

DRAFT
MEETING MINUTES
WVPI STANDARDS COMMITTEE
JUNE 3, 2009
CONFERENCE CALL – 1:00 to 2:00 pm EDT

1. Welcome and Call to Order

Committee Chair Rebecca Speer called the first meeting of the Workplace Violence Prevention and Intervention (WVPI) Standards Committee to order at 1:00 pm EDT and welcomed the participants. Chair Speer introduced members of the Committee leadership comprised of the ASIS Commission on Standards and Guidelines Liaisons, Mr. Michael Crane and Mr. Eugene Ferraro, followed by the secretariats, Ms. Sue Carioti, Director of Standards and Guidelines, ASIS International, and Mr. Lee Webster, Director of HR Standards, Society for Human Resource Management (SHRM). She advised that the Standards and Guidelines department of ASIS International will be fulfilling the duties of secretariat for the development of the joint ASIS/SHRM American National Standard (ANS), in conformance with the procedures of the American National Standards Institute (ANSI).

2. Roll Call

Ms. Sue Carioti of ASIS staff took roll and advised that quorum had been achieved. The attendance list is appended as Attachment I.

3. Working Groups and Action Items

Chair Speer noted the diverse composition of experts represented on the Committee. She formally introduced herself to the Committee noting her credentials, relevant experience, and work on the ASIS Workplace Violence Prevention and Response Guideline published in 2005.

Chair Speer informed Committee members that 723 comments with 24 general observations were received on the baseline text for the WVPI Standard (which had been previously disseminated to the Committee for comment). Chair Speer presented a sampling of the comments such as: defining workplace violence; addressing the concept of bullying (and whether it should be included); consideration of the tone of the document; greater focus on prevention versus intervention; and addressing crisis management.

Chair Speer announced that working groups would be formed to address the comments and begin the draft development. She described the model work groups as follows:

- Working Group #1 will address Section 4, “Workplace Violence – a Broad Concern for Employers”, and Section 5, “The Need for an Interdisciplinary Approach”. These are “foundational” sections that work to define workplace violence; communicate the forms and incidence of workplace violence; describe its costs; explore the “interdisciplinary” aspect of WPV prevention given the multi-disciplinary impact of the problem, and address stakeholders.
- Working Group #2 will address Section 6 “Preparedness and Prevention”. This section addresses the elements of an employer’s Workplace Violence Prevention Program. The working group will work to review, refine, update, etc., the elements of an effective Workplace Violence Prevention Program, based on the working group’s own experiences with such a program, as well as any research that exists on the topic.
- Working Group #3, will address Section 7 “Threat Response and Incident Management”, which addresses incident/threat management from beginning to end. It will require a thoughtful review, and achieving the right balance of detail and generality.
- Working Group #4 will be a new section, “Post-incident Work/Crisis Management”. This proposed section would address, in a general way, the coordination of workplace violence post-violent-incident management with an organization’s overall business continuity or crisis management efforts or infrastructure.
- Working Group #5 will address Section 8, “Integrating the Issue of Domestic Violence Into Workplace Violence Prevention and Intervention Strategies”. This section addresses the impact of relationship violence on workplace safety and the special strategies that employers can adopt to address this issue.
- Working Group #6 will address Section 9, “The Role of Law Enforcement”. This section addresses the private sector-law enforcement interface around threats and violence affecting the workplace.

Chair Speer advised that an e-mail to solicit working group members would be circulated to the Committee with responses due June 10, 2009. She emphasized that work group participation would require hands-on work and active collaboration. It was noted that the majority of the working group meetings are expected to be conducted via teleconference with face-to-face meetings as needed.

Discussion ensued relative to the working groups and it was noted that having one or more members serving in an inter-work-group capacity would be beneficial. Ms. Carioti advised the Committee that comments not previously submitted to ASIS would be solicited at a later date.

4. Open Discussion

Chair Speer opened the floor for discussion. Discussion ensued relative to the standard's development from the baseline text, with much attention to particulars of the *Threat Response and Incident Management* and *Post-incident Work/Crisis Management* relationship. It was offered that this was discussed during the creation of the original ASIS Workplace Violence and Prevention Guideline, and post-incident work now needs to be addressed in the standard, preferably at a high level. It was noted that added coverage of the post-incident phase will present multiple issues to further address. The point was provided that practitioners currently working with threats and pre-incident behavior see a need to also address post incident fear management, and the need to address the provision of psychological support. It was offered that identification and prevention are currently the focus of the baseline text, with the response to violence being the responsibility of other parties.

It was noted that incident management is a public expectation and that a good plan can help post incident teams. Discussion ensued relative to the management aspect of Incident Management and Crisis Management, to include case management, and it was observed that the WVPI standard should be aligned with organizational resilience and business continuity plans. Others added that it should be able to tie into management systems based plans, and that such relevant standards or guidelines should be indicated where applicable.

A demarcation between intervention and incident response was noted, with the observation that an incident does not necessarily stand alone as a discrete event. It was further noted that case management should be addressed as an ongoing process, and the standard should include definitions of these terms. It was noted that an alteration of the standard's title might be in order.

Ms. Carioti noted that ASIS would provide a link to the list of available ASIS Standards and Guidelines for the Committee's reference purposes and advised that any work done on the standard should be routed through ASIS for dissemination.

5. Next Steps

- ASIS staff will circulate an email to the Committee to solicit working group volunteers.
- ASIS to provide link to standards and guidelines reference documents.

6. Next Meeting

The next meeting of the WVPI Standards Committee is pending working group review and incorporation of the baseline text comments.

7. Adjournment

Chair Speer thanked everyone for their participation and with consensus, adjourned the call at 2:00 pm.

Submitted by:

[Original Signed by:]

Jeanette Donovan
Coordinator, Standards and Guidelines
ASIS International

Antitrust Risk Notice: As a reminder, participation in standard and guideline committees involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership or ASIS staff.

Early Patent Disclosure Notice: ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.

WVPI STANDARDS COMMITTEE
6/3/09 MEETING ATTENDEES

Rebecca Speer – Committee Chair	Workplace Place Law
Deborah Aebi	McPherson Organization Consultants, LLC
Don Aviv, CPP, PSP, PCI	Interfor Inc.
Chuck Baley	Farmers Insurance Group, Inc.
Jay Beighley	Nationwide Ins
Celeste Bethell	Verizon Wireless
Dennis Blass	Security Engineers, Inc.
Mark Borchers	Germanna Community College
Judy Botelho	Cisco Systems
Jerry Brennan	Security Management Resources, Inc.
David Bruce	Agilent Technologies
Doyle Burke	Securitas Global
Rajiv Burman	Change2Succeed
Mary Burroughs	Cargill
Nick Catrantzos	Metropolitan Water District
Dan Consalvo	State Farm Insurance
Bill Cooper	T-Mobile
George Cramer	Palm, Inc.
Ali Dalipi	Jimlar Corporation
Deborah DeBoer	Greater Atlanta Christian School
Philip Deming	Philip S. Demind & Associates
David Duda	Newcomb & Boyd
Jodie Eddleston	Accenture
Cheryl Elliott	Emory Police
Scott Gane	Gane Security Solutions, LLC
Bernard Greenawalt, CPP	Securitas Security Services USA, Inc.
Jeffrey Grossmann	St. John's University
Steven Gutierrez	Holland & Hart, LLP
Michael Hale	North Florida Wholesale Distributors
Michelle Harris	Rexam
Diane Huberman Arnold, Ph.D.	Sprott School of Business, Carleton University
Timothy Janes	Capital One
Celia Jarvis	Northrop Grumman Corporation
Ed Kardauskas, CPP, PSP, PCI	SafirRosetti / Global Options
Denise Kay, Esq., SPHR	Employment Practices Solutions, Inc.
Christian Kiewitz	University of Dayton
Glen Kitteringham	Brookfield Properties
Don Knox	Caterpillar
Ronald Lander	Ultrasafe Security Solutions
Ann Larson	The Evangelical Lutheran Good Samaritan Society
Bryan Leadbetter	Bausch & Lomb

James Lukaszewski	The Lukaszewski Group Inc.
Virginia MacSuibhne	Roche
Rick Maltz	American Red Cross
Richard McClintock	Richard McClintock, Retiree
Kathleen McComber	University Of Arkansas for Medical Sciences
Dru Meier	Carolinas Medical Center - NorthEast
Reid Meloy	A Forensic Psychological Corporation
Michael Melton	El Paso Corporation
Steve Morrow	JPMorgan Chase
James Murray	BCBS, Florida
James Neblett	Chapman University
Barry Nixon	Nat'l Institute for Prevention of Workplace Violence, Inc.
Alan Nutes	Alan Nutes, Independent Consultant
Pamela Paziotopoulos	Paziotopoulos Group, LTd
Daniel Phillips, PSP	NAVSEA NUWC Keyport
Theresa Preg	LexisNexis
Patrick Prince	Prince & Phelps Consultants
Joseph Rector	US Air Force/316th Security Forces Squadron
James Reidy	Sheehan Phinney Bass & Green, PA
Thomas Rohr, Sr.	Carestream Health, Inc.
Eugene Rugala	Eugene A. Rugala and Associates LLC
Jimmy Salinas	AT&T
Audra Schroder	FedEx Express
Nancy Slotnick	Setracon, Inc.
Rachel Solov	San Diego District Attorney's Office
Jim Sonntag	Honeywell International
Denise Stoneburner	ConocoPhillips
Tim Sutton	Securitas/ Memorial Health System
Johnathan Tal	TAL Global Corporation
Don Taussig	U.S. Dpeartment of Interior, Bureau of Reclamation
Jay Thomas	Pacific University
John Turey	ITT Corporation
Teresa Twomey	Effectiveness Alliance
David Van Fleet	Arizona State University
Ella Van Fleet	Professional Business Associates
April White	AT&T Communications
Daniel Willerth	United States Postal Service
Paige Wolf	George Mason University

Additional Attendees – Non-Committee Members

Jerry Crispen

Susan Harmansky

ASIS Staff Present

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Coordinator, Standards & Guidelines

SHRM Staff Present

Lee Webster, Director, HR Standards

Liaisons Present

Michael Crane, ASIS Commission on Standards and Guidelines Liaison

Eugene Ferraro, ASIS Commission on Standards and Guidelines Liaison