



D.C. Risk Management Council

441 4th Street, NW, Suite 800 South, Washington, D.C. 20001
Telephone (202) 727-8600, Fax (202) 727-8319

Agenda

Thursday, July 13, 2011

Session 1: 9:00 a.m. – 10:30 a.m.

Session 2: 11:00 a.m. – 12:30 p.m.

Session 3: 2:00 p.m. – 3:30 p.m.

Location: 441 - 4th Street, NW – Training Room 846

I. Opening Comments

Victor Ferreira, Occupational Safety and Health Manager

II. Deliverable Update

Victor Ferreira, Occupational Safety and Health Manager

- **ERPs-** ARMRs were provided with updated compliance numbers with respect to their agency's ERP submissions. ARMRs were informed that Director Lattimore will be meeting with agency heads to discuss the overdue requirement of ERP submission, for every agency location, by December of 2009. ARMRs were also reminded of ongoing support offered by ORM to facilitate and aid the completion of mandated ERP submission.
- **DMV Tickets-** The total DMV ticket amount was provided to ARMRs in accordance with Mayor's Order 2009-210. For resolution and payment of outstanding tickets, ARMRs were informed to contact DMV directly.
- **Training-** ARMRs were provided with the training figures for their agency in fiscal year 2011 to date. ORM would like feedback from ARMRs on the best way to report training figures, increase opportunities for training within agencies, and mandate employees to take OSHA trainings.

III. MIR (10-I-001) Update

Victor Ferreira, Occupational Safety and Health Manager

An update was provided to ARMRs regarding MIR 10-I-001 *Inadequate Safeguarding of Sensitive Employee, Customer, and Client Information in District Agencies: A Recurrent Failure*. ARMRs were informed that agency heads received a letter from Director Lattimore introducing ORM's role with addressing the management implication report. In that letter, ORM has tasked agencies with appointing an Information Security Officer (ISO) and to provide any current policies or procedures in place that relate to securing sensitive information.

IV. License Verification Compliance Update

Victor Ferreira, Occupational Safety and Health Manager

ARMRs were informed that the ORM director will be contacting agency heads for those agencies identified as noncompliant with Mayor's Order 2009-210. ARMRs in conjunction with agency FCOs are tasked with providing ORM with driver's license information and signed *Vehicle Operators Acknowledgement Forms* of all agency employees who operate motor vehicles, agency owned and personal, during their course of duty. ARMRs of noncompliant agencies were urged to submit this information as soon as possible to ensure the validity of licenses of their motor vehicle operators.

V. CAPStat Tracker Refresher Training

William Clyde Thomas, Program Analyst

ORM presented ARMRs with a guide to addressing recommendations from various audit sources within the CAPStat Tracker system. ARMRs were informed that the enhanced system will now have an escalation component that after 90 days of recommendation inactivity, the Office of the City Administrator analyst will be notified. ARMRs were provided a tutorial on how to access open recommendations, respond to open recommendations, upload supporting documentation to recommendations and change the status of open recommendations to "achieved" and "partially achieved". ARMRs were advised that they are only tasked with providing the agency's response to open recommendations and not tasked with determining the agency's official position with respect to the recommendation.

VI. Open Discussion

VII. Meeting Attendance

John Chisholm	Craig Baker	Jeanett Mitchell
Edson Ogunshakin	Susie McFadden-Resper	Frank Kirchner
Russell Gardner	Shirley Kwan-Hui	Peter Luciano
Robert Hayden	Debra Allen-Williams	Tania Williams
Ernesto Rodriguez	Margaret Schruender	Rita Poindexter
Essray Taliaferro	Vannice Edmunds	Keith Kaye
Michael Lightfoot	Ngoc Trinh	Angela Jiggetts-Bazzi
Sonya Williams	Rhamsye Brown	Ta-Tanisha Wallace
Tracey Langley	Mary Campbell	Kameron Kima-Cherry

VIII. Next Meeting

September 14, 2011

441 4th Street NW Suite 1107

2:00pm - 3:30pm