

VPP Meeting Minutes – April 2, 2008

270CC 3056

Attendees:

HS-1.1		Brendan Burns
HS-1.2	Timothy Fox	Vinh Le
HS-1.4		
HS-10	Brad Davy	Carlos Coffman
HS-20	Colette Broussard	Duli Agarwal
HS-30	Bob Czincila	Paul Lin
HS-40		Martha Thompson
HS-50	Jim Szenasi	Candy Sanchez
HS-60		Karen Hsing
HS-70	Dick Donovan	Rick Faiver
HS-80	Mike Sparks	Bob Loesch
HS-90	Roger Wu	Fletcher Whitworth

(Phone ins: Brendan Burns, Paul Lin, Jim Szenasi, Candy Sanchez, Karen Hsing, Dick Donovan, Rick Faiver, Mike Sparks, and Bob Loesch)

1. **Election Results** – HS-1.1, HS-1.3, Pro-Force and NTEU did not have a representative named to the Committee by the time of the vote, and therefore, those organizations did not get to vote. It was decided by the Committee that the voting should be finalized and the elected co-chairs should begin acting in their newly elected positions. Bob Loesch reported that Colette Broussard was voted as the management co-chair. One member mistakenly voted for both Fletcher Whitworth and Candy Sanchez as the staff co-chair. Instead of waiting to get confirmation of the person's vote, Candy decided to concede. Therefore, the HSS VPP Committee Co-Chairs elected were Colette Broussard and Fletcher Whitworth. The meeting was then turned over to the newly elected Co-Chairs.
2. **Mentoring Session** – The ½ day mentoring session (4.5 – 5 hours) with individuals from Idaho and Kansas City has been scheduled for May 28, 2008, beginning at 9:00 am.

Carlos Coffman is making the arrangements for the meeting. The draft agenda includes discussions from Cathy Karney and Kent Kerr from the Kansas City Site Office regarding background information on how to get started, challenges they had to overcome, how to complete the application, any time/costs associated with the process, and walking through the steps of dealing with OSHA. Bonnie Anderson and Bowen Huntsman from Battelle Energy Alliance will discuss how to motivate staff, how to develop a promotional campaign, and how to get involved with regional/national meetings. Bonnie and Bowen are also available on May 29th for additional assistance.

It is important for all Committee members to be present at the mentoring session. Due to budget constraints and significant impact to daily operations at NTC, Candace Sanchez and Jim Szenasi may not be able to participate in person. As a result, arrangements are being made to have the mentoring session be a video conference to ensure the HS-50 representatives can participate.

Action: Colette Broussard will schedule room 3056 in 270CC for the video conference in the event HS-50 rep(s) cannot attend in person.

Action: Brad Davy will make one more pitch to get HSS HQ to fund the travel of at least one of the HS-50 reps.

3. **ProForce Participation Update** – Arnold Guevara is still working on obtaining Officer McRae’s availability to join the Committee.
4. **NTEU Participation Update** - Colette Broussard will contact Stephanie Martin to determine the status of obtaining a union representative from both Forrestal and Germantown.
Action: Colette Broussard will continue to follow up with Stephanie Martin.
5. **Committee Membership** – The current membership does not include representation from HS-1.3 and MA. HS-1.1 did provide staff member representative, but not a manager. There is only one manager in HS-1.1.

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

Action: Brad Davy will follow up with Cherylynn Williams to obtain representatives for MA.

6. **Charter** – Colette Broussard sent the draft charter to Mike Kilpatrick. The charter has been revised based on his comments. No objections to Mike’s revisions were mentioned; therefore, all changes will be accepted. One additional change will be included: add a list of the Committee members as an appendix to the charter (hopefully, with representatives named HS-1.3).

7. **Signature Package for HS-1 Approval** – The signature package will be prepared by Brad Davy and his administrative staff. The package will follow the HSCT process.

A suggestion was made to have Mr. Podonsky have an all hands meeting after the mentoring session (i.e., on May 29th) to inform all HSS staff about VPP and what HSS is trying to accomplish.

Action: Colette Broussard will provide the final draft charter/member list to Brad Davy for the signature package. Brad will include an email for Mr. Podonsky to use to distribute the charter to HSS.

Action: Brad Davy will inquire about having an HSS All Hands meeting on May 29. The Idaho reps will be invited to speak at that HSS All Hands meeting.

8. **Website** – Carlos Coffman reported that no additional progress has been made to date. The charter contains a reference to a website for the HSS VPP effort. It was agreed to add a reference to the HSS main website until a specific HSS VPP website within the main HSS website is available.

9. **Tasks and Milestones** - Colette Broussard discussed potential tasks for the Committee. The first set of tasks should include what is specified in the charter. Other ideas included:

- Committee needs to identify ways for employees to raise safety issues/concerns. There needs to be management involvement to some extent as well as a tracking mechanism to track the corrective action through to closure. The procedure also should include a feedback mechanism for the employee. The Committee needs to develop the process and begin the implementation of it.

Example safety issues include residual odors in office areas (e.g., cigarette smoke), heating/cooling of offices, drinking water issues (lead), sewage odors in bathrooms, etc..

- Review model VPP program plans such as Idaho's for ideas on how to implement a process to identify and address issues.
- Develop VPP policy for HSS.

Action: Brad Davy will send out the pdf of the Idaho VPP program plan.

Action: VPP Committee members should be thinking of activities the Committee should be doing to accomplish the goals of the Charter.

10. **Next Meeting** – The next meeting will be Wednesday, April 9, 2008 from 12:00 – 1:00. Location and call in number will be distributed Monday April 7. The April 16th meeting will be chaired by Candace Sanchez since Colette and Fletcher are not available to attend.

Meeting times were discussed. It was agreed that for now the Wednesday lunch time is convenient since other meetings are typically not scheduled during this time slot.

At the next meeting, the Committee will discuss the development of tasks and milestones, and specifically what we need to do to implement the Charter.

Action: Each Committee member should try to come to the next meeting with at least one safety issue they identified after walking through their respective areas or by querying the staff. The Committee member should encourage staff to help identify safety issues so the Committee can address and resolve them.

Parting Note – Be enthusiastic to motivate all HSS employees to get involved!