

## **BOARD OF HOMELAND SECURITY**

WEDNESDAY, JANUARY 9, 2019

1:30 TO 2:30 PM

GEMA/HS HEADQUARTERS

TRAINING ROOM

### **BOARD MEETING MINUTES**

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

Homer Bryson, Vice Chairperson  
Philip Peacock, Secretary  
Scott Dutton  
Col. Mark McDonough  
Chris Carr  
Joe Jarrard  
Calvin Rhodes  
Kyle Sapp  
Erika Shields  
Alan Powell

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

Mark Williams  
Pat O'Neal  
Richard Woods  
Russell McMurry  
Gary Black  
Bill Cowsert

#### **Representatives Present:**

Col. Thomas Barnard  
Bryan Haines  
Scott Minarcine  
Venessa Sims

The Board of Homeland Security held the board meeting on January 9, 2019 at the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Headquarters in Atlanta, Georgia. A List of Attendees, the Agenda, and the By-Laws are attached hereto and made official parts of these minutes as Attachments #1, #2, and #3. Director Homer Bryson called the meeting to order at 1:31 PM.

All board members are present except Commissioner Gary Black with the Georgia Department of Agriculture, Commissioner Pat O'Neal with the Department of Public Health, Commissioner Mark Williams with the Department of Natural Resources, State School Superintendent Richard Woods, Commissioner Russell McMurry with the Department of Transportation, and Senator Bill Cowsert.

Director Bryson with Georgia Emergency Management and Homeland Security Agency (GEMA/HS) welcomed everyone to the GEMA/HS Headquarters in Atlanta, Georgia.

#### **Open Issues:**

a) Review/Passage of By-Laws

A draft copy of the By-Laws was distributed to all of the Board Members to look over. There are two changes. First, the number of board meetings per year has been changed to six. The second change is under Article 3, Section 3 regarding the quorum. On page three, added “when a quorum is present, voting and official business may be conducted via conference call.” Also for the purposes of voting, only designated board members by law can vote on the By-Laws.

Joey Greene with GEMA/HS called for a motion to adopt the Bylaws with the revision. A motion was made by Col. Mark McDonough and seconded by Director Homer Bryson. The motion passed unanimously (Bylaws attached hereto and made a part thereof).

#### b) Election of Officers

The Governor is the Chairperson of the Board of Homeland Security. Joey Greene opened up the floor for nominations for Vice Chairperson. Col. Mark McDonough made a motion to nominate Director Homer Bryson, Adjutant General Joe Jarrard seconded the nomination. The motion passed unanimously. Joey Greene opened up the floor for nomination for Secretary. Vice Chairperson Homer Bryson made a motion to nominate Phillip Peacock, and Col. Mark McDonough seconded the nomination. The motion passed unanimously.

Governor of Georgia, Chairperson  
Homer Bryson, Vice Chairperson  
Phillip Peacock, Secretary

#### c) Security Clearances

At the last meeting, the board discussed security clearances for every board member. For those who do not currently have security clearance, Warren Shepard with GEMA/HS will assist with that. Chairperson Homer Bryson made a recommendation to the Governor’s Office about possible legislation to safe guard our meetings because of the sensitive topics. This will be postponed until next session.

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

Joey Greene presented the minutes of the December 3, 2018 meeting for discussion and approval. Vice Chairperson Homer Bryson motioned for the approval of the minutes; Col. Mark McDonough made a motion to approve the minutes. Adjutant General Joe Jarrard seconded the motion. The motion passed unanimously.

#### **Super Bowl LIII Update:**

Harlan Proveaux with GEMA/HS provided an update on the ongoing efforts to prepare for Super Bowl LIII. This is an Atlanta Police Department event and the state agencies are here to support them with anything they need. There will be fourteen Emergency Operation Centers (EOC) activated across the city, including the State Operation Center (SOC) at GEMA/HS.

Chief Erika Shields thanked everyone for their assistance and support with Super Bowl LIII.

Phillip Peacock discussed Georgia Power's involvement with the Super Bowl. They will be providing equipment, deputies, and other resources within the critical zone.

Michael Nix with the Georgia Emergency Communications Authority (GECA) provided an update on the statewide communications system. They are looking at the radio systems around the state and identifying the needs. GECA will be partnering with the local entities to build out communications. Currently, there are 153 different 9-1-1 centers in operation around the state. GECA is changing the way the 9-1-1 centers are being funded. The payments will now be processed through the Department of Revenue.

Scott Minarcine with the Georgia Department of Public Health notified the board that Commissioner Pat O'Neal will be the acting Fulton County Department of Health during the Super Bowl.

**New Business:**

a) Future Meeting Dates & Locations

As a default, all future Board of Homeland Security meetings will be held at GEMA/HS Headquarters. Col. Mark McDonough noted that the Board of Public Safety meets on the second Thursday of every month. Also, the Department of Public Health meets on the first Tuesday of the month. The next board meeting will be scheduled around the legislative session.

b) Creation of Standing Committees

Vice Chairperson Homer Bryson recommended the board discuss ideas for the standing committees today rather than taking a vote. At the next meeting, the board can take a vote on what they think is best. Vice Chairperson Homer Bryson suggested a standing committee relating to intelligence and looking at threats. Director Scott Dutton with the GBI proposed a committee on cybersecurity and networks or infrastructure. Executive Director Calvin Rhodes with GTA discussed sharing information with the Fusion Center and the Cyber Center located in Augusta, GA. Standing Committees will be on the agenda for next month's meeting. If the board agrees on committees, then see which committee members would like to be a part of.

c) Planning and Development

**Adjournment:**

There being no further business to be brought before the Board, Vice Chairperson Homer Bryson adjourned the meeting at 2:13 PM.

Official Attachments:

1. List of Attendees
2. Agenda
3. By-Laws

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**BOARD MEETING ATTENDEES**

**Board Members:**

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Philip Peacock, Secretary

Scott Dutton

Col. Mark McDonough

Chris Carr

Joe Jarrard

Calvin Rhodes

Kyle Sapp

Erika Shields

Alan Powell

**Others Attending:**

Fred Bailey

Capt. Jared Crandall

Dennis Dunn

Joey Greene

Harlan Proveaux

Uyen Le Schneider

Ashley Seay

Warren Shepard

**Representatives:**

Col. Thomas Barnard

Bryan Haines

Scott Minarcine

Venessa Sims



# Board of Homeland Security Meeting

## AGENDA

*January 9, 2019*

*1:30 - 2:30 P.M.*

**GEMA/HS Headquarters**

**Training Room**

**Atlanta, GA**

### **Agenda Topic**

### **Speaker**

**Call to Order**

Homer Bryson, Director  
GEMA/HS

**Roll Call**

**Review Agenda**

**Approval of Minutes from December 3, 2018**

### **Open Issues**

- a) Review/Passage of By-Laws
- b) Election of Officers
- c) Security Clearances

### **New Business**

- a) Future Meeting Dates & Locations
- b) Creation of Standing Committees
- c) Planning and Development

**Super Bowl LIII Update**

Harlan Proveaux, Deputy Director  
GEMA/HS

**Adjournment**

**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 six (6) 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.