

Minnesota

Homeland Security Advisory Committee (HSAC)

By-laws

The U.S. Department of Homeland Security (DHS) requires every state have a governance process to guide the allocation of federal DHS preparedness grant funds. Part of this requirement is the establishment of a Senior Advisory Committee.

Article 1

Organization of the Committee

Section 1 Formal Establishment of the Committee

The Governor's Executive Order, 13-13, *Assigning Emergency Responsibilities to State Agencies* directs the Minnesota Department of Public Safety, division of Homeland Security and Emergency Management (HSEM) to establish a Homeland Security Advisory Committee (HSAC) to determine strategies and priorities for homeland security activities across disciplines and ensure coordination of all available federal preparedness funding sources. It also directs state agencies, as identified by HSEM, to designate a member of its staff to represent it on the HSAC.

Section 2 Name

The organization will be known as the Homeland Security Advisory Committee (HSAC).

Section 3 Composition of the Committee

- A. The HSAC membership will reflect the Whole Community and the member will be appointed by his/her affiliated organization.
- B. State agency members will be appointed by their department, as requested by the HSEM Director.
- C. One member can fill 2 or more roles on the HSAC, as appropriate.
- D. At a minimum, state agency members will represent:
 - a. The Homeland Security Advisor (HSA)
 - b. The State Authorized Agency (SAA)
 - c. Department of Health,
 - i. Office of Emergency Preparedness
 - ii. Healthcare System Preparedness Program
 - d. Department of Human Services
 - e. Department of Transportation
 - f. Metropolitan Council, Metro Transit
 - g. Military Affairs
 - h. MN.IT
 - i. Department of Agriculture
 - j. Department of Public Safety

- i. Homeland Security and Emergency Management
 - ii. Division of Emergency Communication Networks
 - iii. Minnesota Fusion Center
 - iv. Office of Justice Programs
 - v. HSEM, School Safety Center
- k. Minnesota State Council on Disabilities
- E. Whole Community members will be appointed by their governing body and represent:
 - a. Law Enforcement
 - b. Fire Service
 - c. Emergency Management
 - d. Emergency Medical Services
 - e. Urban Area Security Initiative (UASI) Administrative Council
 - f. Area Maritime Security Councils (AMSC)
 - g. Minnesota Volunteer Organizations Active in Disaster (MNVOAD)
 - h. Tribal Communities

Section 4 Terms

There are no set terms for HSAC members. The appointing authority will re-appoint the member on an annual basis on the federal fiscal calendar (October 1 – September 30).

Section 5 Sub-committees and Affiliates

- A. The membership requirement of the HSAC does not prohibit other programs and entities from maintaining their existing structures. These bodies, at a minimum, must support the purpose of the HSAC.
- B. The following are subcommittees of the HSAC:
 - a. Grant Allocations Committee
 - b. Strategy Planning Committee
 - c. Threat and Hazard Identification and Risk Assessment (THIRA) Development Committee
- C. Additional sub-committees may be established as needed. The chair will select the chair of every sub-committee as well as members to serve on sub-committees. The chair may select non-HSAC members to serve on sub-committees.
- D. The following are affiliated bodies of the HSAC:
 - a. Department of Health Senior Advisory Committee (MDH SAC)
 - b. Statewide Emergency Communications Board (SECB) and Regional Radio Boards (RRB)
 - c. Emergency Preparedness and Response Committee (EPRC)
 - d. UASI Admin Council
 - e. AMSCs
 - f. Ports and Waterways Committee
 - g. Transit Working Group
 - h. Citizen Corps Councils
 - i. Functional and Access Needs Committee
 - j. Indian Affairs Council
 - k. State Teams Technical Advisory Committee
 - l. Regional Joint Powers Boards

- m. Information Security Council
- n. Food and Agriculture Security Committee

Section 6 Administration

The activities of the HSAC will be coordinated by the HSEM Homeland Security Grant Program (HSGP) Administrator. HSEM will supply administrative support to the HSAC.

HSEM will closely coordinate activities, meetings and agendas with the MDH SAC through their Office of Emergency Preparedness (OEP).

Article 2

Purpose

The purpose of the HSAC is to protect Minnesotans by integrating preparedness activities across disciplines and levels of government; to provide advice to HSEM and assist in the development of the Minnesota State Homeland Security Strategy; to create a framework that leverages Department of Homeland Security (DHS) and Health and Human Services (HHS) resources as well as state, local, federal, private and non-profit resources; to manage available preparedness funding sources; to ensure that preparedness grant applications align with the state's THIRA; and work to fill identified gaps.

Article 3

Responsibilities

Section 1 Member Responsibilities

- A. Each member, while representing specific agencies, disciplines and jurisdictions, shall support an integrated approach to homeland security.
- B. A member who is present at a meeting at which any matter is discussed in which they have a private, monetary or property interest shall declare a potential conflict of interest. The member shall abstain from voting as well as refrain from participating in discussion on the matter.
- C. Members have the right to request items placed on meeting agendas. Items should be sent to HSEM within a reasonable amount of time to be included on the agenda prior to distribution.

Section 2 Committee Responsibilities

- A. The HSAC is solely advisory in nature.
- B. Annually review the MN Homeland Security Strategy and THIRA and make recommendations on the strategy's goals, priorities and policies.
- C. Provide advice to HSEM regarding homeland security issues in the critical mission areas.
- D. Identify opportunities to meet stated goals and objectives and fill gaps.
- E. Review and provide feedback to HSEM regarding grant funds distribution.

Section 3 HSEM Director Responsibilities

- A. Chair HSAC meetings
- B. Request members from agencies and organizations

- C. Appoint sub-committee chairs and members
- D. Provide HSAC members a summary of the amount of federal homeland security monies requested by the state for each program.
- E. Receive all awards granted to MN for homeland security and provide a list of the allocations along with the project title and the sub-grantee awards

Section 4 HSEM Staff Responsibilities

- A. Develop committee agenda, meeting notices, meeting materials.
- B. Develop and maintain an HSAC portion of the HSEM website.
- C. Post meeting notices, minutes, presentations and committee documents.
- D. Inform HSAC of the state's strategy, THIRA, State Preparedness Report (SPR) to reflect approaches to address shortfalls and core capabilities

Article 4
Meetings and Conduct of HSAC Business

Section 1 Open Meeting Law

- A. The HSAC is subject to the open meeting law and will comply with M.S Chapter 13D.
- B. Per 13D.05, subd.3. (d), meetings, or portions of meetings, to discuss issues related to security briefings and reports will be closed to the public.

Section 2 Special Closed Meeting

- A. In the event of a local or nationally significant event, the HSAC Chair may call a special closed meeting of the HSAC.
- B. Information will be shared with the committee at the unclassified level; however, it will be considered security information per M.S. 13.37, subd. 1 (a).
- C. Information received during these briefings may be shared with agency leadership on a need to know basis

Section 3 Meeting Schedule

- A. The HSAC will meet quarterly.
- B. Two of the four meetings will be a joint meeting with the MDH SAC.
- C. Special meetings of the HSAC may be called at the request of the Chair.
- D. The time and location of the HSAC meeting shall be communicated to members at least 10 days prior to the meeting.
- E. Agendas shall be distributed prior to the meeting.
- F. Members may attend in person, via webinar, videoconference or conference call.

Section 4 Meeting Conduct

- A. The HSAC will conduct meetings via Modern Rules of Order
- B. During joint meetings, HSAC chair and MDH SAC chair will serve as co-chairs.
- C. The Chair is responsible for fair and reasonable conduct of meetings.

Section 5 Discussion

- A. Issues that require consideration may be discussed without a motion.

B. An issue may be resolved by general consensus.

Section 6 Voting

- A. Every member has one (1) vote regardless of how many roles he/she fills.
- B. Appointed members may name an alternate to vote in his/her absence.
- C. Proxies (one entity voting on behalf of another entity) shall be allowed.
- D. A proxy shall be in writing and given to the chair prior to a vote.
- E. A quorum means a majority of appointed members, their delegate, or proxy.
- F. Not all agenda items require a vote.

Article 5
Amendment of By-Laws

These By-laws may be amended after a proposed amendment has been proposed and discussed at a regular meeting. It will not be voted on until the next regular meeting. If adopted, HSEM will make the required changes and distribute new by-laws prior to the next meeting.