

# SENIOR ADVISORY COMMITTEE

## SENIOR ADVISORY COMMITTEE MEETING

Indiana Government Center- South IDHS Resilience Room and Microsoft Teams Meeting

**Joel Thacker – Chair**

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### MEETING MINUTES

March 7, 2023 at 2:00 p.m.

#### MEMBERS PRESENT:

Barnes, Tracey – Indiana Office of Technology Executive Director  
Beier, Bernie – Allen County Homeland Security Director  
Bilkey, Matt – Indiana State Police Assistant Chief of staff/Operations\*  
Cain, Steven – Purdue University Extension  
Elcesser, John- Indiana Non-Public Education Association Executive Director\*  
Fay, Sally – Integrated Public Safety Commission  
Johnson, Phil- University of Notre Dame, retired\*  
Rogowski, Peri – Indiana Department of Homeland Security State Planning Director  
Thacker, Joel – Indiana Department of Homeland Security Executive Director  
Yazel, Eric – Indiana State EMS Medical Director\*

\*attended via Microsoft Teams

#### MEMBERS ABSENT:

None

#### CALL MEETING TO ORDER AND QUORUM

Joel Thacker, Indiana Department of Homeland Security (IDHS) Executive Director, called the SAC meeting to order at 2:00 p.m. Roll call was taken, and it was determined that there was a quorum.

#### APPROVE MINUTES FROM SEPTEMBER 15, 2022 MEETING

Joel Thacker presented the September 15, 2022 SAC meeting minutes for approval.

#### MOTION:

Phil Johnson moved to approve the minutes from the September 15, 2022 SAC meeting. The motion was seconded by Sally Fay. A roll call vote was held, and the motion passed unanimously.

#### ALL IN FAVOR:

Barnes, Tracey  
Beier, Bernie

Bilkey, Matt  
Cain, Steven  
Elcesser, John  
Fay, Sally  
Yazel, Eric  
Johnson, Phil  
Rogowski, Peri  
Thacker, Joel

*OPPOSED: NA*

### **PRESENTATION OF DESIGNEES FOR OPEN POSITIONS**

Joel Thacker introduced to the committee the proposed new SAC members Shane Booker, Hamilton County EMA, representing the Urban Area Working Group. Pascal Arnes, Decatur Township Fire Department, filling the Fire Service vacancy. Brian Baird, Johnson County Commissioner, filling the Counties, Cities, and Towns vacancy. Jack Zeeks, Marion Township Rural Fire Department, filling the volunteer organizations vacancy. Jack Zeeks was not present.

### **MOTION**

Tracey Barnes moved to approve Shane Booker, Pascal Arnes, Brian Baird, and Jack Zeeks as a SAC members. The motion was seconded by Phil Johnson. A roll call vote was held, and the motion passed unanimously.

### *ALL IN FAVOR:*

Barnes, Tracey  
Beier, Bernie  
Bilkey, Matt  
Cain, Steven  
Elcesser, John  
Fay, Sally  
Yazel, Eric  
Johnson, Phil  
Rogowski, Peri  
Thacker, Joel

*OPPOSED: NA*

### **PRESENTATION OF 2023 CHARTER AND PROPOSED AMENDMENTS**

Kristi Shute, Indiana Department of Homeland Security (IDHS) Deputy General Counsel, presented the committee with the 2023 proposed charter with a few changes from the 2022 version. The first change was updating all years from 2022 to 2023. The second change was updating all references to the federal NOFO to match the FFY 2023 NOFO and FFY 2023 Preparedness Grants Manual. The third change was updating the Article IV Core Priorities section. The fourth update was adding Shane Booker, Pascal Arnes, Brian Baird, and Jack Zeeks to the signature page.

### **MOTION**

Sally Fay moved to approve the 2023 charter and amendments. The motion was seconded by Bernie Beier. A roll call vote was held, and the motion passed. Jack Zeeks was not present.

*ALL IN FAVOR:*

Arnes, Pascal  
Baird, Brian  
Barnes, Tracey  
Beier, Bernie  
Bilkey, Matt  
Booker, Shane  
Cain, Steven  
Elcesser, John  
Fay, Sally  
Yazel, Eric  
Johnson, Phil  
Rogowski, Peri  
Thacker, Joel

*OPPOSED:* NA

**EXPLANATION OF PROCESS TO SIGN CHARTER VIA DOCUSIGN**

Rachel Cosner explained the steps each member will need to take to sign the 2023 charter electronically. The detailed slide show, outlining the steps, is available on the DHS Senior Advisory Committee Teams channel.

**EXPLANATION OF ELECTRONIC MEETING POLICY**

Kristi Shute explained the electronic policy and noted that the policy is also located on the IDHS website. The key policies were that 1/3 of the SAC members must be in person for the meeting as opposed to virtual attendance. All votes will be done roll call style when members are virtual. Each member of the committee must attend at least 1 meeting in person each year.

**EXPLANATION OF MEMBERS ETHICS POLICY**

Kristi Shute explained that new members of the committee must complete Indiana state ethics training as being part of the committee. It will be sent to each of them directly via email. The main ethics policy brought to attention was the conflict of interest rule when it comes to voting. This comes into play if an entity a member is affiliated with is filing an application for SAC funding.

**INFORMATION REGARDING THE FFY 2023 STATE HOMELAND SECURITY PROGRAM (SHSP) FEDERAL NOFO AND APPLICATION PROCESS**

Rachel Cosner presented to the committee a review of the FFY 2023 SHSP national priorities, example projects, objectives, requirements and application process.

*SHSP Requirements*

IDHS target allocation is \$4,847,500.00. IDHS, as the SHSP grant pass-through entity, is required to award 80%, or \$3,878,000.00, of the federal award while maintaining 20%, or \$969,500.00, for internal projects including 5%, or \$242,375.00, for the management and administration of the award. The 20% includes the Fusion Center project(s) and any other state project(s). IDHS must ensure at least 35%, or \$1,696,625.00, of the federal award is used for Law Enforcement Terrorism Prevention Activities (LETPA). IDHS must also ensure that at least 30%, or \$1,454,250.00, of the award goes toward the identified national priorities/investment justifications. IDHS must make these subawards available within 45 days. Lastly, the establishment of a Senior Advisory Committee is required by the SHSP grant.

#### *National Funding Priorities*

The FEMA-identified SHSP national priorities, or investment justifications (IJ), are as follows: Cybersecurity, Soft Targets/Crowded Places, Information and Intelligence Sharing and Cooperation, Domestic Violent Extremism, Enhancing Community Preparedness and Resilience and Enhancing Election Security.

#### *Cybersecurity Investment Justification*

The cybersecurity investment justification does not have a minimum requirement. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against or responding to acts of terrorism.

#### *Soft Targets and Crowded Places Investment Justification*

The soft targets and crowded places investment justification must be at least 3%, or \$145,425.00, of the award. Soft targets and crowded places are increasingly appealing to terrorists due to their relative accessibility and large number of potential targets. This is complicated by the prevalent use of simple tactics and less sophisticated attacks. Public and private sectors should collaborate to enhance security in these locations.

#### *Information and Intelligence Sharing and Cooperation Investment Justification*

The information and intelligence sharing and cooperation investment justification must be at least 3%, or \$145,425.00, of the award. This investment justification is where the Fusion Center's application will be housed. Cooperation and information sharing among state, federal and local partners across all areas of the homeland security enterprise, including counterterrorism, cybersecurity, border security, immigration enforcement and other areas is critical to homeland security operations and the prevention of, preparation for, protection against and responding to acts of terrorism.

#### *Domestic Violent Extremism Investment Justification*

The domestic violent extremism investment justification must be at least 3%, or \$145,425.00, of the award. This investment justification must be in support of the state's efforts to combat the rise, influence and spread of domestic violent extremism.

#### *Enhancing Community Preparedness and Resilience Investment Justification*

The enhancing community preparedness and resilience investment justification must be at least 3%, or \$145,425.00, of the award. This investment justification must bolster community preparedness and resilience by investing in local, community-driven

capabilities, enable community organizations to have the capabilities to withstand acts of terrorism and provide essential services, and address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster.

#### *Enhancing Election Security Investment Justification*

The enhancing election security investment justification does not have a minimum requirement. Securing election infrastructure and ensuring an election free from foreign interference are national security priorities. Threats to election systems are constantly evolving, so defending these systems requires constant vigilance, innovation, and adaptation. This investment justification must be at least 3%, or \$145,425.00, of the award.

#### *Addressing National Priorities*

IDHS will send an information bulletin to the locals the week of March 7, 2023, which will highlight this year's national priorities, funding caps, application caps and SHSP requirements. Applicants can submit one priority application and one enduring needs application with a cap of \$150,000.00 per project. These applications will be due on April 25, 2023, at 5 p.m. EDT. Each application will be reviewed based on fit of terrorism nexus, national priority and Indiana core capability ranking. The Core Capabilities applicants used to justify their projects will be compared to Indiana's Core Capabilities chart, which was determined by the 2022 Stakeholder Preparedness Review (SPR). Regarding the core capability chart, green is considered a high priority, yellow is considered a medium priority, red is considered a low priority and grey is not considered a priority at this time.

#### **PRESENTATION OF SHSP APPLICATION INSTRUCTIONS AND FEEDBACK FORMS**

Rachel Cosner presented the committee with the new SHSP application instructions form. The purpose of this form is to give specific examples of what to put in each application question on SHSP applications. There is also a new scoring rubric that was created for graders of the applications. The SHSP application feedback form will be available as well. The form provides general areas where improvement was needed and where the application was strong. There was discussion about changing the feedback form, which Rachel Cosner and Kristi Shute are consulting with IDHS General Counsel about and will report back at the next meeting.

#### **PRESENTATION OF CHANGES MADE TO THE SHSP APPLICATION**

Rachel Cosner presented changes that were made to the 2023 SHSP application. After discussion by the committee, the Communications project question will be added back in to the application. A question was also added to ask if the applicant has been funded by SHSP in the previous 3 years.

#### **NEXT MEETING**

The next SAC meeting will be May 15, 2023 at 11 a.m. Rachel Cosner has already sent out an invite to the SAC and will update the invite with the agenda closer to the date.

#### **ADJOURNMENT:**

Following no further discussion or business, Joel Thacker thanked everyone for attending the meeting. Tracy Barnes moved for the meeting to adjourn. The motion was seconded by Phil Johnson. The SAC meeting adjourned at 3:10 p.m.