

VPP Meeting Minutes – March 19, 2008
270CC 3055

Attendees:

HS-1.2	Vinh Le	
HS-1.4	Tracey Berry	Dawn Cheek
HS-10		Mohandas Bhat; Carlos Coffman
HS-20	Colette Broussard	
HS-30	Bob Czincila	Paul Lin
HS-40	Arnold Guevara	
HS-50		Candy Sanchez
HS-60	Bill Miller	Karen Hsing
HS-70		Rick Faiver
HS-80		
HS-90	Roger Wu	Fletcher Whitworth

(Phone ins: Vinh Le, Tracey Berry, Dawn Cheek, Paul Lin, Arnold Guevara, Paul Lin, Candy Sanchez, Bill Miller, Karen Hsing, Rick Faiver, Roger Wu, Fletcher Whitworth)

1. **Safety Share-** Presented by Karen Hsing. The topic was un-ergonomic design of laptops. Mohandas Bhat also provided scientific evidence between laptops and male infertility due to the heat generated while laptops are in use.
2. **Mentoring Session** - ½ day meeting with individuals from Idaho and Kansas City who have successfully implemented VPP at their site and have agreed to be mentors to the Committee Members. They will share lessons learned from their experience. The majority of the Committee Members are available the week of May 5th with May 27th then April 28th as alternative weeks.

Action: Carlos Coffman will confirm with the mentors which of these dates will work with their schedules. He will report to Colette Broussard by Friday, March 21 as to their availability. Carlos will also obtain some background information from the mentors that will be distributed to the Committee prior to the mentors' arrival.

Voting of Co-Chairs – At the last meeting, Bob Loesch stated that he would create a ballot in PDF that will be distributed. The ballot will be distributed to all Committee members within the next week. At the April 2nd meeting, the winners (i.e., officers) will be announced. To date, three names have been brought forward: Colette Broussard (manager), Fletcher Whitworth (staff), and Candace Sanchez (staff). Write in nominees will be welcome.

Action: Colette Broussard will contact Bob Loesch to have him create the ballot with the names that have responded that they would like to be considered for the

Co-Chair position. A write-in area will be provided in the event there are last minute nominees.

Action: Ballots will need to be forwarded to a volunteer who will count the votes and be prepared to inform the Committee as to the results. If you wish to volunteer to be the coordinator of the vote, please let Colette know ASAP.

4. **ProForce Update** – Arnold Guevara contacted Officer McRae who is also a HSS Union Representative. Officer McRae has not yet reported on her availability to join the Committee.

Action: Arnold Guevara will follow up with Pro Force until a representative is named.

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 of the Union to provide information about the formation of the HSS VPP Committee and obtaining two Union representatives, one from each location. The Union responded by asking if a representative from either FORS or GTN was needed. Colette forwarded an email to Stephanie that explained that the HSS VPP activity involves both locations, but the Union could make the call as to whether one or two reps should be provided.

Action: Colette Broussard will continue to follow-up with Stephanie Martin until Union Reps are identified.

4. **Committee Membership** – The current membership does not include representation from HS- 1.1 and HS-1.3. HS-1.2 did provide a manager and staff member representative.

Action: Colette Broussard will contact HS- 1.1, and HS-1.3 again to request both a manager and staff as representatives.

5. **Charter Edits** – All proposed edits were approved with 2 additions:

- Purpose: Spell out HSS 1st Paragraph
- Meeting Frequency: add ...shall meet as often as deemed necessary....
- Revisions to the objectives section were also proposed. Karen Hsing agreed to revise the text so that a revised charter could be forwarded to all Committee Members.

Action: Colette Broussard will revise the charter with the proposed edits and distribute it for final review with the meeting minutes. All Committee Members

will review and submit any changes to Colette by close of business on Wednesday, March 26.

If no changes are received by that day, then Colette Broussard will finalize the charter and send it to Mike Kilpatrick for review and ultimate HS-1 management approval. Within the Final charter, we will include the list of Committee Members. In addition, there will be signature approval block at the end of the charter to capture Mr. Podonsky's endorsement.

Once management approval is received, then a memorandum from Mr. Podonsky will be written and the charter will be forwarded to HSS employees.

6. Website – Carlos Coffman contacted Marion Carter and Steve Simon to discuss the creation of the HSS VPP website. It was decided that a separate HSS VPP website will be created with a link to it on the HSS main website. Carlos requested assistance from the Committee to meet with Marion and Steve to assist with the creation of the website.

Action: If you are interested in participating in this task, send an email to Carlos Coffman and cc Colette Broussard. Vinh Le and Mohandas Bhat have agreed to participate.

7. **Next Meeting** – Over the next two weeks, the Charter will be being reviewed for approval by HS-1 management, and Committee Members will be voting for Co-Chairs. Because of these activities, the Committee voted to move the next meeting to Wednesday, April 2, 2008 from 12:00 – 1:00. An evite with the meeting room and call-in number will be distributed on Monday March 31.

At the next meeting, the Committee will discuss the development of tasks and milestones.

Action: The Committee members should think about initial tasks and milestones and submit them to Colette Broussard prior to the next meeting so they can be included on the agenda for the meeting.