

**Voluntary Protection Program
Meeting Minutes
January 8, 2009**

Attendees:

Org Code	Manager	Worker
HS-1.1		Brendan Burns
HS-1.2	Timothy Fox	Vinh Le
HS-1.3		
HS-1.4		
HS-10	Brad Davy	
HS-20		Duli Agarwal
HS-30		Paul Lin
HS-40		Annette Bright
HS-50		
HS-60		Karen Hsing
HS-70	Dick Donovan	
HS-80		Bob Loesch
HS-90		Fletcher Whitworth
ProForce		Mike Hamar
NTEU		
MA		
Advisors	Dave Smith	
Guests	Dr. Michael Ardaiz, Claudia Beach, Heather Garrett (PEC)	

Safety Share

Many people may have received GPS navigating systems as a gift during the holiday season. It is important to remember that GPS's are a driving distraction just like cell phones. In addition, when you mount the system in your vehicle, remember that it should not block or hinder your view.

Meeting Minutes

The minutes from the December 11, 2008 meeting were approved as written.

Items Discussed

Subcommittee Reports:

1. Making a Video - As of this meeting, the subcommittee has not had a chance to meet. Subcommittee includes: Fletcher Whitworth, Annette Bright, Jess San Agustin, Dan Muniz, Vinh Le (lead), and Carlos Coffman.
2. Spring Picnic/Event – Subcommittee (Dawn Cheek, Tracey Berry, Carlos Coffman, Annette Bright, and Fletcher Whitworth (lead)) had a meeting to

discuss options for the picnic. Smokey Glen looks like it will be a viable option that meets the requirement of having food included in the price for renting the facility. Smokey Glen has experience dealing with this situation. The subcommittee thought it would be a good idea to include outside organizations/agencies (e.g., MADD and local fire and rescue) to participate and provide some educational materials. These ideas will have to be presented to Mr. Podonsky for his approval. This would also be a good time to present the 1 year review of the HSS VPP Team.

3. Excess Furniture Procedures – No report.

As of the last meeting, Colette Broussard will continue to work with Cherylyne Williams (MA) to obtain procedures from the property office so that they can be posted on the website to educate the HSS staff.

HSS VPP Committee Website:

Additional content to be added to the website includes:

1. Safety shares from all prior meetings.

Action Item: Debbie Reece, PEC will pull out the safety shares from prior minutes and forward them to Vinh Le to post on the HSS VPP website.

2. Add a link to the safety share page on the FEOSH website.

Region 3 VPPPA Conference:

Mr. Podonsky has approved 3-5 Committee members attending the Region 3 VPPPA Conference in Baltimore, MD on April 7-9, 2009. Colette Broussard and Fletcher Whitworth both plan to attend. Jess San Agustin also requested attending the conference.

For more information, please see the VPPPA webpage at:

<https://secure.vpppa.org/vpppa/forms/regionreg/index.cfm?action=RegionIIIpolicy>

Action Item: Any Committee Member who would like to attend the conference should email Colette Broussard and Fletcher Whitworth. Each individual will need their management approval to attend. One registration will be sent in for the HSS staff who would like to attend. DUE DATE for registration is in March, so get your management approval and submit your request to attend to Colette/Fletcher would like the names of those individuals who would like to attend (and who have received management approval) by the next meeting (January 22) so the registration application can be prepared.

Note: The distance between the Germantown facility and the conference is greater than 50 miles; therefore, anyone who would like to attend the conference can stay at the hotel. All individual travel requests must be submitted for approval.

Status of Asbestos Documentation Review Team:

Asbestos is primarily in the floor tiles and thermal system insulation on pipes and tanks in the GTN building. MA has facilitated removal of asbestos under controlled conditions by an asbestos removal contractor.

Dave Smith (HS-31) is assembling a team of subject matter experts, including Committee members, Union representatives and persons outside of HSS, to review the asbestos evaluation paperwork and develop a summary of where the asbestos is located and what has been done to date to remove. The intent is to develop a one page document that describes what has been done in the past and what is intended to be done in the future. Fletcher Whitworth and Colette Broussard volunteered to be on this team.

ACTION: Dave Smith will form team to review this information and schedule time with MA to do so.

Status of Purchase of Emergency Readiness and National Security Wheels:

Jillian Carter was not present at the meeting, but Annette Bright stated that she will contact Jillian Carter for a status.

FEOSH Office Checklist:

FEOSH office checklist will not be distributed until there is an incentive (e.g., a lapel pin with HSS VPP logo). The idea is that the employee will get the pin after they complete and submit the checklist. The pins were received with an error and the new pins are expected to arrive the first week in January.

Action Item: One Committee member from each HSS organization needs to determine the number of staff in their organization for both FORS and GTN. All counts need to be sent to Debbie Reece at dreece@pec1.net

Update: The order of lapel pins has been received.

New Business

1. Strategic Plan/Flow Chart:

Colette Broussard, Fletcher Whitworth, Brad Davy and Carlos Coffman will be arranging a meeting in January to discuss the steps the Committee should be taking to achieve Star status.

Action Item: Colette Broussard is to arrange a meeting to discuss the next steps for the Committee.

UPDATE: Meeting was scheduled for Thursday, January, 15, 2009.

1/8/09

2. Evacuation Route Signs:

The wording on the evacuation route signs on the second floor of the GTN building between the A and B wings are incorrect. The sign is out of date and needs to be revised. It was noted that the office checklist should include a question about the evacuation route.

3. Office Renovations:

Employees will be notified if they will be affected by the office renovations. Sherry Main is the POC for office renovations.

Action Item: Tim Fox will contact Sherry Main for information regarding the office moves. No update provided.

4. Walk Around with Security:

Periodically, HS-1.3 does security inspections/walks around the buildings. There was a discussion about having a HSS VPP Committee member join security and inspect for potential safety issues. The Committee felt this was a good idea because by joining forces with other organizations it builds relationships and teamwork. In addition, it would breakdown the "barrier" between security and safety. More information is needed. Fletcher Whitworth volunteered to investigate this possibility. Annette bright will also discuss this with Jillian Carter and Martha Thompson to see if they have any information that can be shared. The HS-1.3 POC needs to be identified.

5. Committee Membership Vacancies:

There are a few openings on the Committee due to retirements. This item will be added to the next meetings agenda.

6. Floor Wax

It has been brought to the attention of a Committee member that several individuals have slipped on floors that were not wet. There was a brief discussion as to the cause of this situation if both the floor and the individual shoes were not wet. The problem could be caused by smooth leather soles that are very slippery on waxed floors. It was decided that this is not an issue for the Committee, but it could be a safety share.

Future Business

1. Development of Posters/Signs to inform HSS staff of Committee activities and to promote health and safety to all staff.
2. The HSS VPP Committee needs a message board.

Next Meeting

The next meeting will be January 22, 2008 from 10:00 am – 12:00 pm. This meeting will be held in E-114 in the GTN building. The call-in number is 301-903-6058.