

**Voluntary Protection Program
Meeting Minutes
April 9, 2008**

Attendees:

Org Code	Manager	Worker
HS-1.1		
HS-1.2	Timothy Fox	Vinh Le
HS-1.3	Dan Muniz	Jess San Agustin
HS-1.4		Dawn Cheek
HS-10		Mohandas Bhat
HS-20	Colette Broussard	Duli Agarwal
HS-30	Bob Czincila	Paul Lin
HS-40	Arnold Guevara/Martha Thompson	
HS-50	Jim Szenasi	Candy Sanchez
HS-60		Karen Hsing
HS-70	Dick Donovan	Rick Faiver
HS-80	Mike Sparks	
HS-90	Roger Wu	
ProForce	TBD	TBD
NTEU	Dave Schoeberlein - Forrestal	Barry Clark - Germantown
MA	TBD	TBD

Safety Share – No one had anything to share.

Old Business

1. **Welcome New Members of Committee (HS-1.1., 1.2, 1.3, and NTEU):** With the addition of the representatives from HS-1.3, all HSS organizations have at least one representative on the Committee. Dave Schoeberlein (Forrestal) and Barry Clark (Germantown) are the NTEU representatives.

Brad Davy was not present at today's meeting; therefore, no report was given about contacting Cherylynn Williams of MA to obtain a name as a representative for the Committee.

Arnold Guevara reported that Officer McRae will be the ProForce representative as soon as she receives approval from her senior leadership to participate. She works shift work, but is willing to participate as her schedule allows. She will notify Arnold when she has approval.

2. **Mentoring Session:** The mentoring session is scheduled for May 28, 2008 from 9:00 a.m. to 3:00 p.m. Room 270 CC 3056 has been scheduled and video conferencing capabilities between Albuquerque and Germantown are being set up.

Action Item: Candy Sanchez will send Colette the name of the person in Albuquerque who can arrange for the video conference.

No new information was reported on the attempt to obtain funding for the HS-50 representatives to travel to GTN to attend the mentoring session.

Action Item: Colette Broussard will contact Mike Kilpatrick to discuss with him having an all hands meeting on May 29, 2008 for Mr. Podonsky to discuss this HSS effort of achieving VPP Star Status

3. **Status of HS-1 Approval of Charter:** Brad Davy and Angie Foley, with Colette Broussard's assistance, have put the package together for HS-1 approval. The package includes a memo to Mr. Podonsky from Colette that requests his review and approval of the charter and the charter including Appendix A that identifies the list of the Committee members. The package is ready for Colette to sign which will occur tomorrow, April 10. It is expected that Mr. Podonsky will approve the charter within one week.

Prior to the package being sent to Mr. Podonsky, Colette will update Appendix A with the new members' names and phone numbers. The charter contains a statement that as Committee members change, the charter will not need additional approval, and only Appendix A will be revised.

Brad Davy drafted an email for Mr. Podonsky to send when the charter has his approval and is ready for distribution to all of HSS. Colette Broussard requested comments on this email from the Committee members. Candy Sanchez agreed to assist Colette with accomplishing this task. All comments should be sent to Angie Foley with a copy to Candy Sanchez, and Colette so she can revise the email.

Action Item: Colette Broussard/Angie Foley will add the new members and phone numbers to Appendix A.

Action Item: All Committee members will review the draft email and send comments to Angie Foley, Candy Sanchez and Colette Broussard by Friday, April 11.

4. **Web Site Update:** Carlos Coffman was not at the meeting; therefore, no report was presented. Vinh Le reported that he could assist with the task of getting a link on the HSS VPP website to upload Committee information. He also reported that Marian Carter is the POC for this task.

Action Item: Vinh Le will email Carlos to let him know he will help with the effort to get the link in place.

- 5. PDF of Idaho VPP Plan:** Colette Broussard reported that she had not received the Idaho VPP Plan from Brad Davy. This plan is necessary for the Committee to start planning tasks.

Action Item: Colette Broussard will contact Brad Davy to get the Idaho VPP Plan and distribute it to the Committee.

New Business

- 1. Results from Safety Walk Through:** Various issues were identified and discussed including:
 - Over use of surge protectors in offices with minimal outlets
 - Tripping and falling over items in offices
 - Safety of water in drinking fountains
 - Cleaning areas during office moves to eliminate presence of insects, roaches, etc.
 - Pedestrian safety in parking areas/ (data being collected from speed limit machine at various locations to determine problem areas)
 - Excess wires at computer stations
 - Badge lanyards and potential choking hazards (work with badging office to replace with breakaway lanyards)
 - Halls lined with excess furniture (violation of the Disability Act)
 - Study to determine the decibel level of the fire alarms (a check was performed by MA on the decibel level of the fire alarms, but no information has been released as to the outcome of the study)
- 2. Potential Task Area:** FEOSH inspections are performed regularly. It is important that this Committee does not duplicate these efforts. It was discussed that maybe a subcommittee should be formed to compile a list of safety issues and discuss them with MA and determine how the Committee could assist MA with developing solutions (e.g., assist MA with FEOSH inspections like the fire alarm study).

Action Item: Barry Clark and Tim Fox will form a subcommittee to compile the list of safety issues, meet with MA (Cherylynn Williams) to assist with the development of a plan to resolve the issue. They will start with the list above.

3. Tasks and Milestones:

- Develop the Committee program plan.

- Duli Agarwal prepared a potential outline for our program plan. The intent was to gather basic background information on VPP that could be used to develop the program plan.
- Develop the HSS VPP policy to go along with the charter.
 - Subcommittee was formed to develop the HSS VPP policy.
 - Subcommittee members include Karen Hsing, Jess San Agustin and Colette Broussard.

Action Item: Draft policy by the end of April for the VPP Committee to review.

4. **Next Meeting:** Since a few subcommittees were formed today, in order to give them time to move forward on their individual tasks, it was decided that the next meeting would be April 23rd. Candy Sanchez indicated that she would not be available for the April 23rd meeting, but Jim Szenasi would be available. Meeting agenda and location/call-in number for the April 23 meeting will be sent out by Monday April 21.

Action Item: Colette Broussard requested that she receive a short status email by the end of next week from the subcommittees formed today as to where they are in the process, who contacted, etc.