

**Interagency COOP Workgroup****Tuesday, November 27, 2012****8:30 a.m. – 10:30 a.m.**

Dept of Transportation, ELG Building

7345 Linderson Way SW, Tumwater, WA 98504-7359

1034 (AB) Small Conference room

<b>8:30 – 8:35</b>	<b>Introductions</b>	<b>All</b>
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See attached attendance sheet for those who attended. (We used a conference bridge for this meeting. Those who attended via phone conference are noted with a “P” instead of an X.)

<b>8:35</b>	<b>Governor’s Directive</b> <b>There are several items we need to discuss as a group in order to meet the items set out in the Directive:</b>	<b>All</b>	<b>Discussion &amp; Decision</b>
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There was great discussion about the formalization of our work group and the next steps for us:

**Membership Update** – John has received updated membership information from several agencies and will get his list to Kelly later today so she can update the membership list.

**Organizational Structure** – The group agreed that discussion about the structure and future meeting dates and times should be discussed and decided with the new membership at January’s meeting.

**January Meeting** – Rather than meeting at the River’s Edge for an informal gathering, as previously planned, the group agreed that January’s meeting should be a working meeting. Kelly will reserve a large conference room at L&I to accommodate the larger group.

**Draft Charter** – The group decided to form a sub-committee to work throughout the month of December to draft a Charter document to be presented to the membership at January’s meeting. It was thought that we should have most of the new members on board by then. The sub-committee members are: Doug Selix, who has offered to lead the effort; John Ufford, Craig Ginn, Mark Donges, Suzanne Nott, Jameel Shamsid-Deen, Annie Merritt, Bob Bippert, Jason Beers and Kelly Dunbar.

**Directive Assignments** – We discussed the differences in the agency assignments versus the assignments specific to the workgroup. While each department head is responsible for the agency assignments, the following are some of the specific deliverables that we believe the workgroup is tasked with:

**State wide Standards** - Develop standards regarding terminology, concepts and methodologies that pertain to COOP and IT Disaster Recovery that each organization can use as guidelines.

**Service Prioritization** - Develop a standard to identify and prioritize the services provided by the state, including the way we ‘label’ the services, (essential, mission critical, etc.) So that the way we prioritize our services matches across agency lines.

**Funding/Legislative Requests** – We all agreed that this group could work to develop funding requests, including requests for Federal grants as well as legislative budget requests for investments in technology and tools that would help move the entire state forward in resiliency planning and preparedness.

**Interdependencies** – Identify and document dependencies between agencies and the strategies and methodologies to effectively manage resource needs during events.

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**10:00**

**Agency Roundtable**

- Experiences
- Best Practices
- Training

**All**

**Information  
Sharing**

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**HCA** – Ed shared that a recent Hazmat event in their office downtown resulted in lessons learned in HVAC system shut down procedures and staff communication and direction. In the interest of time, the group elected to defer the rest of the round table to the next meeting.

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**Next Steps –**

- Charter Sub-Committee will meet weekly to develop a draft charter to be presented at January’s meeting.
  - John Ufford will ask OCIO for their new representative’s contact information
  - Kelly Dunbar will reserve a larger conference room at L&I and send an updated meeting notice to the expanded membership
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Visit our web site

<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.

## ATTENDENCE

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	X
Butcher	Aaron	OFM	EM/ COOP	43113	360-902-0406	
Campbell	Corina	COM	EM/ COOP	42525	360-725-4138	
Cearns	Spence	ESD	IT	46000	360-407-4692	X
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	
Donges	Mark	DES	IT		360-407-8025	X
Duffield	Gary	DIS	IT	42452	360-902-3464	
Dunbar	Kelly	LNI	IT	44770	360-902-4450	X
Ensign	Bruce	DOR	IT	47461	360-596-3683	X
Feek	Cami	ATG	FM	40122	360-586-4079	
Ginn	Craig	EMD	EM		253-512-7097	X
Grover	Kevin	HCA	IT		360-725-9598	
Hazzard	Jim	DOR	COOP/ FM	47469	360-725-7475	X
Hennigan	Charles	LNI	EM	44860	360-902-5729	
Hofe	Jocelyn	DOL	EM		360-902-9237	
Hundsnurher	Ed	HCA	EM/ COOP	45501	360-725-1951	X
Johnson	Nikki	HCA	COOP	42692	360-923-2805	
Kyllo	Loren	OCIO	IT		360-902-3532	
Lanouette	Bob	LNI	IT	44720	360-902-5964	
Maciejewski	Gary	ECY	IT	47600	360-407-6670	
Mathews	Carole	LNI	RM	44860	360-902-5740	
McCafferty	Sharie	DOH	IT/DR	47904	360-236-4432	
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
Ray	Tyler	WSP	EM		360-704-2968	X
Sarno	Nadia	OFM	FM	43113	360-902-0618	P
Shamsid-Deen	Jameel	DOC	IT	41109	360-725-8348	X
Schmit	Joe	DOT	EM	47358	360-705-7838	
Sciaccotta	Thomas	DOH	IT	47904	360-236-4490	
Selix	Doug	DES	IT	41401	360-407-8081	X
Shoemaker	Jackie	HCA		45512	360-725-1818	
Simons	Jeff	WSIPC	IT	-----	425-349-6509	
Smith	Thelma	DOT	IT	47430	360-705-7728	P
Soelter	Sonia	WSDA	RM	42560	360-725-5509	P

Sweet	Judy	HCA	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	P
Whaley	Julie	DOT	EM	47358	360-705-7814	
Williamson	Zodie	HCA			360-725-1667	
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, RM=Risk Management