

Business Continuity Planning Task Groups

Steering Committee

A decision-making group that coordinates Emergency Management (both large and small scale events), Business Continuity and Disaster Recovery efforts across the department. This committee addresses department-wide issues that are identified through task group efforts and makes recommendations and resolution.

Members are DHS staff who meet bi-monthly: Clyde Saiki, Bill Riley, Mike Harryman, Nan Newell, Bill Conner, Rick Howard, Louise Melton-Breen, Kelli Heflin, Patty McCary

Business Continuity Planning

ISO BCP Program Staff

ISO staff facilitates the coordination of the program and implementation of the BCP portion. This includes the program, review strategies, identify resources needed, resolve implementation issues and plan for additional role out phases, and develop & maintain policy.

Members meet weekly: Matt Betts, Kelli Heflin, Patty McCary, Bill Conner

DHS BCP Program Coordinators for each Functional Area:

Each area of DHS has a representative, (and in some cases a back-up coordinator). These persons are responsible for acting as liaison with the Program Team members and for providing input to the BCP process. They will co-ordinate their own functional unit's preparation of detailed back-up and recovery procedures and manage the testing and training activities. It is likely that the Coordinator(s) for each unit will be considered for nomination to the Business Recovery Team. Coordinators from across the department meet to coordinate and implement planning activities. The coordinators also identify sub-task groups that address Policy, Relocation efforts Communication and DR.

Members meet bi-monthly:

BCP Coordinators include;

*Program Sponsor: **Clyde Saiki, DHS Deputy Director, 503-945-5731***

*BCP Manager: **Patty McCary, ISO, 503-945-6996***

*BCP Coordinator: **Kelli Heflin, ISO, 503-947-5230***

Administrative Services

Linda Riddell, Facilities, 503-945-5817

Sharon Domaschofsky, Facilities, 503-947-5018

Dennis Wells, OIS, 503-945-6573

Dave Wallace, OIS, 503-945-5992

Jeremy Emerson, OC&P, 503-945-6878

Kelly Stoll, OC&P, 503-945-5696

Julie Davie, HR, 503-945-6380

Gary Whitehouse, OPA, 503-945-6934

Debby Williams, OPAR 503.378.5620

Jan Lemen, FDM, 503-378-3477

CAF

Leona Gildersleeve, CAF Field Admin, 503-945-7000

Irvin Minten, CAF, 503-373-1200 X 543

Health Services

Maynard Hammer, OSH, 503-945-2866

Dusty Charters, OSH, 503-947-1080
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Robert Furlow, EOTC, 541-276-0810 X-331
Nick Reed, EOTC, 541-276-0991 X-431
Edie Woods, HS/OMHAS, 503-945-6189

SPD

Bob Clabby, SPD, 541 276-4511 x470
Donna Weaver, SPD, Field Services Manager, 503-945-5977
Conrad Bozlee, SOCP

DHS BCP Plan Managers

Plan Managers are responsible for writing/and or coordinating the writing of their division plans with guidance from ISO. They are responsible for maintenance and updating (or coordinating those efforts). Plan Managers participate with the Business Continuity Management Program in exercising/testing their plans. Plan Managers will assign staff to use eBRP for entering detailed data specific to their division functions; coordinate periodic updates within their program areas; and making sure that everyone who has a role in their BCP a plans is aware of their role and trained.

Members will begin meeting in April – contact coordinators for additional information

DHS eBRP Administrators Team

The administrators for the electronic management tool address –eBRP issues and implementation strategies.

Members are DHS/ISO staff who meet weekly: Patty McCary, Kelli Heflin, Matt Betts and Bill Conner for DR/IT

Statewide EBRP Core Team

This group, led by DAS, coordinates at a statewide level the structure and timelines for implementing the eBRP tool for 10 state agencies.

Members are from the state-wide implementation team who meet bi-weekly: Susan Columbus (DAS/BCP), Melinda Weinmann (DAS/BCP), Mike Knight (SDC), John Toby (DAS/EAS), Mini Kobbervig (DAS), Gerold Floyd (DAS), Patty McCary (DHS), Kelli Heflin (DHS), Lorie Campell (DAS/SDC), Cathy Orias (SDC), Tami Dohrman (DOC), Rick Erickson (DOE), Sabrina Ganoë, Doug Bovee (Treasury)

Statewide EBRP Implementation Team

Business and IT representatives from the following agencies serve on this implementation team to discuss timelines; address issues and provide feedback to the core team.

Members meet bi-weekly:

Dept of Administrative Services (DAS, SDC, BCP & EAS);

Oregon Dept. of Transportation (ODOT);

Oregon Housing & Community Services (OHCS);

Oregon Employment Division (OED);

Dept. of Corrections (DOC);

Dept. of Revenue (DOR);

Oregon State Police (OSP);

Dept. of Human Services (DHS);

Oregon Dept. of Veterans Affairs (ODVA)

Oregon Dept. of Education (ODE)

Dept. of Consumer & Business Services (DCBS)

Oregon Dept. of Forestry (ODF)