

## SENIOR ADVISORY COMMITTEE MEETING

Indiana Government Center-South  
Conference Room # 14  
302 W. Washington Street  
Indianapolis, IN 46204

**Bryan J. Langley - Chair**

---

### Meeting Minutes

September 27, 2019 at 1:00 p.m.

#### **Members Present:**

Beier, Bernie –Allen County Homeland Security Director (*telephone*)  
Bradley, Paul –Gary Fire Department  
Brown, John –Indiana Department of Homeland Security Planning, Training, Exercise, & Grants Director  
Cain, Steven –Purdue University Extension Manager  
Cox, Stephen –South Bend Fire Department Chief  
Elcesser, John –Indiana Non-Public Education Association Executive Director  
Fay, Sally –Integrated Public Safety Commission  
Johnson, Phil –University of Notre Dame (*telephone*)  
Langley, Bryan –Indiana Department of Homeland Security Executive Director  
Neeley, Dewand –State of Indiana Chief Information Officer  
Turner, Larry –Indiana State Police  
Wainscott, Joseph –American Red Cross Division Disaster State Relations Director (*telephone*)  
Wilson, Michael -Warsaw-Wayne Fire Department Chief

#### **Members Absent:**

Sink, Danny –Goshen Fire Department Chief  
Quakenbush, Dennis –Hamilton County Sheriff's Department  
Kaufmann, Dr. Michael –Indiana Department of Homeland Security EMS Director

#### **Also in Attendance:**

Burks, Devon –Indiana Department of Homeland Security (Minute Taker)  
Goodpaster, Rusty –Indiana Department of Homeland Security  
Hosick, David –Indiana Department of Homeland Security  
Hutchinson, Sharon –Tippecanoe County Government  
Kinney, Kraig –Indiana Department of Homeland Security  
Rogowski, Peri –Indiana Department of Homeland Security  
Rowe, Erin –Indiana Department of Homeland Security  
Snyder, Kimberly –Indiana Department of Homeland Security

## **Welcome and Roll Call**

Bryan Langley, Indiana Department of Homeland Security (IDHS) Executive Director called the Senior Advisory Committee (SAC) meeting to order at 1:00 p.m. Roll call was taken, and it was determined that there was a quorum.

## **New Members**

Bryan Langley introduced the proposed new members and connected their addition to the Senior Advisory Committee's dedication to first responders. As the director, he appointed three (3) new members; Paul Bradley of the Gary Fire Department, Larry Turner of the Indiana State Police, and Michael Wilson Chief of Warsaw-Wayne Fire Department.

## **Telephone Voting Policy**

Kraig Kinney, SAC Legal Counsel reviewed the current charter's policy in regard to quorum and voting. The current charter states that members must be present to vote or count toward quorum. Indiana law permits telephonic meetings for groups such as the SAC. The committee discussed allowing members to count toward quorum and contribute their vote while participating remotely. Members were encouraged to physically attend meetings as often as possible.

### **Motion:**

Bryan Langley motioned to adopt a proposed written electronic meeting policy allowing remotely participating committee members to be included in quorum and vote. The motion was seconded by Steve Cain. A roll call vote was held, and the motion passed unanimously.

### **All in Favor:**

Beier, Bernie (*telephone*)  
Bradley, Paul  
Brown, John  
Cain, Steven  
Cox, Stephen  
Elcesser, John  
Fay, Sally  
Johnson, Phil (*telephone*)  
Langley, Bryan  
Neeley, Dewand  
Turner, Larry  
Wainscott, Joseph (*telephone*)  
Wilson, Michael

**Opposed:** NA

### **Presentation of 2019 SAC Charter**

Kraig Kinney, SAC Legal Counsel, presented to the committee the 2019 SAC Charter. Mr. Kinney explained that the SAC must vote on a charter every year and highlighted the differences from the 2018 Charter. IDHS determined the current charter funding priorities, but the SAC will contribute in the future. Mr. Kinney suggested to add set term periods for newly appointed SAC members to the 2020 charter. The SAC deliberated the wording under section 2.03 describing SAC membership and agreed upon changing shall to should.

#### **Motion:**

Sally Fay and Phil Johnson motioned to approve the 2019 SAC Charter upon updates to SAC Membership Section 2.03 from "SAC membership *shall* include" to "SAC membership *should* include". The motion was seconded by Stephen Cox. A roll call vote was held, and the motion passed unanimously.

#### **All in Favor:**

Beier, Bernie  
Bradley, Paul  
Brown, John  
Cain, Steven  
Cox, Stephen  
Elcesser, John  
Fay, Sally  
Johnson, Phil  
Langley, Bryan  
Neeley, Dewand  
Turner, Larry  
Wainscott, Joseph  
Wilson, Michael

**Opposed:** NA

### **Presentation of 2019 SHSP Projects**

Kim Snyder, IDHS Grants Section Chief, gave a presentation to the committee detailing the purpose of the SAC, grant cycle, new grants management software titled Intelligrants, State Homeland Security Program (SHSP) grant requirements and terms, grant application four (4) tiered review process, funding recommendations and denials, and also her vision for SAC involvement in the SHSP grant process.

The objective of SHSP is to assist local preparedness activities that address high-priority preparedness gaps across core capabilities that support terrorism preparedness. The "Terrorism Preparedness Nexus" question was emphasized to the application to clearly demonstrate to applicants the importance this element as applicants must describe how their project is tied to terrorism.

Ms. Snyder with assistance from Peri Rogowski, IDHS Planning Section Chief, explained how IDHS determined the SHSP funding priorities otherwise known as core capabilities. The funding priorities identified as high (green), medium (yellow), low (red), or not considered for funding (grey) were selected based on data captured from the counties in the 2018 State Preparedness Report (SPR).

Applications that selected gaps labeled as high funding priorities and met all other criteria detailed in the 2019 IDHS SHSP Notice of Funding Opportunity (NOFO) were recommended to be awarded funding.

The SAC was given copies of all IDHS funding recommendations and denials. IDHS was awarded \$4,077,500.00 for federal fiscal year 2019 by the federal Department of Homeland Security. As a pass-through entity, IDHS is required to award 80%, or \$3,262,000.00, to the local sub-recipients and retains 20% of the award, or \$815,500.00, for internal projects as follows: Fusion Center Investment Justification requirement \$385,000.00, Cybersecurity Investment Justification requirement \$92,000.00, IDHS salaries \$134,625.00, and Management and Administration \$203,875.00. Another SHSP requirement states that 25% of the total award, or \$1,019,375.00, must be awarded to Law Enforcement Terrorism Prevention Activities (LETPA). The LETPA requirement was easily met due to focused communication by IDHS to the locals. A total of 142 applications were submitted requesting a total of \$9,018,502.21. IDHS has recommended to award a total of 42 applications, full funding to 41 applications, and partially award two (1) application equaling the 80% required amount of \$3,262,000.00. IDHS also recommends declining award to the remaining 100 applications, totaling \$5,756,502.21.

The SAC determined that early participation via sub-committees throughout the SHSP grant process would benefit the SAC and the locals.

**Motion:**

Bryan Langley motioned to follow IDHS' 2019 SHSP funding recommendations and denials as well as launch sub-committees based on including the SAC throughout the grant process starting in 2020. The motion was seconded by Dewand Neeley. A roll call vote was held, and the motion passed unanimously.

**All in Favor:**

Beier, Bernie  
Bradley, Paul  
Brown, John  
Cain, Steven  
Cox, Stephen  
Elcesser, John  
Fay, Sally  
Johnson, Phil  
Langley, Bryan  
Neeley, Dewand  
Turner, Larry  
Wainscott, Joseph  
Wilson, Michael

**Opposed:** NA

**Additional Business:**

The SAC asked for more information regarding the SPR, which determines SHSP funding priorities. Mr. Brown and Ms. Rogowski notified the SAC that the 2019 SPR could be reviewed after February 2020.

Ms. Snyder and Mr. Brown asked the SAC to reach out to them or Director Langley if they were interested in participating in a sub-committee. Appointees would also be accepted.

Sally Fay reinforced to the SAC the importance of regular meetings to encourage increased ownership in the SHSP grant process. Mr. Kinney suggested scheduling the next event during each meeting to maintain the schedule described in charter.

Deward Neeley, upon interest from the SAC, stated that Microsoft Teams would be an acceptable secure media for the SAC to share files.

**Next meeting time and location:**

The next meeting time, date, and location were not determined but the committee proposed early 2020.

**Adjournment:**

Following no further discussion or business, Executive Director Bryan Langley thanked everyone for attending the meeting. The SAC meeting was adjourned at 2:12 p.m.