



State of Mississippi

Mississippi Office of Homeland Security

Mississippi State Advisory Committee Charter

Amended and Approved March 6, 2025

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State Advisory Committee Appendix Documents

Official Designation:

Homeland Security State Advisory Committee (SAC)

Mission:

The mission of the Mississippi 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

Background:

The establishment of a Senior Advisory Committee (SAC) is required by the Federal Fiscal Year Homeland Security Grant Program Notice of Funding Opportunity (NOFO) and Preparedness Grant Manual (PGM). Per the NOFO and PGM, state administrative agencies, such as the Mississippi Office of Homeland Security (MOHS), must establish a SAC and provide a copy of the SAC charter, as part of the application for the FY State Homeland Security Grant (SHSP) funds. This charter supersedes and replaces any previous SAC charter(s) created by MOHS.

Purpose:

The Mississippi Office of Homeland Security SAC is solely an advisory committee. The purpose of the MOHS SAC is to advise the state to become better able to prevent, protect, mitigate, respond, and recover from those threats and hazards posing greatest risk to Mississippi. The purpose of the SAC is also to ensure that funding is allocated in a manner that supports a whole community approach to emergency preparedness and management in Mississippi while also enhancing core capabilities aimed at achieving the National Preparedness Goal.

National Preparedness Goal:

A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from threats and hazards that pose the greatest risk.

Composition and Scope:

The SAC must reflect the state's unique risk profile and the interest of five (5) FEMA mission areas, which are defined within the National Preparedness Goal: (1) Prevention; (2) Protection; (3) Mitigation; (4) Response; and (5) Recovery.

Vision:

A comprehensive program for everyone in Mississippi to prevent, protect, mitigate, respond, and recover against terrorism attacks.

Authority:

The SAC is authorized and empowered by Executive Order No 916, while the Executive Order establishes the name of the Homeland Security Council, but for the Notice of Funding establishment, the Homeland Security Council is the same as the Senior Advisory Committee or SAC.

SAC Role and Responsibilities:

The primary role of the SAC is to provide recommendations and advisory council to the SAA and MOHS. However, in-order for the SAC to provide advisory recommendations, its members must be informed of certain documents and activities that are the responsibility of SAA and the MOHS.

1. Threat Hazard Identification Risk Assessment (THIRA)
2. Stakeholder Preparedness Review (SPR)
3. HSGP Funding Process and Award Processes
4. Strategy and Policy
5. Management and Implementation of Projects

The SAC will provide advice to MOHS in the development of related strategies and policies.

- Improve the coordination of the homeland security department both internally within MOHS and externally within state government, local jurisdictions, tribal governments, first responders, private and non-profit sectors, academia, and research communities.
- Provide advice to MOHS regarding homeland security issues in the critical mission areas.
- Identify opportunities to meet stated goals and objectives and work toward filling in gaps.
- Advise on available preparedness funding sources.
- Ensure the preparedness grant applications, awards and programs align with the state's THIRA.

The SAC responsibilities are as follows:

1. Responsible for advising and assisting the SAA/Governor with respect to all aspects of homeland security.

2. Recognize the need to ensure that the focus of the SAC is first and foremost on the prevention of terrorist attacks against the homeland.
3. Integrating preparedness activities across disciplines, the private sector, non-profit organizations, faith-based and community organizations, and all levels of government, including local, state, tribal, and territorial, with the goal of maximizing coordination and reducing duplication of effort.
4. Creating a cohesive planning network that builds and implements preparedness initiatives using DHS/FEMA resources, as well as other Federal, state, local, tribal, territorial, the private sector, and faith-based community resources.
5. Management of all available preparedness funding sources to ensure their effective use and to minimize duplication of effort.
6. Ensuring applications for SHSP funds align with the capability gaps identified in the State's THIRA/SPR process.
7. Assist in preparation and revision of the State, regional, or local homeland security plan or the threat and hazard identification and risk assessment, and
8. Assist in determining effective funding priorities for SHSP grants.

SAC Membership:

Per the NOFO and PGM, the SAC membership should include at least one (1) representative from the relevant stakeholder including:

- Individuals from the counties, cities, and towns within the State.
- Representatives that were involved in the production of the state's THIRA/SPR.
- State and Urban Area Chief Information Officers (CIOs) and Chief Information Security Officers (CISOs).
- Statewide Interoperability Coordinator (SWIC) and Statewide Interoperability Governing Body (SIGB) members.
- Citizen Corps Whole Community Councils.
- Local government officials.
- Emergency response providers, including representatives of the fire service, law enforcement, emergency medical services, and emergency managers.
- Public health officials and other appropriate medical practitioners.
- Hospitals.
- Individuals representing educational institutions, including elementary schools, community colleges, and other higher education institutions.
- State and regional interoperable communications coordinators, as appropriate.
- State and major urban area fusion centers, as appropriate; and
- Nonprofit, faith-based, and other voluntary organizations such as the American Red Cross.

Additional Members can include:

- MOHS Personnel
- Subject Matter Experts
- Interested parties and/or partners.

The MOHS will make every effort to include a representative from each above category above. However, given that the SAC is voluntary, full adherence may not be possible.

SAC Appointment:

Members serve on the SAC upon invitation from the Mississippi's Office of Homeland Security Advisor or the State Authorized Authority (SAA). Before serving on the SAC, a prospective member should receive the consent

and support of the organization(s) the member represents. By signature, members indicate their agreement with the SAC Charter's content and with their representation on the SAC.

An alternative or proxy, may be chosen to represent an entity listed above in the temporary absence of the member who represents the entity.

Conflicts of Interest:

The members of the SAC shall not participate in any decision or vote, or discussion relating to a decision or vote, if the voting member has knowledge that any of the following has a financial interest in the outcome of the matter. The SAC member; a member of his or her immediate family; a business organization, in which the SAC member is serving as an officer, member, director, trustee, partner, or employee; or a person or organization with whom the SAC member is negotiating or has an arrangement concerning prospective employment.

If a conflict is identified, the SAC member shall recuse himself/herself from the discussion and the decision or vote.

Confidentiality:

The members of the SAC shall not divulge, benefit from, or attempt to benefit from confidential information that they receive, because of their membership of the SAC.

Terms of the Charter:

This charter is effective for the current Fiscal Year, once approved by current SAC membership, will remain in effect until a new charter is approved.

Voting:

Every member has one (1) vote. MOHS SAC members may designate a proxy from the member's respective agency or organization to act/vote on their behalf. This proxy request must be delivered to the MOHS in writing (including email) prior to the day of the meeting. Proxies will be granted, all rights given to MOHS SAC members for the purpose of the Committee. Voting on issues will take place in the event consensus cannot be reached. Determinations will be made based on a majority vote of members present.

SAC Meetings:

The SAC meetings are held at least once each fiscal year, but may call additional meetings, as needed, with the following general goals and objectives for each meeting:

- Discuss grant funding priorities for upcoming FY, to include National Priorities and requirements set forth in the NOFO.
- Update and approve Charter for current FY, to be included in the FEMA HSGP grant application for federal funding.
- Ensure federal application requirements are met and are in line with federal requirements.
- Members of the SAC may be asked to participate in the review and scoring of HSGP applications; make recommendations for which applications should be considered for federal funding.
- Discuss HSGP applications, scores, and processes for upcoming grant FY.
- Receive updates of MOHS programs, plans, and timelines.
- Assist with THIRA/SPR federal report, as needed.
- Receive updates of MOHS programs, plans, and timelines.

Notice of Meeting:

Notice will be provided by email a minimum of two (2) weeks prior to the meeting date by the SAC chair or the SAA.

Location of Meeting:

The meetings will generally take place at the Department of Public Safety Office in Jackson, MS. However, some meetings may be held off-site. The meeting location and time will be placed in the notice of the meeting.

Remote Attendance:

Full membership or additional meetings of the SAC may be held remotely by audio/video conference at the discretion of the Chair or SAA.

Meeting Memorandum:

A memorandum shall be kept as the meeting progresses containing the date, time, and location; a list noting which members are present and which are absent; the general substance of all matters proposed, discussed, or decided; a record of all votes taken; and any other information required.

Preceding the meeting, a copy of meeting updates, agenda, meeting documentation, and/or PowerPoint will be provided to all members.

Governance:

The SAC will comply with the Mississippi Ethics Commission compliance for the Open Meetings Act (MS Code 25-41 1-17). All SAC membership meetings are open to the public and announcements of meeting times, dates, locations, and meeting minutes will be maintained by the Chair or the SAA. Decisions are advisory only and made by a majority vote of SAC Members present at the meeting.

No quorum is required for the SAC to conduct the meeting and/or any business of the meeting. A simple majority of the membership votes will be considered for passing the business plan. An Executive Committee may meet in the event of confidential or sensitive information is provided and should not be available to a public body.

Charter Approval/Amendments:

The SAC charter will be reviewed annually to reflect the changes of the NOFO, federal guidance and the direction of the SAC, MOHS, and SAA. All amendments to the Charter must be provided to the SAC and a vote will be taken to accept the Charter and/or approve amendments to the Charter. A revision date will be added to the Charter.

Charter Availability:

To promote transparency, the most current approved SAC charter will be provided on the Mississippi Office of Homeland Security website and shall be made available to the public.



**State of Mississippi
Mississippi Office of Homeland Security
Mississippi
State Advisory Committee
Charter**

Charter Approval Form

As a member of the Mississippi Office of Homeland Security State Advisory Committee, I have read and agree to the terms of the Homeland Security State Advisory Committee Charter updated March 6, 2025. The Charter is available publicly on the Mississippi Office of Homeland Security website or upon request to the Office of Homeland Security.

Signature

Date

Printed Name

Agency Represented