

Interagency COOP Workgroup**Tuesday, August 28, 2012****8:00 a.m. – 11:10 p.m.**

Dept of Transportation/Dept. of Corrections (ELG) Bldg.
 7345 Linderson Way SW, Tumwater, WA 98504-7359
 1034 (AB) Small Conference room

8:00 – 8:05	Introductions	Kelly Dunbar, L&I	
8:05 – 10:00	Agenda Topics Review last month's suggestions and assign points of contact for approved topics	All	Information Sharing

There was general discussion about the conversations that took place last month regarding upcoming Agenda items. Those in attendance believe that we should shorten the meeting length to two hours. Because the 8:00 start time appears to be tough for everyone to make, the group suggested we try 8:30-10:30 a.m.

The group suggested the following regarding setting our Agendas:

- The Chair person will send the meeting notes out on the 15th (or nearest business day) along with a request for suggested agenda items for the upcoming meeting
 - A standing agenda item will be "Agency Spotlight" where the selected agency will present their COOP plan, along with any hurdles or successes they wish to share.
 - The "Agency Round Table" section will remain as a standing agenda item, but the bullets will be updated to "Experiences, Best Practices and Training".
 - On a quarterly basis, we will schedule guest speakers, targeted presentations or other activities, such as data center or EOC tours that are of general interest to the group.
-

10:00-10:45	Agency Roundtable	All	Information Sharing
	<ul style="list-style-type: none"> • Activities • Special Events • Lessons Learned 		

ICOOPW Website – Thelma updated the group on the status of the website that DOT is hosting (and Thelma is maintaining – THANKS) for us. We have a new url, so if you saved the old one in your favorites, please take a moment to update your link. Please let Thelma know if you have suggestions for additional content. Here’s the new link:
<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/>

Evergreen Quake Exercise – those who participated shared their experience of how things went. There was an observation that many didn’t refer to their plans. The AAR session is scheduled for Sept. 12th at EMD.

Cyberstorm IV Tabletop Exercise – those who participated shared an overview of how the exercise was conducted and how it differed from previous Cyberstorm events. There was a lot of discussion at the exercise about WACIRC and its membership and role. CTS indicated that there will be an after action session scheduled for the participating agencies, date & time TBD. Report will be forthcoming from DHS, probably within 2-3 months. The report will be a compilation of the entire exercise, and not agency specific.

Tierpoint Contract – Jason reports that CTS is looking to renew the contract with Tierpoint for a minimum of one year.

CyberSecurity Hazard Development and Impact Analysis – Those who participated talked about the work being done to identify impacts on the ESF’s (now called Core Capabilities) as a result of cyber events and the ideal conditions regarding the response to those impacts.

IPMA Town Meeting – Bharat Shyam, CIO gave a good speech/presentation as keynote speaker for the event. His presentation and more information about the Town Meeting can be found here: <http://www.ipma-wa.com/event/ipma-town-hall-meeting-wa-state-strategic-it-directions>

ITFM – This system is being developed to assist agencies in collecting information about their applications and other IT services. This tool will more accurately determine the true costs of application hosting and support.

10:45 – 11:30	Wrap-Up & Next Steps	Kelly Dunbar, L&I	Discussion & Decisions
----------------------	---------------------------------	----------------------------------	-----------------------------------

September 25: Agency Spotlight – CTS, Jason Beers
 October 23: Agency Spotlight – DOT, Thelma Smith
 November 27: Agency Spotlight – DOH, Tom Sciacotta & Annie Merritt
 December: No meeting
 January 22: Meet at River’s Edge Restaurant in Tumwater

Scheduled Meetings

4th Tuesday each month 8:30 a.m. 10:30 a.m.

Visit our web site for more information at:

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

INTERAGENCY CONTINUITY OF OPERATIONS WORKGROUP

PURPOSE: We are a group of state agency professionals who collaborate to ensure ongoing delivery of vital services and essential functions during any emergency; to ensure availability of people, facilities, equipment, materials, technology, and records to support those vital services and essential functions; and to fully restore all services and functions after the emergency ends. In order to enhance our collective efforts we strive to have continuity of operations, information technology, facilities management, and other functional representatives from all major state agencies participate in the workgroup.

MISSION: Our mission is to help agencies develop effective COOP plans by sharing professional experience, best practices, training and ideas in order to assist each other with the implementation of best practices and strategies to further protect the critical assets, business processes, and services that our agencies provide to the citizens of Washington State.

ATTENDANCE

Last Name	First Name	Org	Area	Mailstop	Phone	Attended
Bates	Charles	AOC	COOP	41170	360-705-5305	
Beers	Jason	CTS	IT		360-407-8868	X
Bippert	Bob	DES	EM	40104	360-407-9210	
Butcher	Aaron	OFM	EM/COOP	43113	360-902-0406	
Campbell	Corina	COM	EM/COOP	42525	360-725-4138	
Clark	Brett	ESD	IT	46000	360-407-4758	
Colvin	Patrick	ATG	FM	40100	360-664-0092	
Craig	Mary	DSB	IT		360-725-3839	
Cureton	Ken	DOT	COOP	47301	360-705-7785	
Dean	Ken	DSHS	IT		360-902-0227	
Duffield	Gary	DIS	IT	42452	360-902-3464	
Dunbar	Kelly	LNI	IT	44770	360-902-4450	X
Eastman	Steven	LNI	IT	44770	360-902-6391	X
Feek	Cami	ATG	FM	40122	360-586-4079	X
Grover	Kevin	HCA	IT		360-725-9598	
Hazzard	Jim	COM	FM	42525	360-725-2672	
Hennigan	Charles	LNI	EM	44860	360-902-5729	
Hofe	Jocelyn	DOL	EM		360-902-9237	
Hundsnurher	Ed	HCA	EM & COOP	45501	360-725-1951	
Johnson	Nikki	HCA	COOP	42692	360-923-2805	
Maciejewski	Gary	ECY	IT	47600	360-407-6670	
Merritt	Annie	DOH	EM	47816	360-236-4069	X
Moody	Dwight	AGR	IT	42560	360-902-1947	
Nott	Suzanne	WSP	IT	42646	360-705-5180	X
Sarno	Nadia	OFM		43113	360-902-0618	
Schiller	Cliff	LNI	IT	44770	360-902-5203	
Schmidt	Steve	LNI	IT	44770	360-902-5873	
Schmit	Joe	DOT	EM	47358	360-705-7838	
Sciaccotta	Thomas	DOH	IT	47904	360-236-4490	X
Selix	Doug	DES	IT	41401	360-407-8081	
Shoemaker	Jackie	HCA		45512	360-725-1818	
Simons	Jeff	WSIPC	IT	-----	425-349-6509	
Smith	Thelma	DOT	IT	47430	360-705-7728	
Sweet	Judy	OCIO	IT		360-915-8811	
Trask	Tony	DOT	FM	47303	360-705-7891	
Trout	Dennis	MIL	IT	TA:20	253-512-7391	
Ufford	John	EMD	EM	TA-20	253-512-7052	
Whaley	Julie	DOT	EM	47358	360-705-7814	
Williamson	Zodie	HCA			360-725-1667	
Wilson	Steve	ESD	IT	4600	360-438-4782	
Winslow	Christine	AOC	IT	41170	360-705-5249	
York	Jason	DSHS	EM	45848	360-902-8351	

COOP=Continuity of Operations, EM=Emergency Management, FM=Facilities Management, IT=Information Technology