

## **Fourth Shared Services Meeting Notes**

### **August 9, 2005**

1. Steve Henderson started the meeting with information from the joint meeting of NITC, State Government Council, Education Council and Community Council held earlier in the day. During the joint meeting, the meeting participants identified five initiatives that could be moved forward as joint efforts. It was noted that the Lieutenant Governor chaired the meeting and spent the entire morning with the group. One of the five joint initiatives identified was business continuity planning and disaster recovery planning. The decision made during the joint meeting may impact what we are doing in the business continuity/disaster recovery shared services meetings
2. Jon Ogden presented an example of the “chapters”, sections and subsections that could be included in a business continuity/disaster recovery plan. Jon discussed the possibility of agencies agreeing on a common table of contents for business continuity/disaster recovery plans.
3. The group discussed the pros and cons of commonality of the form and format of business continuity/disaster recovery plans.
4. The issue of commonality in the manner in which agencies manage their response to an event was discussed. It was agreed that the shared services group should ask NEMA for a presentation on the State Emergency Operations Plan (SEOP) and the Emergency Operations Center (ECO). In addition, the group discussed the possibility of viewing a presentation on the National Incident Management System (NIMS) and the Incident Command System (ICS).

#### Meeting participants - agency:

- Dennis Burling - DEQ
- Steve Cherep - HHSS
- Steve Rathje - DNR
- Jon Ogden - DOR
- Keith Dey - DMV
- Linda Salac - HHSS
- Don Phares - NDCS
- Linda Lewis - Roads
- Randy Cecrle - WCC
- Bob Howard – DOC
- Steve Henderson – DAS IT
- Dave Berkland – DAS IT