check with Seth. If so we will include that as an agenda item for our next call and get Seth, or Brett Lycett, or someone with some insight on the AMBER alerts to provide a briefing.
 - **UPDATE:** Seth is more than willing to do these debriefings on AMBER situations; he will be added to future agendas if there is an AMBER alert.
 - **JPr:** Yeah, and I think learning from any AMBER situation about what worked and what didn't would be beneficial to the committee.
- **BC:** Any new business from anyone on the committee?
- **JPr:** I won't be in the June meeting is there a way I can vote on the awards?
 - **BH:** We're not sure, but we'll check. If we are allowed to do this, could we provide you the materials early and we can call you for the award votes.
 - **JPr:** Yes, please.
 - **JM:** If this could get approved, can we have the staff set up a set time for when we could call James?
 - **JPr:** That would be great; I should be able to call in around 10:30.

- **BH:** Okay, we'll confirm if we can do that over the phone and we'll get in touch with you. If we can do it we'll add a specific time to call you for the June meeting to hold the vote.
- **UPDATE:** We can do this, we will e-mail Mr. Previtera with the nominations before the board—the stipulation being that he will not be allowed to discuss the nominations with other board members before the June meeting. We will determine a time to call Mr. Previtera on June 16th so he can participate in the vote.
- **BC:** Any other items?

Adjourned.

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

- In attendance:
 - Jeffrey Bissainthe
 - Julie Collins
 - Bill Corfield
 - Kristin Litteral
 - Jamie Meeks
 - John Pitta
 - Peggy Pitta
 - Craig Schroeder

Craig Schroeder (CS): It's important we have a quorum at the next meeting because we will be voting on the FMCD awards.

- **CS:** The FMCD award nomination forms were emailed out to the board and they are also on the MEPIC site as well as CNet.
 - **John Pitta (JPi):** I'm sure through FDLE you all have a mailing list of the SOs and police chiefs. Is it possible to send the nomination forms directly to them?
 - **CS:** Yes, we sent the forms to FSA and FPCA and they emailed all of the sheriffs and police chiefs.
 - **JPi:** Very good.
- **CS:** In addition to the nominations that come in from across the state, the Board will also be making nominations for the John and Reve Walsh, Evelyn Williams, and Commissioner's Award at June's meeting.

CS: We wanted to make sure everyone received the Sunshine Primer and if you have any questions please feel free to ask now.

- **NONE**

CS: If we could can we get an update on Kristin's contact at BowStern?

- **Kristin Litteral (KL):** I've contacted them and they are willing to assist. I think what we need to do is determine what we want them to do. So maybe at the next conference call we can determine a strategy for how we'd want to utilize their services.
 - **Bill Corfield:** And what do they do?
 - **KL:** They are a marketing firm who do outreach and they are willing to do low cost or even pro bono work to increase audience and fundraising for FMCD.
- **KL:** I was thinking it might be wise to invite them to the Advisory Board meeting in June.
- **CS:** I can get with Mary, Seth, and Brendie about scheduling someone from BowStern to join us at the next meeting.

CS: Also, all of the committee conference call meetings for the rest of the year have been posted to the MEPIC website with all of the necessary dial-in information.

Adjourned

DRAFT