



**CHARTER**  
for the  
**HOMELAND SECURITY ADVISORY COMMITTEE**  
of the  
**STATE OF IOWA**

**1. Official Designation:**

Iowa Homeland Security Advisory Committee (HSAC)

**2. Mission:**

The mission of the Homeland Security Advisory Committee is to:

1. Through collaborative processes, strive to integrate preparedness activities across disciplines, the private sector, non-profit organizations, and all levels of government, with the goal of maximizing coordination and reducing duplication of effort; and,
2. Provide guidance to effectively utilize Homeland Security Grant Program funds in conjunction with other available preparedness funding resources to enhance overall capabilities.

**3. Background:**

The Homeland Security Grant Program (HSGP), sponsored by the United States Department of Homeland Security, is a core assistance program that provides funds to build capabilities at the State and local levels that enhance resilience to absorb disruptions and rapidly recover from terrorist attacks and natural disasters. Upon adherence to certain criteria and after completion of the application process, each state is awarded an allocation of HSGP funds. For Iowa, the agency granted the award is the Iowa Homeland Security and Emergency Management Department (HSEMD), also known as the state administrative agency (SAA). From the award allocation for Iowa, the SAA makes sub-awards to fund projects that build and sustain capabilities, and must coordinate with various stakeholders to integrate preparedness activities across disciplines, agencies, and levels of government. As part of that integration, the Iowa Homeland Security Advisory Committee (HSAC) is established.

#### **4. Membership and Governance**

##### **A. Membership**

The HSAC strives to include “whole community” partners, with representation among entities with operational responsibilities for prevention, protection, mitigation, response, and recovery activities within the state. The membership of the HSAC represents state and local government, the private sector, and nongovernmental entities, and will include those who represent the following:

- 1) Iowa Homeland Security Advisor
- 2) Iowa Department of Public Health including state emergency medical services, state trauma system and state emergency medical services for children
- 3) Iowa Department of Public Safety
- 4) Justice assistance grants in Iowa (through representation from the Drug Policy Advisory Council which sets priorities for such grants)
- 5) Iowa Disaster Human Resource Council, which serves as the state’s citizen corps council
- 6) Iowa Department of Transportation
- 7) Quad Cities Area Maritime Security Committee
- 8) Iowa Statewide Interoperable Communications System Board
- 9) Iowa Department of Education
- 10) Iowa Department of Human Services including state child welfare services and state juvenile justice services
- 11) Iowa National Guard
- 12) State courts
- 13) Iowa Emergency Management Association
- 14) Safeguard Iowa Partnership

A single person can represent more than one of the above entities. See Attachment A for a current roster of members and the entities they represent.

##### **B. Appointment**

1. Members serve on the HSAC upon invitation of Iowa’s Homeland Security Advisor. Before serving on the HSAC, a prospective member should receive the consent and support of the organization(s) the member represents. By signature, members shall indicate their agreement with this charter’s content and with their representation on the HSAC.
2. An alternate may be chosen to represent an entity listed above in the temporary absence of the member who represents the entity.

C. Chair

Iowa's Homeland Security Advisor will either serve as the HSAC Chair, or may appoint another to be the HSAC Chair. The Homeland Security Advisor may also appoint a Vice-chair.

D. Committees

At the Advisor's discretion, the Chair may establish committees to assist the HSAC. Participation on committees is open to organizations with subject matter expertise or programmatic interest that are entities represented on the HSAC or at the discretion of the HSAC Chair or committee chair(s).

**5. Meetings**

A. Schedule

HSAC meetings are held at least once each federal fiscal year; additional meetings are held at the discretion of the Advisor. The Chair or the SAA may call meetings of the HSAC.

B. Open Meetings

The HSAC and its members will comply with Open Meetings laws of the state. All HSAC full membership and committee meetings are open to the public, and announcements of meeting times, dates, locations and meeting minutes will be maintained by the Chair.

C. Remote Attendance

Full membership or committee meetings may be held remotely either by audio or video conferencing at the discretion of the Advisor.

D. Meeting Minutes

Minutes will be recorded at the HSAC full membership and committee meetings and will be emailed to members. Minutes of open meetings will be made available for public inspection after approval of such minutes by the HSAC or committee.

**6. Roles and Responsibilities**

As an advisory committee, the primary role of the HSAC is to provide recommendations and advice to the state administrative agency (SAA). However, in order for the HSAC to provide meaningful advice, its members must be informed by certain documents and activities that

are the responsibility of HSEMD as the SAA. The following thus describes HSAC's roles and responsibilities not only in regards to providing advice, but also in becoming informed:

A. Threat Hazard Identification and Risk Assessment (THIRA)

The SAA is responsible for the completion and maintenance of an up-to-date THIRA.

The THIRA will be made available to the HSAC, and as updates are made to the THIRA such updates will be presented to the HSAC.

B. State Preparedness Report (SPR) and Capabilities Assessment

The SAA is responsible for completing the SPR annually. The HSAC will receive SPR data that presents gaps in the core capabilities in the state. Each year, the SAA will engage HSAC members in a discussion of the strategy to address these needs.

C. HSGP Process

As HSGP funds are an important resource used to establish capability, the HSAC will be asked to recommend priorities for the use of available HSGP funds. The SAA may seek review and input from the HSAC prior to making its application for HSGP funding. The SAA will report to the HSAC when the award has been officially granted and which projects will commence with funding from the award.

D. Strategy and Policy

The HSAC may be requested to provide recommendations regarding strategies and policies that will further the state's ability to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

E. Evaluation

The HSAC may be requested to provide feedback on the efficiency and effectiveness of current programs to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

F. Management and Implementation

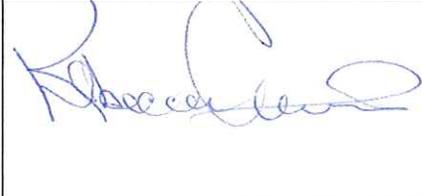
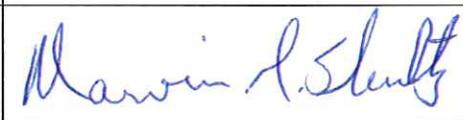
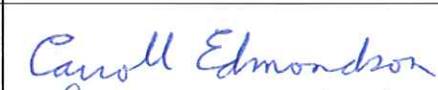
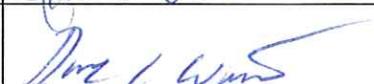
The HSAC may be requested to provide recommendations on the development and implementation of specific programs or initiatives to prevent, protect against, respond to and recover from terrorist attacks, major disasters, or other emergencies.

**7. Charter Availability**

To promote transparency, this charter will be made available at the Iowa HSEMD website and shall otherwise be made available to the public.

**ATTACHMENT A, IOWA HSAC CHARTER**

**HOMELAND SECURITY ADVISORY COMMITTEE MEMBERSHIP ROSTER**

<b>Member Name</b>	<b>Representing These Entities</b>	<b>Signature</b> Signifies agreement with Charter and to serve on HSAC
Mark Schouten	Iowa Homeland Security Advisor	
Rebecca Curtiss	Iowa Department of Public Health State Emergency Medical Services State Trauma System State Emergency Medical Services for Children	
	Iowa Department of Public Safety	
Dave Lorenzen	Justice assistance grants (through the Iowa Drug Policy Advisory Council which sets priorities for such grants)	
Rick Wulfekuhle	Iowa Disaster Human Resource Council, which serves as the state's citizen corps council	
Bonnie Castillo	Iowa Department of Transportation	
Ross Bergen	Quad Cities Area Maritime Security Committee	
Ted Kamatchus	Iowa Statewide Interoperable Communications System Board	
Nicole M. Proesch	Iowa Department of Education	
Marvin Shultz	Iowa Department of Human Services including state child welfare services and state juvenile justice services	
Carroll Edmondson	State courts	
Aimee Barritt	Iowa Emergency Management Association	
Dave Wilson	Iowa Emergency Management Association	
Jami Haberl	Safeguard Iowa Partnership	
	Iowa National Guard	
Bob Platts	Mason City Fire Chief	
Jon Paoli	Iowa State Geographic Information Council (ISGIC)	