

AGENDA

Interagency COOP Workgroup (iCOOP)

Tuesday, September 24, 2013

9:30 a.m. – 11:30 a.m.

Edna Lucille Goodrich Building (7345 Linderson Way SW, Tumwater, WA 98504-7359)
Conference room 1028A

If you would like to participate via Teleconference:

GOTO Meeting URL: <https://www1.gotomeeting.com/join/527540289>

Teleconference Number: 360-709-8060 Teleconference Password: 1072626

Phone: *Ann Baker (School for the Blind), Bob Bergquest (ECY), Brian Culver (Cascadia Community College), Cammy Feek (AG), Jeff Kiper (VA) and Rob Tracey (School for Blind)*

Attendees: *Don Anderson (ESD), Aaron Butcher (OFM), Clayton Braun (WA National Guard), Margaret Conley (DRS), Kelly Dunbar (LNI), Bruce Ensign (DOR), Jim Hazzard (DOR), Jocelyn Hofe (DOL), Jay Kennedy (PARKS), Carol Mathews (LNI), Sherry McCafferty (DOH), Colleen Maguire (PARKS), Annie Merritt (DOH), Amy Meulink (WSP), Jill Nordstrom (OIC), Suzanne Nott (WSP), George Pickett (DRS), Sonya Soelter (AGR), Arel Solie (WSP), Cliff Schiller (LNI), Doug Selix (DES), Thelma Smith (WSDOT), John Ufford (Military) and Lisa Zoleman (Board of accountancy)*

9:30 Welcome & Introductions (Annie Merritt, DOH)

Building Emergency & Safety Instructions: Thelma Smith provided instructions on how to exit the building in the case of an emergency were provided.

Announcements: October 15th the Quarterly reports due to John Ufford (Military Department). These are the updates to any progress on updating agency COOP plans.

9:35 Agency Spot light: LNI (Kelly Dunbar, LNI)

LNI COOP Software Overview: Kelly provided a power point presentation on the software that LNI uses to capture their COOP information. The power point can be found on the web site with the meeting attachments at

<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/meetings.htm>.

Kelly logged onto the software and provided some information on how to navigate within the software.

10:15 iCOOP Voting Procedures (Doug Selix, DES)

Doug reviewed the charter on the procedures on membership and participation. The charter dictates that the membership will have two weeks before voting on issues. There was discussion on what timeframe is needed for full venting on issues.

The result is that there will be two weeks notice before voting as a committee to move forward. Proper documentation will be sent out at least 2 weeks in advance of a meeting.

If there may be some additional discussion or possible controversy, the topic may need to have more time where by the second meeting a vote can be taken to move forward.

(Presentation materials can be found at:

<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/meetings.htm>)

10:20 Inter-Dependences Subcommittee Report - Arel Solie

Brief/Train on the proposed interdependencies collection tool: Arel provide training on how to fill out the form for the interdependencies and provided a FAQ (Frequency Asked Questions) 2-page information list.

Feedback from the membership: Questions on how to fill out the form came were asked by several members. The form should be filled out for essential functions only. There is information about what to do if your agency doesn't have a COOP or is in the process of updating the essential functions on the FAQ sheet.

Final approval to launch the collection Tool: Everything will be going out on a CD. The agencies will be notified from the iCOOP contact sheet.

The FAQ & sample tool is posted on the iCOOP web site at:

<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/meetings.htm>.

10:55 Policy Subcommittee Report - John Ufford

Status Update: The military department is moving forward with changes to Title 32 and Title 42 (see meeting attachment). The remaining changes will be waiting until after the **November elections**.

Responses are due back from the 34 major state agencies RIGHT NOW! In order to meet the governor's timeframe for the upcoming legislative session, the responses are due back now so that they can be turned into the governor's office by Friday.

The committee is working with the OCIO's policy 151 (Disaster Recovery) updates to coordinate with COOP.

John is updating the Results Washington (Goal #5) with the governor's office. Right now 25 out of 35 have been identified as had executed the plans.

10:50 Leadership Status (Annie Merritt, DOH)

At Large Position 1: Welcome Bruce Ensign (DOR). Leadership meetings are on the second Tuesday of the month. Bruce will be replacing Jameel Shamsid-Deen (DOC).

11:00 Round Robin (Annie Merritt, DOH)

What type of tracking software does your agency use? How closely connected is COOP and DR in your agency?

Lisa Zolman (Board of Accountancy) – small agency which have both duties within the same staff representative.

Kelly Dunbar (LNI) - DR and COOP are closely related and coordinated easily. LNI is having quarterly updates to management with bullet points on the coordination.

Thelma Smith (WSDOT) - DR and COOP need to be better coordinated. We are waiting on filling the COOP position again and getting that staff person up to spend.

Aaron Butcher (OFM) - COOP is being done in Sharepoint. CTS is relied upon for D/R.

Don Anderson (ESD) - COOP is starting over since the last 5 staff people occupying the COOP within the next 9 months. ESD is looking at hiring for a position in policy/emergency management/continuity of operations.

Jim Hazzard (DOR) – DOR is using word documents for tracking. COOP & DR is starting to get coordination going due to the governor's directive. DOR is having monthly meetings to

George Picket (DOR) - D/R and COOP are carried on the network and on drop cloud (cloud services).

Arel Solie (WSP) - No collection tool yet, but the COOP plan continues to be updated. WSP has great plans for continuing to update and add to the COOP in the next few years. COOP and D/R planning are coordinated easily and often.

Colleen McGuire (Parks) - Parks does both in this one position with coordination with the IT section.

Suzanne Nott (WSP) - WSP is using SharePoint for D/R planning. And the recovery plan has the SharePoint site coming up first. Plans are also printed on hard copy and available off-site.

John Ufford (Military) - There is a subset working group which uses SharePoint for COOP. CTS is relied upon for D/R.

Doug Selix (DES) - The COOP plan was developed about a year ago at a high level. DES has been doing interdependencies identification processes over this last year. DES, which is a new agency, is still working on documenting and identifying the processes.

Sherry McCafferty (DOH) - No formal system for tracking.

Bruce Ensign (DOR) - DOR is moving forward. There is good coordination between COOP and D/R

Clay Braun (WA National Guard) - The Military Department is using SharePoint and tracking with Excel. Both D/R and COOP are the same position. The National Guard is looking at kicking off a new effort in maintaining and updating COOP.

11:30 Meeting Conclusion (Annie Merritt, DOH)

Future Agenda Items or anything which you may need to help out: ..

- Delegation of Authority examples.
- Model for a simple disaster exercise.

Visit our web site

<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/>