



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. Collaborate and 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 and leverage Homeland Security Grant Program funds in conjunction with other available preparedness funds and resources to enhance overall capabilities statewide.

3. Background:

The Homeland Security Grant Program (HSGP), sponsored by the United States Department of Homeland Security, is a program that provides funds to build capabilities at the State and local levels. These capabilities 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 Department of Homeland Security and Emergency Management, which functions 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. The SAA 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 Agriculture and Land Stewardship
3. Iowa Department of Education
4. Iowa Department of Human Services
5. Iowa Department of Natural Resources
6. Iowa Department of Public Health
7. Iowa Department of Public Safety- Fusion Center
8. Iowa Department of Transportation – Motor Vehicle Enforcement
9. Iowa Disaster Human Resource Council
10. Iowa Emergency Management Association
11. Iowa Geographic Information Council (IGIC)
12. Iowa National Guard
13. Iowa Statewide Interoperable Communications System Board
14. Office of the Chief Information Officer
15. 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 from 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 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 serve as the HSAC Chair. The Homeland Security Advisor may also appoint a Vice-chair.

D. Committees

At the Advisor's discretion, he/she 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 Chair.

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 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. Stakeholder Preparedness Review (SPR) and Capabilities Assessment

The SAA is responsible for completing the SPR annually. The HSAC will receive SPR data that details gaps in the core capabilities of the state.

C. HSGP Process

HSGP funds are an important resource used to establish and build capability. The HSAC may be asked to provide feedback and recommendation in relation to their respective field of expertise. The SAA may seek input from the HSAC, if needed, prior to making application for HSGP funding.

D. Strategy and Policy

The HSAC may be requested to provide recommendations regarding strategies and policies that will enhance 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 on the Iowa HSEMD website and shall otherwise be made available to the public.

ATTACHMENT A - IOWA HSAC CHARTER

HOMELAND SECURITY ADVISORY COMMITTEE MEMBERSHIP ROSTER

MEMBER NAME	REPRESENTING	SIGNATURE – SIGNIFIES AGREEMENT WITH CHARTER AND WILLINGNESS TO SERVE ON HSAC
V. Joyce Flinn	Iowa Homeland Security Advisor	
Dr. Jeff Kaisand	Iowa Department of Agriculture and Land Stewardship	
Nicole Proesch	Iowa Department of Education	
Christie Templeton	Iowa Department of Human Services	
Kayla Lyon	Iowa Department of Natural Resources	
Rebecca Curtiss	Iowa Department of Public Health	
Terry Cowman	Iowa Department of Public Safety – Fusion Center	
Dave Lorenzen	Iowa Department of Transportation – Motor Vehicle Enforcement	
Thomas Craighton	Iowa Emergency Management Association – President	
Brian Hamman	Iowa Emergency Management Association	
Steve O’Konek	Iowa Emergency Management Association	
Tiffany Keimig	Iowa Disaster Human Resource Council (State VOAD)	
Jon Paoli	Iowa Geographic Information Council (IGIC)	
TAG Benjamin Corell	Iowa National Guard	
Chris Maiers	Iowa Statewide Interoperable Communications System Board	
Anette Dunn	Office of the Chief Information Officer (OCIO)	