

## **BOARD OF HOMELAND SECURITY**

WEDNESDAY, FEBRUARY 1, 2023

1:30 TO 3:00 PM

GEMA/HS HEADQUARTERS

TRAINING ROOM

### **BOARD MEETING MINUTES**

#### **Board Members Present:**

James Stallings, Vice Chairperson  
Col. Chris Wright  
Michael Register  
Chris Carr (WebEx)  
MG Thomas Carden (WebEx)  
Kathleen Toomey (WebEx)  
Richard Woods (WebEx)  
Russell McMurry (WebEx)  
Tyler Harper  
Kyle Sapp (WebEx)  
Bill Cowsert  
Alan Powell (WebEx)

#### **Board Members Absent:**

Mark Williams  
Shawnzia Thomas

#### **Representatives Present:**

Col. Thomas Barnard

The Board of Homeland Security held the board meeting on February 1, 2023 at the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Headquarters in Atlanta, Georgia. A List of Attendees, the Agenda, and the Bylaws are attached hereto and made official parts of these minutes as Attachments #1, #2, and #3. Vice Chairperson James Stallings called the meeting to order at 1:32 PM.

All board members are present except Mark Williams with the Georgia Department of Natural Resources and Executive Director Shawnzia Thomas with the Georgia Technology Authority.

Vice Chairperson James Stallings welcomed everyone to the GEMA/HS Headquarters in Atlanta, Georgia.

#### **Roll Call**

#### **Approval of the Minutes:**

Vice Chairperson James Stallings presented the minutes of the June 1, 2022 meeting for discussion and approval. Superintendent Richard Woods made a motion to approve the minutes. Colonel Chris Wright seconded the motion. The motion passed unanimously.

Vice Chairperson James Stallings presented the minutes of the July 6, 2022 meeting for discussion and approval. Commissioner Tyler Harper made a motion to approve the minutes. Colonel Chris Wright seconded the motion. The motion passed unanimously.

Vice Chairperson James Stallings presented the minutes of the August 3, 2022 meeting for discussion and approval. Commissioner Tyler Harper made a motion to approve the minutes. Superintendent Richard Woods seconded the motion. The motion passed unanimously.

Vice Chairperson James Stallings presented the minutes of the December 7, 2022 meeting for discussion and approval. Superintendent Richard Woods made a motion to approve the minutes. Commissioner Tyler Harper seconded the motion. The motion passed unanimously.

**New Business:**

Vice Chairperson James Stallings opened the floor for discussion on any new business.

a) Bylaws Change

There is one change proposed to the Bylaws under Article 3, Section 1 regarding the meeting of members. The number of board meetings per year has been changed to four. For the purposes of voting, only designated board members by law can vote on the Bylaws.

Vice Chairperson James Stallings called for a motion to adopt the Bylaws with the revision. A motion was made by Adjutant General Thomas Carden and seconded by Superintendent Richard Woods. The motion passed unanimously (Bylaws attached hereto and made a part thereof).

b) Intel Briefing

Linda Criblez provided an intel briefing on what the GEMA/HS Intelligence Unit have been working on. The unit focuses on school safety, cyber safety, emergency management, public safety, and large events. The goal of the unit is to share information and enhance the capability of our partners.

c) Tour of the MCV

Chris Allen gave a tour of the new Homeland Security Division's Mobile Command Vehicle (MCV) to the board members.

**Adjournment:**

There being no further business to be brought before the Board, Vice Chairperson James Stallings adjourned the meeting at 2:09 PM.

Official Attachments:

1. List of Attendees
2. Agenda
3. Bylaws

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**BOARD MEETING ATTENDEES**

**Board Members:**

James Stallings, Vice Chairperson

Col. Chris Wright

Michael Register

Chris Carr (WebEx)

MG Thomas Carden (WebEx)

Kathleen Toomey (WebEx)

Richard Woods (WebEx)

Russell McMurry (WebEx)

Tyler Harper

Kyle Sapp (WebEx)

Bill Cowsert

Alan Powell (WebEx)

**Others Attending:**

Chris Allen

Anna Burton

Linda Criblez

Justin Hill (WebEx)

Eric Kennedy

Tina Piper

Harlan Proveaux

Ashley Seay LaDuron

Warren Shepard

Mike Smith

**Representatives:**

Col. Thomas Barnard



# Board of Homeland Security Meeting

## AGENDA

*February 1, 2023*

*1:30 - 3:00 P.M.*

**GEMA/HS Headquarters**

**Training Room**

**Atlanta, GA**

**WebEx/Conference Call**

**gema.webex.com OR call 1-855-282-6330**

**Meeting Number: 2434 469 4695**

**Access Code: HS020123**

<b><u>Agenda Topic</u></b>	<b><u>Speaker</u></b>
<b>Call to Order</b>	James C. Stallings, Vice Chairperson GEMA/HS
<b>Roll Call</b>	Tod Keys, GEMA/HS
<b>Approval of Minutes from June 1, 2022</b>	
<b>Approval of Minutes from July 6, 2022</b>	
<b>Approval of Minutes from August 3, 2022</b>	
<b>Approval of Minutes from December 7, 2022</b>	
<b>New Business</b>	
a) Bylaws Change	James C. Stallings, Vice Chairperson
b) Intel Briefing	Linda Criblez, GEMA/HS
c) Tour of the MCV	Tod Keys, GEMA/HS
<b>Adjournment</b>	

**BY-LAWS OF THE BOARD OF HOMELAND SECURITY  
STATE OF GEORGIA**

**ARTICLE I – Office**

The office of the Board shall be at the Georgia Emergency Management and Homeland Security Agency, 935 East United Avenue, Atlanta, Georgia 30316. The mailing address of the Board shall be: P.O. Box 18055, Atlanta, Georgia 30316-0055. Meetings may be held at the office or at such other place as designated by the Chairperson or alternatively, the Vice Chairperson.

**ARTICLE II – Members**

**Section 1. Members.** Shall be as specified in O.C.G.A. § 38-3-41.

**Section 2. Selection of Members-at-Large.** In the event a vacancy occurs and is filled during an unexpired term, the appointment shall be considered for reappointment pursuant to the same procedure, at the expiration of the term. The appointment of new at-large members shall likewise be filled.

**Section 3. Vacancy.** (a) Except for *ex officio* members, a vacancy shall occur and be declared when a member submits his or her resignation in writing to the Secretary, or when a member dies or moves from the State, or when a member becomes disqualified by law, or when a member's term expires. (b) If any member fails to attend three (3) meetings of the Board in a twelve-month period, without good and valid cause or excuse or without leave of absence from the Chairperson or Vice Chairperson, the absent member's Appointing Authority shall be notified by the Board of the unexcused absences.

**Section 4. Voting.** Each member, including the Chairperson, shall be entitled to one vote on each matter submitted to a vote of the members.

**Section 5. Duties and Responsibilities.**

(a) The duties and responsibilities of the Board are as set forth in Georgia law.

(b) The Board recognizes it is beneficial from time to time to observe first hand the programs or capabilities of the agencies that it advises. To that end, the Board may occasionally attend demonstrations of such programs capabilities at or in conjunction with its regular or called meetings.

(c) The Board may only carry out its duties and responsibilities described in Georgia law and herein above, by and through its regular or called meetings (see Article III) or through committees (see Article V).

**ARTICLE III – Meeting of Members**

**Section 1. Regular and Special Meetings.** The Board shall meet four (4) times per year, unless Board business demands more, on dates determined by the Chair and approved by the Board. Notice of the date, time, and place of any meeting shall be given in advance by the Secretary to each member. The Board shall meet in special session whenever called by the Chairperson or by five members. The Board shall meet at least once annually for strategic planning purposes. Meetings may include non-voting advisory professionals deemed by the Chairperson as capable of providing valuable insight on a topic within the purview of the Board.

**Section 2. Place of Meeting.** Meetings shall be held at the office of the Board or at such other place as is designated by the Chairperson or, in the event of a special meeting called by five members, as is designated by the Secretary in the notice.

**Section 3. Quorum.** Nine members shall constitute a quorum for the discharge of any business. When a quorum is present, voting and official business may be conducted via conference call.

**Section 4. Proxies and Mail.** No member may vote by proxy and no member may vote by mail.

#### **ARTICLE IV – Officers**

**Section 1. Officers.** The officers of the Board shall be the Chairperson, who shall be the Governor, the Vice-Chairperson, and Secretary.

**Section 2. Election and Term of Office.** The Chairperson shall hold office while Governor. The Vice-Chairperson and the Secretary shall be elected annually by the Board at its regular meeting in January, or as soon thereafter as convenient. Each officer shall hold office until his or her successor has been duly elected.

**Section 3. Vacancy.** The offices of Vice-Chairperson and Secretary may be vacated by the incumbent's removal by a majority of the Board whenever in its judgement the best interest of the Board would be served thereby, or by death, resignation or disqualification of the incumbent. Any vacancy may be filled by the Board for the unexpired portion of the term.

**Section 4. Chairperson.** The Chairperson shall be the principal officer of the Board and shall in general supervise and control all of its business and affairs. He or she shall preside at all

meetings of the members. He or she may appoint all standing and special committee members and he or she may delegate specific duties to all Board members, except where expressly provided otherwise herein. In general, he or she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board or by law.

**Section 5. Vice-Chairperson.** In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned to him or her by the Chairperson or the Board.

**Section 6. Secretary.** In absence of the Chairperson or Vice-Chairperson or in the event of his or her inability or refusal to act, the Secretary shall perform the duties of the Chairperson or Vice-Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Secretary shall perform such other duties as may be assigned to him or her by the Chairperson or by the Board.

The Secretary shall ensure the minutes of the meetings of the Board are kept in accordance with the Georgia Archives State Agency Common Retention Schedules; he or she shall see that all Notices are duly given in conformity with provisions of the By-Laws or as required by law; he or she shall be custodian of Board records, which shall be kept in a location designated by the Secretary.

The Secretary shall keep a register of the addresses, telephone numbers, e-mail addresses, and other methods of contact of each member of the Board, and in general shall perform all duties incident to the office of Secretary and such other duties as may be assigned to him or her.



**Section 7. Senior Member.** In the absence of the Chairperson, Vice-Chairperson, or Secretary, the Senior Member of the Board of Homeland Security shall perform the duties of the Chairperson, Vice-Chairperson, or Secretary, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Senior Member shall perform such other duties as may be assigned to him or her by the Chairperson or by the Board. The Senior Member shall be the member with the longest total tenure on the Board. If a tie exists with respect to longest total tenure of two (2) or more Board Members, the Chairperson will designate which Senior Member will carry out the duties described in this paragraph.

## **ARTICLE V – Committees**

**Section 1. Standing Committees.** The Board may institute standing committees if the need arises. If created, each committee shall consist of a Committee Chairperson and a minimum of four members, all of whom shall be appointed by the Chairperson of the Board of Homeland Security. The committees shall be responsible for: (1) providing oversight and guidance regarding the respective topic(s) assigned to the committee; and (2) bringing committee recommendations to the Board for discussion and official action. Any responsibilities imposed on standing committees shall in no way deprive the Board or any member from exercising its or his or her full power and authority to participate in the policy-making functions of the Board.

**Section 2. Committee Membership Terms.** Board members appointed to standing committees shall serve for a one-year term, and may be reappointed at the discretion of the Chairperson of the Board.

**Section 3. Special Committees.** The Board may create such special committees as are deemed necessary or desirable. The membership, functions, and duties of each special committee shall be specified by the Chairperson.

**Section 4. Non-Voting Advisory Professionals.** Standing and special committees may include non-voting advisory professionals deemed by the Chairperson as capable of providing valuable insight on a topic within the purview of the Board.

#### **ARTICLE VI – Seal**

The seal of the Georgia Emergency Management and Homeland Security Agency shall be the seal of the Board.

#### **ARTICLE VII – Amendments to By-Laws**

The By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a two-thirds majority of the Board members, at any regular or special meeting, if at least three days written notice is given of intention to alter, amend, or repeal or to adopt new By-Laws at such meeting. The By-Laws, and any change therein, shall be kept by the Secretary at the front of the minute book and shall be available at each meeting.