

**Voluntary Protection Program
Meeting Minutes
January 22, 2009**

Attendees:

Org Code	Manager	Worker
HS-1.1		Brendan Burns
HS-1.2	Timothy Fox	Vinh Le
HS-1.3		
HS-1.4		Dawn Cheek
HS-10	Brad Davy	
HS-20	Colette Broussard	
HS-30		
HS-40		Annette Bright
HS-50		
HS-60		Karen Hsing
HS-70		Rick Faiver
HS-80		Bob Loesch
HS-90	Roger Wu	Fletcher Whitworth
ProForce		
NTEU		
MA		
Advisors		
Guests	Evelyn Joy, Suzanne Piper	

Safety Share

Contributed by Annette Bright: Using caution on wet and slippery floors: With floor cleaning done during the day in GTN and wet conditions outside, use care while on tiled floors in the hallways. Since the floors are waxed in FORS in the evening there are less occurrences of slipping on newly waxed floors however wet conditions outside create wet footprints inside. There are many slips and falls that are not reported due to no significant injuries. Placement of wet floor signs as a reminder/warning could prevent slips and falls from happening. All falls should be reported to Cherylynn Williams (MA) immediately even if there is no injury. Remedial actions cannot be taken if there is no report of the incidents. VPP Committee could use this as an educational opportunity to inform all personnel of the importance of reporting accidents even if there is no injury.

Meeting Minutes

The minutes from the January 8, 2009 meeting were approved as written.

Items Discussed

Changes in Committee Membership

In light of recent retirements or reassignments, there are several Committee positions currently vacant. Colette Broussard will contact supervisors for replacements.

Region 3 VPPPA Conference

Colette Broussard, Fletcher Whitworth and possibly Jess San Agustin are signed up to the February Region 3 VPPPA Conference and need to know if anyone else is interested in attending. Fletcher will follow-up with Jess to confirm his attendance. Colette would like to coordinate signing up for available classes. Colette will also assist with getting management approval for anyone wishing to attend. There is room for two others.

Activities in Employee Health and Well-Being

Guest speakers: Evelyn Joy and Suzanne Piper with Office of Human Capital (HC).

- President's Healthier Feds program is offered through on-line registration. This is a government-wide program offered outside DOE sponsored by the White House and OPM. It provides guidelines to healthier living such as fitness and diets tips and allows tracking of individual progress with the program. DOE's POCs were Bonnie Richter (HSS) and Bruce Murray (HC).
- FY09 program "Building Resilience in Turbulent Times"
- For HQ employees HC offer programs through the EAP:
 - DOECasts sent out from the HC to advertise upcoming events information
 - Programs also listed on ESS, Feds may register and view schedules on-line; DOECasts provide step by step instruction on how to apply
 - Weight Watchers program at FORS (ERWA sponsors GTN program)
 - FORS walking program; GTN does not support a program at this time dependent on GTN employee interest
 - Walktober – event sponsored in October; register and set goals and walk at the worksite
- Occupational Health clinics sponsor screening programs throughout the year and announced via DOECasts. In most cases, contractors are invited to attend speaker programs but screening programs may be limited to Feds only.
- FOHO/GOHO site independently offer DOE sponsored fitness programs. Contact each location separately; POC for centers are:
 - FOHO – Ro Sullivan, President
 - GOHO – David Thommasen, President
- Upcoming events
 - Cholesterol Screening (FORS) Jan 28; GTN cancelled event
 - Blood Drive sponsored by the Red Cross
- Issue with so many DOECasts being sent, some announcement of upcoming events are possibly being overlooked; set up POC within HS to resend as HSCasts to all HSS personnel

HSS Committee Strategic Plan Update

- Colette Broussard, Fletcher Whitworth, Brad Davy, Carlos Coffman, and Debbie Rosano-Reece met on January 15, 2009 to develop path forward. Draft flowchart and information to create Gantt chart tracking goals towards completion. Distributed to team members for comment. Used the plans from Idaho's program to brainstorm ideas.
- Brainstorm ideas to educate HSS employees on path forward and importance of employee participation in the VPP process
 - Table tents for cafeterias
 - Weight loss challenge in conjunction with fitness programs in HC
 - A VPP Committee newsletter
 - Events for the picnic
 - Others
- Need volunteers to staff newsletter committee

National Safety Council (NSC) Safety Survey Update

- Bill Roege (HS-30, Chuck Lewis (HS-31) and Dave Smith (HS-31) have received results of the safety survey completed in October 2008. All Hands Meeting has been scheduled for February 2, 2009 at 10:00 in the GTN auditorium with video feeds to FORS and NTC. A representative from NSC will take about an hour to explain the results and take questions from the employees. The results will be posted on the HS website immediately after the All Hands.
- Report was distributed to the VPP Committee members via email.
- Representatives from HS-30 will meet with the VPP Committee on February 12th at 10:00 AM to discuss plans forward to resolve most pressing issues uncovered. Meeting will be video call to FORS in room 6B-104 and GTN Room C-411. This is the main agenda item for the meeting of February 12.

FESOH Office Checklist – HSS VPP Pin Distribution

- Office checklist will be distributed week of Feb 2 with instructions sent via email on circulation to all HSS personnel within their group
- Pins to be distributed to managers and will be given to those turning in completed checklist

Structure of Future Committee Meetings

- As part of the strategic planning session, a decision to focus each meeting on a specific issue or two. Focus on achieving actions.
- Video conference every other meeting or once a month; Feb 12th will be video conference
- Limit meetings to no more than 1 ½ hours with ideal goal at reducing to 1 hour.
- Safety share responsibility will be determined at previous meeting, with rotating responsibility. HS-90 will take next meeting.
- Have team building exercises at every few meetings, the committee reps can take these back as educational tools at staff/group meetings. This will not start until after Feb 12th meeting, everyone needs to be brainstorming ideas.

Subcommittee Reports:

- Making a Video – No update at this time.
- Spring Picnic/Event – Suggestion of holding picnic at Smokey Glen or similar location. Need ideas for activities, possibly a way to get people of different groups to unite as team mates as a way to get people out of their groups and to interact with those they normally would not meet.
- Excess Furniture Procedures – No update at this time.

Next Meeting

The next meeting will be February 12, 2009 from 10:00 am – 12:00 pm. This meeting will be held in C-411 in the GTN building and 6B-104 in the FORS building. This is a video conference call. The call-in number is 301-903-9195.