

DRAFT
Meeting Overview and Action Summary
HSS/Union Focus Group
Work Group Telecom
September 8, 2011

Meeting Overview:

Glenn Podonsky reflected on the HSS Focus Group's 5 year history and reported that 24 HSS/Union Focus group meetings have been held to date. He emphasized the value of the relationships that have been developed between HSS and the unions and the need to re-energize efforts and rally to move the ball forward in addressing worker health and safety concerns through the 5 Work Groups. He acknowledged the vital importance of worker health and safety training quality, portability and standardization, and the progress made over the past several years through the training assessment workshops. He contends that although issues are not always resolved, we do have control over making headway, and that these collaborative efforts are intended at the very least to create pathways to solutions.

HSS acknowledged and welcomed new union/stakeholder participants supporting the Focus Group activities: Dianne Whitten – Hanford Atomic Metal Trades Council (HAMTC), Stan Scott – HAMMMER; Steve Rank – Iron Workers (who has replaced retiree Frank Migliaccio).

HSS reiterated that the purpose of the meeting is to:

- establish a consistent framework from which all the Work Groups will function/a process for establishing Work Group charters;
- finalize the Work Group matrix [participants/goals and objectives]; and
- identify and meet the goal of getting the Work Groups set-up and moving forward

In an effort to ensure the engagement of union representatives, Pete Stafford was asked by HSS to serve as the Union counterpart in developing and facilitating the last 2 Focus Group meetings. He proposed that this function might be rotated to provide all of the various union leads/factions the opportunity to engage in meeting planning and implementation. Union lead volunteers were solicited.

HSS Work Group leads were established based on their charge of the functional areas, but union WG leads still needed to be determined. The following outlines the union WG lead and co-lead volunteers for each of the Work Groups:

10 CFR 851:	Doug Stephens (USW) – Lead; Barb McCabe (IUOE) – Co-Lead
Training:	Pete Stafford (BCTD) – Lead; Dianne Whitten (HAMTC) and John Morawetz (ICWUC) – Co-Leads
Data:	Pete Stafford (BCTD) – Lead
Aging Workforce:	James Ridley (IAFF) – Lead; Mike Flynn (IAMAW) – Co-Lead
Strategic Initiatives:	Jim Frederick (USW) – Lead; Co-Lead – TBD

It was discussed and agreed that having 2 union co-leads to represent both “in-house” and “contractor” workers respectively would be appropriate for the Training Work Group. The Work Group matrix will be updated to reflect the identified Work Group Union lead and co-leads.

Specific individuals for current BCTD participation placeholders on the matrix will be identified by Pete Stafford.

There was some question as to the appropriateness of “Sustainability Planning” as part of the Training Work Group. It was proposed that the initially identified concern was the need for focus on improved training programs/plans to address succession planning [recruitment, apprenticeships, maintaining a skilled workforce; ensure training for the experienced worker is continually upgraded and aligned to meet new developments and changing needs. “Sustainability Planning” will be identified as a sub-group of the Training Work Group on the matrix.

The following next steps were agreed upon following a discussion of a process that would most efficiently and effectively stand-up the Work Groups with established charters and goals, and meet the approval of all the HSS/Union participants.

1. Each Work Group will draft a charter, utilizing the proposed draft charter template as a basis; with the flexibility to alter as appropriate
2. Each Work Group will identify and place their draft objectives, goals and timelines on the Work Group matrix.
3. HSS WG leads are tasked to coordinate with their respective union leads and Work Group participants in developing a draft charter, as well as, goals/objectives/timelines that will be reflected on the Work Group Matrix.
4. Draft charters and goals will be completed and submitted to Lily Alexander for compilation and distribution to the full Work Group/stakeholder participants for review by **September 30**.
5. The full group will reconvene in **mid October** for discussion and finalization of the Work Group matrix and charters.

Discussion Notes:

- Due to both HSS and union attendance/participation in the ISM Workshop the week of September 12, there may be a delay in the initial contact of HSS Work Group Leads to set up their respective Work Group meetings.
- It was proposed that HSS WG leads may want to develop an initial draft to serve as a basis for further development into final draft by respective WG participants.
- HSS WG leads will provide guidance to ensure Work Groups are establishing achievable goals. It was proposed that value judgments may be made to determine if in spite of identified barriers, objectives are still worth pursuing.

Action Summary:

Action Item	Description	Owner(s)	Due Date
Update Work Group (WG) Participants on Matrix	- Add Union WG leads/co-leads and participants - identify "Succession Planning" as a sub-group of the Training WG	L. Alexander	Completed
Work Groups develop individual draft charters and goals	Each WG to develop a draft charter utilizing the draft charter template	HSS WG leads to coordinate respective WG meetings/discussions	Sep 30
	Each WG to revise the matrix to reflect respective WG objectives, goals and timelines.		
	Draft charters and matrix goals to be sent to L. Alexander	HSS WG Lead	Sep 30
Distribute final draft WG charters and matrix goals for review	Distribute respective final draft WG charters and matrix goals to full WG/stakeholder distribution for review.	L. Alexander to compile and send to full distribution for review	Oct 3
Draft WG charters/matrix revisions for review by full HSS/Union distribution	Full HSS/Union distribution to review all of the WG charter drafts and goals	All Work Group participants/stakeholders	Oct 17
Telecom - Finalize Work Group Charters/Matrix	Reconvene all participants to discuss and finalize each of the WG charters and goals.	Full Work Group and stakeholder participation [L. Alexander to coordinate telecom]	Oct 25 or 27
Union co-facilitator rotation	Unions to rotate as co-facilitators for HSS/Union Focus Group meetings	L. Alexander to solicit interest in co-facilitation of HSS/Union meetings	Sept 30

Telecom Meeting Participants

HSS

Glenn Podonsky, Chief Health, Safety and Security Officer
William Barker – Associate Deputy Chief
Lesley Gasperow – Deputy Chief for Corporate Functions
Karen Boardman – Director, NTC
Mari-Jo Campagnone - Departmental Representative to DNFSB/Director, Outreach
Michael Kilpatrick – Office of Chief HSS
Michael Ardaiz – Chief Medical Officer
Barb Stone – Communications and Congressional Affairs
Steve Kirchhoff – Acting Director, Resource Management
Jim McGee - Resource Management
John Boulden - Director Oversight/Enforcement
Steve Simonson - Enforcement/Oversight
Kevin Dressman - Enforcement
Patricia Williams - Enforcement/Oversight
Bonnie Blake – Oversight/Enforcement
Andrew Lawrence – Director, Corporate Safety Analysis
Stephen Domotor - Analysis
Earl Carnes -Corporate Safety Programs
Pat Worthington - Director, Health and Safety
Bill McArthur - Health & Safety
Brad Davy – Health and Safety
Evan Dunne – National Training Center
Pete Turcic – National Training Center
Jeannie Lozoya – National Training Center
Lillian Alexander - Outreach
Mark Do – Outreach
Stephanie Thorne - Outreach

Union/Stakeholder

Pete Stafford – BCTD
Don Elisburg – BCTD
Gary Karnofski – HAMMER
Pat Aldridge – HAMMER
Stan Scott – HAMMER
Bob Legard – Central Washington BCTD/HAMMER
Randy Coleman – HAMTC
Diane Whitten – HAMTC
James Ridley – IAFF
Mike Flynn - IAMAW
John Morawetz – ICWUC
Barb McCabe – IUOE
Chip Hughes – NIEHS
Sharon Beard - NIEHS
Ted Outwater - NIEHS
Jim Frederick – USW
Doug Stephens – USW