

# AGENDA

## Risk Management Advisory Council (RMAC)



### Members

Chairperson:  
 Kyle Knoll, Budget Officer  
 & Risk Manager  
 PERS

Vice-Chairperson:  
 Marc Williams, Director of  
 Administrative Services  
 Department of Justice

Vacant

Vacant

Vacant

Vacant

Vacant

Nancy Cody,  
 Safety & Facilities  
 Manager  
 Department of Consumer  
 & Business Services

Julie Davie, Safety and  
 Risk Manager  
 Oregon Department of  
 Transportation

Lee Hullinger, CFO  
 Oregon Health Authority

Vena McCoy, Internal  
 Auditor & Risk Manager  
 Department of State  
 Lands

Sandy McDonnell,  
 Administrative Services  
 Manager  
 Oregon Housing &  
 Community Services

Ex-Officio:  
 Pamela Stroebel, Chief  
 Audit Executive  
 Department of  
 Administrative Services

**Meeting Date:** November 29, 2011

**Time:** 9:00 am – 11:00 am

**Location:** General Services Building - Mt. Mazama Conference Room (basement)  
 1225 Ferry Street, SE - Salem OR 97301  
 Phone: 503-373-1725

### Operating Principles:

Be guided by the Risk Management Advisory Council Charter and Operating Guidelines; open, honest, direct conversation.

ITEM	DESIRED OUTCOME	TIME	PRESENTER
1. Welcome/Introductions		9:00 a.m.	Kyle Knoll
2. Approval of October 11, 2011 Meeting Recap	Discussion/Recap Approved	9:05 a.m.	Marc Williams
3. GovSpace – Demonstration of pilot RMAC sub space	Discussion/Shared information	9:10 a.m.	Jen Coney
4. ERM & Entrepreneurial Management updates	Discussion/Shared Understanding	9:40 a.m.	Jen Coney Marc Williams Kyle Knoll
5. RMAC Membership Vacancies - Recommendations & Next Steps	Discussion/Recommendations Submitted	10:00 a.m.	Kyle Knoll Jen Coney
6. Risk Management Updates	Updates/Shared Understanding	10:15 a.m.	Jen Coney
7. RMAC Officer Elections	Discussion/Shared Understanding	10:30 a.m.	Kyle Knoll Marc Williams
8. Next Meeting Agenda Build	Discussion/Topics & Schedule Drafted	10:40 a.m.	Kyle Knoll Marc Williams
9. Round Table	Updates/Shared Understanding	10:45 a.m.	All
10. Adjournment		11:00 a.m.	Kyle Knoll
<b>Adjournment</b>			

### Next Meeting Dates:

January 25, 2012  
 March 7, 2012  
 April 18, 2012

### Time:

9:00 am – 11:00 am  
 9:00 am – 11:00 am  
 9:00 am – 11:00 am

### Location:

1225 Ferry St. SE, Mt. Mazama  
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ERM: Identifying, evaluating and effectively managing real or perceived barriers to achieving our mission and strategic goals.

# RECAP

## Risk Management Advisory Council Meeting (RMAC)



**Meeting Date:** October 11, 2011

**Time:** 9:00 a.m. – 11:00 a.m.

**Location:** General Services Building - Mt. Mazama Conference Room (Basement)  
1225 Ferry Street SE - Salem, OR 97301

**Present:**

Council Members	Kyle Knoll, Marc Williams, Pamela Stroebel, Lee Hullinger, Nancy Cody, Vena McCoy
Department of Administrative Services	Jen Coney, Mary Nekuda, Corina Bergeland
Presenters	
Guests	

**Excused:**

Council Members	Julie Davie, Sandy McDonnell, Joyce Fred
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**Recap:**

ITEM	ACTION, DISCUSSION
1. Welcome/Introductions	Chairperson Kyle Knoll called the meeting to order at 9:00 a.m. Council members and guests introduced themselves.
2. August 10, 2011 Meeting Recap	Action items from the August 10, 2011 meeting were reviewed and approved. <b>Action:</b> (Mary) Correct the reference to September in Augusts' recap.
3. GovSpace – Utilization options & next steps	GovSpace is an online forum that provides good communication tools, including options for posting and reviewing documents, and discussing pertinent topics. Only state employees have access to this site except by permission. RMAC could use GovSpace to share meeting information, edit draft documents, have online discussions, and for general notification purposes to a broader statewide audience. <b>Action:</b> (Council members) Suggest setting up an account if you don't already have one. <b>Action:</b> (Mary & Jen) Set up a pilot RMAC page and share with the Council. <b>Action:</b> (Jen) Use Smart Board at next meeting to walk through GovSpace, including reviewing pilot RMAC page and obtaining Council input.
4. ERM	Pam reported on the Agency Risk Self Assessment survey. A Statewide roll-up report was distributed, and the discussion included the following : <ul style="list-style-type: none"><li>• The survey will be done annually, the plan being for next year's survey to include a Procurement focus</li><li>• Agencies will be asked to set goals/targets for next year's survey</li><li>• Each Agency Director will soon get this year's self-assessment survey overview and results for their agency</li><li>• Suggestion was made that it would be helpful if response options to questions on the online survey tool weren't limited to "yes" or "no." Agencies may need space to either add comments explaining their "yes" or "no", or offer an alternative response.</li><li>• The survey provided a good statewide overview of potential information security risks, and enhanced awareness of the importance of enterprise</li></ul>

## Risk Management Advisory Council Meeting: October 11, 2011

	<p>risk management (ERM)</p> <ul style="list-style-type: none"> <li>On page 3, the percentages in each column didn't add up to 100%. There was confusion around this.</li> </ul> <p>The group as a whole showed interest in learning from other agencies and organizations who have successfully implemented ERM plans, including obtaining contact information to facilitate follow-up consultations (i.e., to identify and consider established best practices; obtain sample documents; etc.).</p> <p><b>Action:</b> (Pam &amp; Jen) Get clarity on the survey percentages and send out feedback. More to come on cyber liability.</p> <p><b>Action:</b> (Kyle &amp; Jen) Bring handouts back from the RIMS ERM Conference.</p>
<p>5. RMAC Membership Vacancies - Recommendations</p>	<p>Jen announced that as of November 1<sup>st</sup> Joyce Fred will no longer be with OUS, leaving five vacancies on the Council. Some factors to consider when selecting new members are agency's state program area, size of agency, how long has a member been on the council, diversity, interest, and commitment to ERM. The Enterprise Leadership Team (ELT) could be used to help with the membership nomination and selection process.</p> <p><b>Action:</b> (Jen) Talk with Jan about obtaining ELT recommendations for RMAC membership.</p> <p><b>Action:</b> (RMAC) Be prepared to share additional thoughts, including potential membership recommendations, at the November meeting.</p>
<p>6. RiskKeyNotes – Future Articles</p>	<p>The committee discussed ideas for future RMAC articles, including current and planned RMAC activities, trainings attended and lessons learned by members, and agency perspectives.</p> <p><b>Action:</b> (Vena) Write an article for Winter's issue, due November 15<sup>th</sup>.</p> <p><b>Action:</b> (Nancy) Write an article for Spring's issue, due February 1<sup>st</sup>.</p> <p><b>Action:</b> (Pam) Find out if the Lottery would like to write an ERM-related article for the Summer issue, due May 1<sup>st</sup>.</p>
<p>7. 2012 Meetings – Topics &amp; Schedule</p>	<p>The meetings for 2012 will be every six weeks on Wednesday from 9 a.m. to 11 a.m. in the Mt Mazama conference room, with the exception of December. Topics for the next meeting will include updates on filling membership vacancies, GovSpace, the ERM Conference, and RMAC officer elections.</p> <p><b>Action:</b> (Jen) Find out if Michael Jordon could attend a future RMAC meeting to share his vision of ERM, and offer an opportunity for RMAC to identify how to best support his vision.</p> <p><b>Action:</b> (Jen) Send out communication for Vice Chair Election.</p> <p><b>Action:</b> (Mary) Send out meeting invites for 2012 meetings.</p>
<p>8. Risk Management Updates</p>	<p>Corina shared information on SBAR Hardship Permits. Risk Management would like to stop issuing hardship permits because there is no way to monitor them with the current staff load to ensure they are being followed through. Requests come from the agencies with reasons an employee needs to drive for their job. These employees have a suspended license. The amendment adds a requirement for personal Automobile Liability coverage in the amount of \$1 million with a business use endorsement for private vehicle with an Ignition Interlock Device that is driven on state business. Risk Management wants RMAC to decide whether they can stop issuing hardship permits.</p> <p><b>Action:</b> RMAC needs to get concerns to Jen and Corina by October 21<sup>st</sup>.</p>

## Risk Management Advisory Council Meeting: October 11, 2011

9. Adjournment	<p><b>Action:</b> (Corina) Send out SBAR and deadline for feedback.</p> <p>Claims 102 will not be happening by the end of the year and there will be an open forum of Risk Coordinators. The DAS reorganization meeting will be October 13<sup>th</sup>.</p> <p><b>Action:</b> (Jen) Send RMAC a copy of the DAS reorganization chart from the meeting.</p> <p>There being no further business, the meeting was adjourned at 11:10 a.m.</p>
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**Next meeting:** November 29, 2011