

**Emergency FWP Taskforce Meeting**  
**Thursday July 29, 2010, 1:30pm**

**In Attendance:**

Sue Webster  
Arlena Fitch-Gordon  
Janet Kopenhaver  
Linda Fresh  
Debra Hobbs--Chair  
Dationa Carter  
Michelle Crockett --Co-Chair  
Sylin Bynoe -Minute taker  
Crystal Turner- Minute taker

**Not In Attendance:**

Matthew Fogg  
Rhonda Trent  
Dorothy Nelms  
Georgia Thomas  
Janet Picha  
Derry McCurdy  
Kimberly Bandy

- Debra Hobbs and Sue Webster had a meeting with Dorothy Nelms about the FWP Taskforce
  - a) A Strategic Plan of Action needs to be drafted and documented
  - b) Need to focus on timeframes, actions, dates, who's responsible, and goals
- Overview of FWP Resolution
- A large portion of the Strategic Plan of Action will be based on OPM's response to FEWs position that was submitted. -*Sue is waiting on a call back*
  - a) FWP Taskforce will develop the strategic plan based on the outcome with OPM
  - b) Try to work with OPM-Christine Griffin
  - c) Identify the "major departments and agencies" that is mentioned in #1 of the FWP Resolution
  - d) Develop a communication plan that details the broad ideas ( See example "c" above)
  - e) Clarify/document what has been done and what needs to be done
- The FWPM has voiced concerns about the agency contact list:
  - a) There is a clear purpose of the list, who will view/use it, do not want to provide contact info (published on the website or just communication purposes)
  - b) FWP Taskforce needs to clarify the purpose of the list.

- Who will work on the development and writing of the strategic plan (subcommittee)? **Volunteers needed**

-Janet Kopenhaver.-will work on the section after OPM releases their plan

-Dationa Carter

-Dorothy Nelms-Advisory/guidance

**Action Item:** Follow up with Lisa Sullivan in regards to agency contact list-**Debra Hobbs**

**Action Item:** Debra Hobbs send Sue Webster the FWP Annual presentation- **Debra Hobbs**

**Action Item:** Provide a template/example of a plan- **Michelle Crockett and Debra Hobbs**

**Action Item:** Deadline to have the strategic plan completed **September 15, 2010**