From: Reed, Steven (SAO)
To: Clifford Jo
Subject: Availability to Discuss Incident F-25-222
Date: Thursday, May 29, 2025 3:21:00 PM
Attachments: image002.png

Good afternoon Clifford,

My name is Steven Reed. I work for Team Cybersecurity Audit at the Office of the Washington State Auditor, and I'm doing the preliminary assessment work for the reported cyber incident at Pierce County Rural Library District.

As part of that work, I'd like to schedule a time to speak with you over Teams or over the phone about what occurred, what steps have been taken since then, and any concerns you still have. Since this incident was IT-related, it would be best to have one of your IT staff with knowledge of the incident present for the call.

Can you please identify a 60 minute block of time in the next week or two when you and your preferred IT staff would be available to talk? I will try to set up a Teams meeting for the time you identify. Most of my meetings can be moved to accommodate your schedule, but I have a few commitments I cannot move.

Here is my current availability:
5/30: 11am – 4pm
6/2: 9am – 12pm, 2pm – 4pm
6/3: 9am – 2pm
6/4: 11:30am – 4pm
6/5: 9am – 4pm
6/6: 11am – 4pm

We would also like you to be aware that you will be billed for this video call and any additional work that may need to be performed. This typically takes about three to six hours. However, we will let you know if additional charges will be necessary for this follow-up. We can discuss this in further detail during our call.

Thank you,

Steven Reed, CFE, GSEC, GISF
IT Cybersecurity Auditor, Office of the Washington State Auditor
(360) 676-2165 | Pronouns: He, Him, His
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