

**Virtual Meeting**

**May 9, 2024 @ 1:00 PM to 2:06 PM**

**Meeting Minutes**

**Florida Department of Law Enforcement**

**Missing Endangered Persons Information Clearinghouse Advisory Board (MEPICAB)**

**FDLE Attendees:**

SMAS Ashley Bullard, PPA Heather Faulkner, Mehgen Peoples, Quentin Harris, and Del Cortez

**Board Member Attendees:**

Chairperson Karen Mazzola, Vice Chairperson Chief Darry Lloyd, Sheriff Walt McNeil, Major Tracy Clark, Captain Peter Bergstresser, Major Jerry Hensley, Janet Hartman, Stephanie White, Brandi Smith, Mark Young, Terri Lynn, Jessica Janasiewicz, Brian Moore, Dr. Kim Spence, Julie Collins, Dr. Katherine Gomez, Travis Paulk, Kristin Morgan, Hilary Sessions, John Pitta, Peggy Pitta, Fran Carlin-Rogers

**Organizations and Individuals Represented:**

Florida PTA, Office of the State Attorney 8th Circuit, Leon County Sheriff’s Office, Tallahassee Police Department, Department of Highway Safety and Motor Vehicles, St. Petersburg Police Department, Florida Public Safety Institute, Florida Governor’s Legal Office, The Jimmy Ryce Center for Victims of Predatory Abduction, Florida Association of School Administrators, Florida Association of District School Superintendents, UCF Center for Autism and Related Disabilities, Florida Department of Education, Florida Department of Juvenile Justice, Florida Department of Children and Families, impacted missing families, and private citizens

**Call Meeting to Order and Welcome**

Chairperson Mazzola calls the meeting to order at 1:02 P.M. Chairperson Mazzola advised the members on the importance answering survey questions provided by FDLE to vote.

**Roll Call**

Roll Call was conducted by FDLE. Quorum was not initially obtained at 1:09 PM. At approximately, 1:29 PM a Quorum was met.

**Approval for 3/28/2024 Meeting Minutes**

Topic initially deferred due to lack of quorum. Chairperson Mazzola re-addressed the meeting minutes from 03/28/2024 for a discussion and vote after quorum was obtained. Ms. Carlin Rogers asked for modification of minutes to list the actual silver alert statistics that were provided at the meeting.

Motion to approve the modified minutes (with the Silver Alert statistics) by Major Tracy Clark and seconded by Hilary Sessions. Meeting minutes were approved as amended, no dissent.

FDLE Note: 3/2024 meeting minutes were updated to reflect change.

**Dates for the Next Virtual meeting and In-Person Meeting**

The next meeting is the In-Person Meeting for Friday, June 7 at the Drury Hotel in Tallahassee. The meeting times are 9 AM to 4 PM. Information for the hotel was sent to all members on April 12 to book the Drury hotel stay.

FDLE has not received confirmation that a quorum of members will attend the meeting yet. Chairperson Mazzola emphasized the need for attendance and importance as award nominations are voted on.

The next Virtual meeting date was provided to the Board for Thursday, July 11, 2024.

**Upcoming Dates to share with agencies/organizations**

Florida Missing Children’s Day (FMCD) nomination forms are due May 17.

* FDLE staff advised total receipt of two nominations so far which is lower than usual. Nominations received were for school bus operator and state/federal officer of the year.
* Members need to reach out to possible contacts to encourage nominations.
* FDLE contacted the Florida Sheriff’s Association and the Florida Police Chief’s Association soliciting nominations.
* Members advised that nomination solicitations may be pushed through their agency’s social media and on their professional profiles in addition to regular methods.
* Department of Education previously posted information on the school bus driver of the year nomination information.
* Broward County Sheriff’s Office is possibly sending in a nomination for the Jimmy Ryce K9 Trailing Team of the Year Award.

Dr. Gomez has an upcoming DJJ event July 18 in Orlando. She can send the information to FDLE for possible participation.

**2024 Spring/Summer Newsletter**

The 2024 Spring Newsletter was posted on the internet at [MEPIC :: Advisory Board Meetings (state.fl.us)](https://www.fdle.state.fl.us/MCICSearch/ABNewsLetter.asp) and the [Advisory Board and Newsletter | FMCDF.org](https://www.fmcdf.org/contests) FDLE also advised members that the Foundation’s website allows users to subscribe to receive updates when newsletters are added.

FDLE did not receive any summer newsletter articles from the Board by the deadline of May 1, 2024. The summer newsletter will not be published until July or August due to this. Members should submit articles as soon as possible.

Discussion of newsletter articles included:

* Executive Director Hartman may draft an article on K9 training
* Major Hensley may be able to provide a partnership article
* Dr. Spence may be able to provide an article on autism and 2024 Florida Statute changes for autism and other related disorders related to safety
* Ms. Morgan will reach out to DCF partners regarding “hot cars” and drowning safety if the Board believed these topics may be relevant to the newsletters mission (consensus of Board was that an article on these issues did fall under child safety and to move forward)
* Chairperson Mazzola would like to have a reoccurring article on community outreach and safety events authored by FDLE

**Strategic Plan**

Each page of the strategic plan was discussed looking for any ideas, suggestions, edits, and comments. The drafted strategic plan will be effective on January 1, 2025, and run for three years.

Chairperson Mazzola will refer to the plan in the future to assess how the Board is meeting the mission, goals and tasks on the strategic plan.

*Edits, comments and questions received on strategic plan:*

Sheriff McNeil with general question: Is there a particular reason the photograph on the first page has DARE and is DARE still in Florida? Sheriff McNeil likes the image and is seeking clarification on if it has any specific meaning attached before proceeding.

FDLE advised that the picture was taken this year at a safety event. FDLE houses the statewide DARE coordinator and manages/organizes training for those seeking DARE certification. DARE is the only drug related program in Florida that that is incentive pay based for law enforcement. Because DARE and the Enforcement and Investigative Support (EIS) Bureau are both interested in child safety, we almost always internally partner with them when FDLE attends events. For example, DARE and the FDLE Bureau that manages the program allows EIS to attend the FSA/FPCA conference and pays the vendor registration fees. EIS generally is unable to attend conferences as vendors without the registration fee being waived. While FDLE does help manage DARE, FDLE does not necessarily endorse DARE over other drug related programs that may meet Florida Statute requirements. It is just the only one that FDLE directly assists with.

Chairperson Mazzola: On page 5’s picture, why does the safety event tablecloth have FDLE branding?

The picture depicted was taken at a law enforcement specific conference in which FDLE attended as a vendor to answer any questions. When we attend law enforcement conferences, the FDLE logo and materials are displayed. When at a public facing safety fair the combined Foundation and Missing Endangered Persons Information Clearinghouse logos are used.

Add page numbers to each page of the strategic plan.

On page 2:

Center logos at the bottom of page.

Capitalize all the first words in each paragraph. Example: Ensuring, Collaborating, and Partnering.

Insert semi-colon after “The MEPICAB Strives to Serve Florida’s Missing By” and lowercase the “By” to by

On page 3:

For every page make sure to spell out all abbreviations. For instance, on the first paragraph MEPICAB, should be Missing Endangered Person Information Clearinghouse, and INTERPOL should be International Criminal Police Organization. Do this for all the pages even if it was done on previous page. Each page stands alone.

Third paragraph should be flyers instead of flyer’s. Should not be possessive.

FDLE after action note: To make those changes on page 3, FDLE had to drop the font size from 12 to 11.5 to fit to page. We also dropped from 3 paragraphs to 4 to account for some of the new space.

On page 4:

Update abbreviations.

FDLE after action note: Doing this shifted the language so it did not read well. Restructured the sentence using same language but in different places for flow.

In column 2, change Foundations to Foundation and change tasked to tasks.

On page 5:

Update abbreviations.

FDLE after action note: This did not read well after this update. Due to this, changed wording from “Network with local event coordinators, to arrange MEPICAB/FDLE presence at community engagement safety events and safety fairs to educate diverse populations” to…

Network with local event coordinators to arrange personnel specializing in child safety to attend community engagement events and safety fairs to educate diverse populations.

In 3rd paragraph change supports to support.

Dr. Gomez asked if all the pictures in the strategic plan and in the newsletter could be coded to ATL text so disabled persons will be able to knows what the photo is depicting.

Last page:

Chairperson Mazzola asked for the words State Office be taken out and replaced simply with Florida PTA.

Voting:

Chairperson Mazzola asked for quorum status around 1:55 PM. Several members left throughout meeting and a quorum was unable to be reached for the strategic plan.

**FDLE Update**

The national anthem contest closed May 1s. FDLE received a good selection of entries, and a winner will be selected shortly.

FDLE partnered with Pathways to attend a safety fair targeting individuals with higher endangerment risks if they went missing. FDLE was able to cater answers to specific individual needs and impairments when asked.

The essay contests this year received the highest number of submissions ever. Due to this, the winner selection is delayed. However, letters and participation certificates were sent to the participants/schools explaining the judging delay. FDLE wants to thank our partner agencies at the Governor’s Legal Office for reading all the essays and selecting the regional essay winners. Once the regional essay winners are selected, the Department of Education will select the state essay winner.

Events:

June: Florida Police Chief’s Association conference

July: Florida PTA, Florida Association of School Resource Officers (FASRO), Florida Sheriff’s Association (FSA) conference, and multiple safety events.

August: National Night Out in Panama City and Tallahassee

October: National Night Out in St. Petersburg

Question for FDLE from Board seeking clarification:

Who should complete the surveys on SurveyMonkey (all members, only voting members, ad-hoc members, only one representative from each agency/organization, etc.)

FDLE prefers for all members to complete the surveys/voting as it allows us to track who is engaged and participating regardless of voting status. It also allows us to make sure more people are reviewing the information and submitting edits before any publication. As part of the survey members are asked to provide their name, FDLE uses this information to determine who qualifies for the official voting and when a quorum is reached.

**Adjournment**

Chairperson Mazzola closed the meeting by reading the mission statement and adjourned the meeting at 2:06 PM.

**FDLE after action**

* Contact Board members who volunteered to submit a newsletter article.
* Modify meeting minutes for 3/2024 and post them online.