

<b>Washington Location Finder Steering Committee Summary</b>		<b>Tuesday January 9, 2007 WA Dept. of Ecology Room R3E-12 8:00-9:00 AM</b>
Attendees:	Scott Boettcher, ECY; John Tooley, ECY; Debbie Stewart ECY; Craig Erickson DOH; Gene Robbins DOH	

Seek additional Executive Sponsors

- Gene suggested Fran Muskopf be added as project Co-Sponsor

Review Roles & Responsibilities document, any additions, deletions?

Scott suggested adding Jeff Killelea (Ecology Water Quality); Scott will contact Nancy Winters.

- Craig will check in with the Public Health Incident (PHIMS) team and the Electronic Death Registration System (EDRS) team for representation on the Business and Technical Review Teams

Schedule Initial Business Team meeting

- Initial Business Team + Steering Committee meeting will be scheduled on Thursday January 27, 2007 before the Business Portal Steering Committee 3 PM meeting.
- The technical team will meet during week of January 15, 2007
- EPA is informed of project progress through the EPA Region 10 IT Manager Quarterly Meetings.

Scope Management – Which applications should we target? {JARPA E-Permitting, PHIMS (DOH), EDRS (DOH)} how should we manage additional application requests?

- The Steering Committee agreed that any changes in the scope that impacted schedule or costs should come back to the Steering Committee for a decision. Adding GIS data to existing geoprocessing services should be easily accommodated without impacting scope. Adding new Web Methods will not be trivial and will therefore need to be a Steering Committee decision. We also discussed the wide interest in these services and that there will be pressure to extend these services.

#### Health-Ecology Interagency Agreement

- The Interagency Agreement was briefly discussed. Craig will take it to the DOH contract folks next.

#### Next Steering Committee Meeting

- It was agreed that Monthly Steering Committee Meetings would be a good idea and Monday afternoons seem to work. The next regular Steering Committee is proposed for Monday February 12<sup>th</sup> 2:00-3:00 PM.

#### Additional Topics:

##### Business Portal Steering Committee Presentation:

- John, Scott, and Debbie will attend the Business Portal Steering Committee (BPSC) meeting on January 25, 3-5 PM. The Business Portal Steering Committee is interested in enterprise activities that are underway, and any opportunities to leverage exiting activities.
- John will distribute the PowerPoint presentation made to Brian Criss and David Sorrel earlier. This will likely be the core of the presentation to the BPSC. Please send any comments or suggested changes to John.

#### Schedule, Milestones

- A quality Assurance Plan for the project is due by the end of January 2007
- Project completion deadline (conditions of the grant) is October 2008