

DRAFT
MEETING MINUTES
WVPI WORKING GROUP 2
OCTOBER 13, 2009
CONFERENCE CALL - 12:30 to 2:00 pm EDT

1. Welcome and Call to Order

Working Group Chairman Chuck Baley called the meeting of the Workplace Violence Prevention and Intervention (WVPI) Working Group 2 (WG 2) to order at 12:30 pm EDT and welcomed the participants.

2. Roll Call

Ms. Aivelis Opicka of ASIS Staff took roll. The attendance list is appended as Attachment I.

3. Approve Agenda

Chair Baley asked for any proposed modifications to the agenda, and being none the agenda was approved.

4. Discussion of Comments

Chair Baley opened the discussion of comments requesting the group to reference the supplied comment compilation designated WVPIWG-8-2009-047, which was previously disseminated for WG 2 review and comment. Chair Baley provided an overview of the comments to Section 6, noting the different levels of complexity ranging from minor editorial to the more substantive technical comments requiring further development. It was noted the comments were provided by the WVPI Standards Committee and is based on the *Workplace Violence Prevention and Response Guideline* developed by ASIS in 2005. Chair Baley noted each comment will be addressed as part of the review process and for conformity purposes with ANSI requirements. He suggested that forming teams to provide comment resolution suggestions to the WG would aid the review process.

Discussion of the comments ensued beginning at comment 306, with resolutions reached as follows:

<u>Comment</u>	<u>Section</u>	<u>Discussion Points/Consensus</u>	<u>Resolution</u>
306, 307, 308	6, opening paragraphs, pg. 13	Discussion ensued regarding the terms <i>prevention</i> and <i>preparedness</i> relative to the section opening, and whether response material should be included. It was noted preparedness and prevention should be more clearly emphasized. The WG determined the opening paragraphs will be rewritten with consideration of comments 306, 307 and 308 along with a team review of other comments to the section 6 opening.	Tabled pending team review/contribution.
309	6, para 4, line 2, pg. 13	The WG determined that "identify" is the more appropriate insertion at this location than "proactively", as per comment 310.	Accepted with modification. Modified per comment 310.
310	6, para 1, line 2, pg. 13	The WG determined the inclusion of "identify" as in "identify and intervene" to be appropriate.	Accepted.
311, 312	6, New paragraphs at 1, pg. 13	Discussion ensued regarding the proposed introductory paragraphs provided for inclusion. Difficulty understanding the supplied material and its reason was noted. The WG determined that justification should be sought from the commenter, along with appropriate citation or reference material.	Tabled pending further information from commenter.
337	6.2, Title Text, pg. 14	The WG determined move extraneous title text to create a new first sentence to read "Managers, supervisors and employees should have a basic awareness of warning signs that can point to potential violence".	Accepted with modification.
338	6.2, title, pg. 14	The WG accepted the modification of the section 6.2 title to "Awareness of Warning Signs".	Accepted.

The WG determined review teams to be a good approach to facilitate the resolution the remaining comments. An overview discussion of the remaining comments (by subsection) ensued.

5. Open Discussion

Chair Baley moved to open the discussion. Discussion ensued regarding assignment of the review teams to provide proposed comment resolutions and rationales, to include rewritten material as appropriate, for WG consideration at the next meeting.

The following assignments were made:

Section 6 introduction, comments 306 through 321: Diane Huberman Arnold, Ed Casey, Bryan Leadbetter

Section 6.1, comments 322 through 336: Chuck Baley (Ed Casey to provide comments for resolution)

Section 6.2, comments 337 through 365: Nancy Slotnick, Deborah Aebi, Ed Casey

Section 6.3, comments 366 through 467: Rick Maltz, Bryan Leadbetter

Section 6.4, comments 468 through 533: *WG members not in attendance to be solicited for assistance.* (Ed Casey to assist)

6. Action Items

Action items include:

- ASIS staff to provide updated comment compilation with disposition and resolution/rationale fields included.
- WG Chair to solicit WG members not in attendance, for section 6.4 proposed comment resolution assistance.
- Review teams will provide proposed comment resolutions by Wednesday, November 4, 2009 to ASIS Staff via standards@asisonline.org.

7. Next Meeting

The next meeting of Working Group 2 is scheduled for Tuesday, November 10, 2009 from 12:30 to 2:00 pm EST.

8. Adjournment

Chair Baley adjourned the meeting at 2:00 pm EDT with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan

ASIS International

Coordinator, Standards & Guidelines

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**WVPI WORKING GROUP 2**  
**10/13/09 MEETING ATTENDEES**

|                                    |                                                |
|------------------------------------|------------------------------------------------|
| Chuck Baley, Working Group 1 Chair | Farmers Insurance Group, Inc.                  |
| Deborah Aebi                       | McPherson Organization Consultants, LLC        |
| Edward (Ed) Casey                  | Cincinnati Children's Hospital                 |
| Diane Huberman Arnold, Ph.D.       | Sprott School of Business, Carleton University |
| Bryan Leadbetter                   | Bausch & Lomb                                  |
| Rick Maltz                         | American Red Cross                             |
| Nancy Slotnick                     | Setracon, Inc.                                 |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Standards & Guidelines Coordinator