Agenda for Delaware Continuity Coordinator Council



November 16, 2023 1 p.m. – 2:30 p.m.

Attendees: Mindy Anthony, Jason Atallian, Karen Babiarz, Michael Bacu, Edward Bamberger, Alexis Bryan-Dorsey, Dan Cahall, Eschalla Clarke, Natalie Cofone, Timothy Collins, Kenneth Cool, Dominic DeBlasio, Cynthia Diaz, Cherie Dodge Biron, Robert Dreibelbis, Kevin Eickman, Denise Elliott, Karen Faulhaber, Rachael Ferro, Sheeron Fuller, Christine Gannon, Dale Goodine, Lori Gorman, Kimberly Gould, Linda Graves-Crocker, Julie Gray, Isaac Harris, Jay Harter, Robin Hartnett-Sterner, Kristin Harvey, Deborah Hawkins, John Healy, Erich Heintz, Shawn Heyward, Robert Hicks, Robert Hill, Stacey Hofmann, Christopher Horton, Robert Hudson, Alyssa Huenke, Carrie Hyla, Archie Johnson, Samara Kaminski, Griffin Kanich, Andy Kloepfer, Patti Kozerski, Michael Krumrine, William Lankford, Stacey Lassiter-Watson, Edward Lee, Carol Lewis, Tim LI, Kelly Lutes, Melissa Marlin, Nuno Martins, Michelle Mathew, Sharon Maurer, Brian Maxwell, Brenda Mayrack, Chris McGonigle, Cynthia Mercer, Mark Miller, Hannah Morgan, Coleen Ponden, Ruth Price, Danka Prilepkova, Layokat Rasulova, Lois Rogers, Jeffry Schott, Jordan Seemans, Devashree Singh, Robert Sisk, Tamara Stock, Andrew Sumner, Briddell Vanessa, Heather Volkomer, Robecca Voshell, James Wagner, Lorri Wall, Brian Wishnow, Margaret Zimmerman

<u>AGENDA</u>

Welcome/Introductions

> DECCC Updates: See Attached PDF

- NEW Plan Builders
- Upcoming opportunities
- COOP News
- Statewide COOP Drill- AAR
- Steering Committee- call for volunteers
- Group Poll-
 - What are you interested in hearing more of in 2024?
 - What are your pain points as a COOP plan builder?

> COOP's sharing- See Attached PDF

We are seeking to spend most of this meeting sharing information between agencies. Volunteers to share just 3-5 minutes about their experiences as a COOP plan builder on the following areas...

- COOP successes over the past year
- How are you addressing increasing turn-over or upcoming attrition
- Any tips you have found to make this job easier for you
- Any pain points you are experiencing

DECCC Steering Committee members:

Tony Lee – DEMA Co-ChairCherie Dodge Biron- Vice-ChairLori Gorman – DTI Co-ChairVanessa Briddel- Education and Training OfficerVacant – Disaster Preparedness OfficerDan Cahall- IT Systems OfficerJennifer Coverdale– Facilities OfficerTim Li- Vital Records Officer**If interested in either one of the vacant positions, please contact Lori Gorman**





DECCC Updates

Roll Call - New COOP Coordinators

- Nyair Stanford: DOL Employment & Training
- Stacy Alston: Court of Chancery
- Julie Gray: DOS_Office of the Alcoholic Beverage Commission
- Cynthia Mercer: DOS_Office of the Alcoholic Beverage Commission
- Laura Wisler: DOS_Small Business and Tourism
- Archie Johnson: DOL_Unemployment Insurance
- Heather Burleigh: DOL_Vocational Rehabilitation
- Philip Dzielak: DSHS
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Roll Call - New COOP Coordinators Sarah Lindauer: DSHS_Forensic Science Angela Graber: DNREC_Watershed Stewardship Henry Hom:DHSS_State Service Centers Michael Chionchio: State Fire Marshal James Talbott: DHSS_Community Health

DECCC Updates

- Robert Vella: DHSS_Community Health
- Joseph Schlimer: DHSS_Community Health
- Dale Goodine: DHSS_Community Health
- Mark Letavish: DHSS_Community Health
- Rachael Ferro: DHSS_Community Health

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DECCC Updates

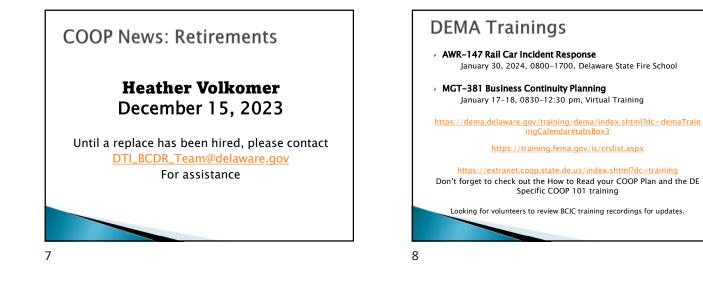
Roll Call - New COOP Coordinators

- Rebecca Voshell: DHSS_Community Health
- Leah Woodall: DHSS_ Emergency Medical Svcs
- Fern Holland: DHSS_Emergency Medical Svcs
- Tracy Mattson: DNREC_Air Quality
- Sean Dooley: DHSS_Community Health
- Michelle Mathew: DHSS_Emergency Medical Svcs

DECCC Updates

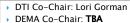
Roll Call - New COOP Coordinators

- Joanna Miller: DHSS_Community Health
- Miranda Mal: DOS_Veteran's Affairs
- Janis Kozerski: DHSS_Stockley Center
- Patricia Kozerski: OMB_PHRST
- Ebony Edwards: DQF_Qffice of the Secretary
- Natalie Cofone: DOF_Accounting



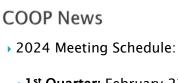




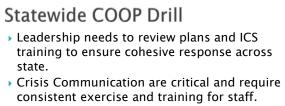


- Vice-Chair: TBA
 Vice-Chair: Cherie Dodge-Biron
- Education and Training Officer: Vanessa Briddell
- IT Systems Officer: Dan Cahall
- Vital Records: Tim Li



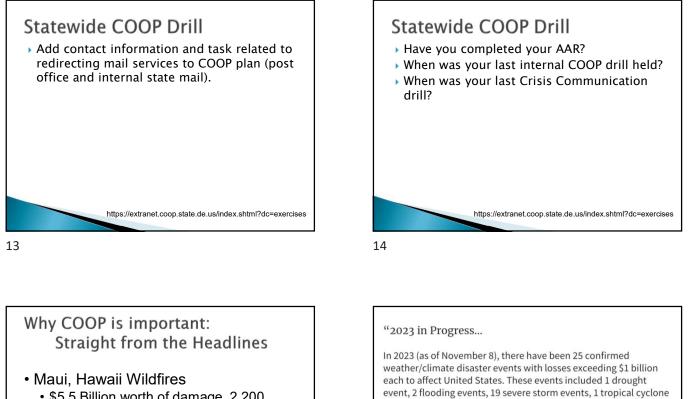


- 1st Quarter: February 22, 2024
- **2nd Quarter**: May 16, 2024
- 3rd Quarter: Statewide COOP drill TBD
- 4th Quarter: November 14, 2024



- Review plans with employees/constituents with disabilities in mind (request help if needed).
- Review staff essential status and consider geographical impacts on essential personnel.

https://extranet.coop.state.de.us/index.shtml?dc=exercises



- \$5.5 Billion worth of damage, 2,200 building destroyed, 100 dead
- MGM Cyber Breach-
 - \$100 Million lost revenue, everything from hotel room keys, slot machines, and websites impacted

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- BCIC Updates/Changes- 13%
- BCIC training refresher- 11%
- Weather related COOP planning- 12%
- Cyber related COOP planning- 18%
- Webinar- 9%
- Holding Exercises 12%
- ICS Training- 10%
 - Crisis Communication Refresher- 14%

Polling Questions: What are your biggest pain points as a COOP plan builder?

event, 1 wildfire event, and 1 winter storm event. Overall, these

events resulted in the deaths of 464 people and had significant

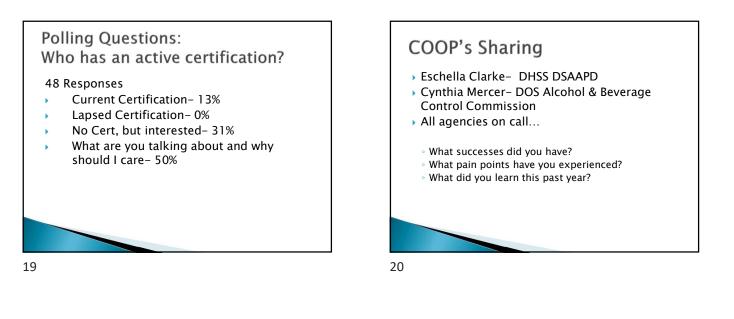
economic effects on the areas impacted. The 1980–2022 annual average is 8.1 events (CPI-adjusted); the annual average for the

most recent 5 years (2018-2022) is 18.0 events (CPI-adjusted)."

https://www.ncei.noaa.gov/access/billions/#:~:text=In%202023%2 0(as%20of%20November,and%201%20winter%20storm%20event.

41 responses

- Managing Employee Updates- 36%
- Updates take too long- 12%
- Approval process- 15%
- Leadership support- 13%
- Other Issues- 24%



DSAAPD Finally created and trained Incident Command Team. Creating SOP for exercises (Active Shooter planned for 2024 October)

• Looking ahead to planning for a functional exercise.

Other Agency Shares

- DNREC: COVID caused a lot of people to get comfortable with remote work; great for improved performance but creates different issues for COOP- remember power and connectivity issues occur at home as well as the office.
- DHSS- During recent construction they needed to turn off some air handlers which presented a great opportunity to look at how this could impact COOP.

Alcohol & Beverage Control Commission

- Recently moved to Department of State.
- Renewed COOP plan building after an extended while.
- Quickly reviewed and brought plan up to date- didn't take nearly as long as we thought.
- DTI BCDR Liaison (Lori) provides great assistance and the online resources are useful



Other Agency Shares

- Treasurer's Office: mentioned recent reminder was sent as a result from the MOU section in their plan. This was supper useful and helped them to keep their MOU from lapsing.
- OMB: continuing to work on building out COOP surrounding the increasing use of electric vehicles. Due to the limitation of charging stations and replacement/repair requirements for this new technology this continues to be a challenge.

DEMA announcement:

• Tony Lee will be retiring with the new year.

 In 2024 DEMA will be seeking accreditation renewal. This requires DEMA to request copies of COOP plans. All agencies with roles in Continuity of Government should review and ensure plans are up to date.



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