

**Senior Staff Meeting
October 6, 2014
Meeting Notes**

Attending: John Carmichael, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Nancy Murray, Les Purce, Todd Sprague, Laurel Uznanski, Amanda Walker, Michael Zimmerman
Absent: Wendy Endress, Steve Trotter
Guest: John Craighill

Review of Minutes

The September 29, 2014 minutes were approved as written.

Additions to the Agenda

No additions were made to the agenda.

Announcements

- Les P. complimented staff who led the coordination of the COP retreat. Governor Inslee, Representative Chopp, and Senators Schoesler and Braun, among others attended the retreat. Several items will need to be followed through with, including a communications piece. Paul Francis will lead the work for those items needing follow-up.

Annual Risk Assessment

A copy of the Annual Risk Assessment was distributed to Senior Staff prior to the meeting. John Craighill, Internal Auditor reviewed the assessment with Senior Staff.

A question was posed regarding risk with Ebola and the flu. Todd S. indicated that he is working with others on an announcement that will address health considerations.

Decisions and Actions

- Todd S. will report back to Senior Staff regarding health communications (Todd S.).

Smoking Policy

The Committee has reported back and sent out the report via email and Greener Commons.

Decisions and Actions

- The VPs will meet to review the report together, identify changes to be made and then report decisions back to Senior Staff this fall (VPs).