

VPP Meeting Minutes – March 12, 2008
GTN C-411

Attendees:

HS-1.4		Dawn Cheek
HS-10		Mohandas Bhat; Carlos Coffman
HS-20	Colette Broussard	
HS-30	Bob Czincila	Dave Smith, Paul Lin
HS-40	Arnold Guevara	
HS-50	Jim Szenasi	Candy Sanchez
HS-60	Bill Miller	Karen Hsing
HS-70		Rick Faiver
HS-80		Bob Loesch
HS-90		

(Phone ins: Dawn Cheek, Paul Lin, Mohandas Bhat, Carlos Coffman, Bob Czincila, Dave Smith, Paul Lin, Jim Szenasi, Candy Sanchez, Bill Miller, Karen Hsing, Rick Faiver)

1. Safety Share- Presented by Colette Broussard. The topic was “is it safe to use a cell phone while pumping gas?” In general, one should not use a cell phone while pumping gas.

Action: Need a volunteer to will provide the safety share for the meeting on March 19.

2. Mentoring session - ½ to 1 full day meeting with individuals from the West Coast/Mid West who have successfully implemented VPP at their site. They will share lessons learned from their experience. All committee members will participate in this session. Many committee members have sent in their availability.

Action: Remaining members are to email Colette Broussard and Brad Davy their dates of availability (early April, end of April, or sometime in May) by the next Meeting (March 19).

Action: Carlos Coffman will assist Brad Davy with the coordination of the mentoring session once availability of the most members is established.

3. Union representation- Colette Broussard contacted Stephanie Martin to determine the status of obtaining a union representative from both Forrestal and Germantown. Stephanie had sent an email to Kathleen Benner and Oris Brown to provide information about the formation of the HSS VPP Committee and obtaining union representatives. Currently awaiting a response.

Martha Thompson obtained the name of a ProForce Rep, Officer McRae, but she has not yet reported on his availability to join the Committee.

Action: Arnold Guevara will follow up with Martha Thompson regarding this topic.

4. Committee members – The current membership does not include representation from HS- 1.1, HS-1.2, and HS-1.3. It was decided that the Committee should contact these organizations and request a representative.

Action: Colette Broussard will contact HS- 1.1, HS-1.2, and HS-1.3 to request a representative.

5. Charter Edits –

- a. Discussed a comment provided by Duli Agarwal regarding the Terms of the Carter”. He suggested that the following language be added:

“This charter has no expiration date. VPP Committee is effective until HS-1 or until HS-1 determines that the VPP Committee’s service is no longer required.”

The participating Committee members decided that the Charter has continuous implementation and there is not an expiration date for the Committee. The Committee will be in place until HS-1 decides otherwise.

- b. As stated at the last meeting, the Committee reviewed the Functioning section and made changes to both this section and the Responsibilities section.
- c. Due to the time constraint, Colette Broussard agreed to complete the revisions to the Responsibilities Section by Friday, as well as the rest of th Charter and distribute the revised final Charter for any last comments.

Action: All Committee members read the entire Charter to be able to vote at the March 19 meeting on its contents and readiness to be given to Mr. Podonsky for approval.

6. Nominating Co-Chairs - At an upcoming meeting, most likely not March 19, there will need to be a vote to elect Co-Chairs. To date, three names have been brought forward: Colette Broussard (manager), Fletcher Whitworth (staff), and Candace Sanchez (staff).

Action: Anyone else who would like to be considered for the Co-Chair position, send an email to Brad Davy and Colette Broussard indicating your interest ASAP. NOTE: Co-chairs need to be one management and one staff.

At the next meeting, there will be a discussion of the voting protocols for electing the Co Chairs. An electronic pdf file to be is one consideration.

7. Draft Charter Distribution – Colette Broussard will distribute the revised Draft Charter for comment by March 14.

Action: Send any last comments to Brad Davy and Colette Broussard by March 18.

8. Next Meeting – Wednesday, March 19, 2008 from 12:00 – 1:00. An evite with the meeting room and call-in number will be distributed.