

DRAFT
MEETING MINUTES
WVPI WORKING GROUP 3
OCTOBER 15, 2009
CONFERENCE CALL - 12:30 to 2:00 pm EDT

1. Welcome and Call to Order

Working Group Chair Ms. Virginia MacSuibhne, Esq. called the meeting of the Workplace Violence Prevention and Intervention (WVPI) Working Group 3 (WG 3) to order at 12:30 pm EDT and welcomed the participants.

2. Roll Call

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

3. Approve Agenda

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

4. Discussion of Comments

Chair MacSuibhne opened the discussion of comments, advising that an initial overview discussion of section 7 would first be held to facilitate the review process. She noted comments would be assigned to the WG members for providing proposed comment resolutions.

The WG was requested to reference the draft dated 9/09/09 and the compilation of comments designated WVPIWG-8-2009-047. Discussion ensued and it was noted that the content is more relevant to recovery rather than response as stated in the title *Threat Response and Incident Management*. It was noted that case management needs to be integrated into the document and the inclusion of an ongoing monitoring mechanism for all threat levels was discussed. The need for a threat level threshold for response was noted. Discussion ensued relative to pre-incident versus post-incident response, with it being observed that another working group was addressing prevention.

Discussion ensued relative to Figure 4: *The Incident Management Process*. Dr. Stephen White, co-author of the material, advised that it had since been updated and noted he could provide the information to the WG. It was noted the baseline draft language should be reviewed for replacement of 'should' to 'shall' language as appropriate.

Chair MacSuibhne moved the discussion to assignment of sections for comment review and the following assignments were made:

Section 7.0:	<i>Not assigned; WG review of introduction pending completion of subsection work.</i>
Section 7.1:	Virginia MacSuibhne, Melanie Graham, Steven Gutierrez
Section 7.2:	Steven Gutierrez, Dennis Blass, Glen Kitteringham, Daniel Bierman
Section 7.3/7.4:	Ali Dalipi, Patrick Prince, Nick Catrantzos
Section 7.5/7.6:	Reid Meloy, Mark Theisen, Doyle Burke
Section 7.7:	Jeffrey Slotnick, David Duda, Ed Kardauskas, Stephen White

5. Open Discussion

Chair MacSuibhne opened the discussion. Discussion ensued relative to next steps and it was noted that the provision of tangible resolutions is desirable and the goal of an auditable standard was noted.

6. Action Items

Action items include:

- ASIS staff to provide updated comment compilation with disposition and resolution/rationale fields included.
- WG members are to submit proposed comment resolution assignments to ASIS staff via standards@asisonline.org by Friday, November 13, 2009.
- Dr. Steven White to provide updated Figure 4 to ASIS staff via standards@asisonline.org in advance of the next meeting.

7. Next Meeting

The next meeting of Working Group 3 is scheduled for Monday, November 23, 2009 from 12:30 to 2:00 pm EST.

8. Adjournment

Chair MacSuibhne adjourned the meeting at 1:30 pm EDT with consensus.

Submitted by:

[Original Signed By:]

Jeanette Donovan

ASIS International

Coordinator, Standards & Guidelines

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**WVPI WORKING GROUP 3**  
**10/15/09 MEETING ATTENDEES**

|                                 |                                           |
|---------------------------------|-------------------------------------------|
| Virginia MacSuibhne, WG 3 Chair | Roche                                     |
| Dennis Blass                    | Security Engineers, Inc.                  |
| Doyle Burke                     | DAKO Group at Volkswagen Group of America |
| Nick Catrantzos                 | Metropolitan Water District               |
| Ali Dalipi                      | Jimlar Corporation                        |
| David Duda                      | Newcomb & Boyd                            |
| Melanie Graham                  | Melanie Graham, Independent Consultant    |
| Ed Kardauskas, CPP, PSP, PCI    | Excaliber Security Services LLC           |
| Glen Kitteringham               | Brookfield Properties                     |
| Reid Meloy                      | A Forensic Psychological Corporation      |
| Patrick Prince                  | Prince & Phelps Consultants               |
| Jeffrey Slotnick                | Setracon, Inc.                            |
| Mark Theisen                    | Thrivent Financial                        |
| Stephen White, Ph.D.            | Work Trauma Services, Inc.                |

**ASIS Staff Present**

Sue Carioti, Director, Standards & Guidelines

Aivelis Opicka, Manager, Standards & Guidelines

Jeanette Donovan, Standards & Guidelines Coordinator