

DOE-VPP Steering Committee Meeting/Teleconference  
February 10, 2005  
2:00 – 3:00 p.m. EST

**Participants:**

Noble Atkins, RL  
Yvonne Gentry, SR  
Ted Pietrok, PNSO  
Ed Skintik, OH  
Charles White, NV  
Cathy Karney, KCP  
Dan Stachelski, WV  
Jenny Mullins, ORO  
Dave Smith, Lily Alexander, Bob Stevens, Steve Singal, and Carlos Coffman from EH-31

**Summary:**

Noble Atkins (RL) agreed to chair this first meeting of the DOE-VPP Steering Committee.

Highlights of the meeting are as follows:

- The DOE-VPP Steering Committee charter is accepted by the Committee members. No issues were identified with the exception of several revisions to committee member information.  
Actions: [*Lily Alexander*]
  1. The final dated/signed Charter along will be forwarded to Committee members.
  2. The following revisions to committee member information on page 4 of the Charter will be made and forwarded to members:
    - a. Change Yvonne Gentry's fax number
    - b. Will Woods replaces Dan Kelly
    - c. Change in Ted Pietrok's e-mail address
    - d. Change in fax number for Charles White  
Status: Actions were completed on 02-14-05
- The Chair asked for nominations for DOE-VPP Steering Committee Chair and alternate. Nominations for Carol Henning, Noble Atkins, and Yvonne Gentry were made. Steering Committee members votes will be solicited via e-mail from the DOE-HQ Team for Steering Committee Chair and Alternate. The runner up in number of votes cast will serve as the alternate.  
Action: Solicit votes for Chair and alternate [*Steve Singal*]  
Status: Votes are solicited in this e-mail transmitting the meeting summary and due to Steve Singal by February 17.
- Lily Alexander and Dave Smith briefed the group on the status of e-VPP and the MOA between DOE and VPPPA.
  - The MOA has been approved by VPPPA senior management and will be routed for review and concurrence to EH-1 (John Shaw), following a

briefing by Dave Smith to Frank Russo (EH-3 DAS) on February 11<sup>th</sup>. The MOA is the product of a June 2004 meeting of VPPPA and DOE HQ VPP senior managers' discussions surrounding a joint effort to work cooperatively to address worker safety and health issues. This Agreement is a formal instrument that permits the creation of cross-agency solutions that will drive results in the area of worker health and safety, minimize redundancies and costs, and permit both parties to maximize the use of resources to better serve the citizens of the United States. The MOA has been reviewed by the VPPPA Board of Directors and the Association's attorney, and the DOE-VPP Headquarters Team. Upon agreement by DOE, VPPPA has requested arrangements for a mutual signing of this Agreement.

- The Committee was polled for support of the conduct of a DOE-VPP site-wide videoconference for the official/formal signing. Committee members support the videoconference – arrangements will be made following EH-1 concurrence and the establishment of a date/time for the signing.

Action:

- DOE-VPP HQ Team will follow-up and coordinate the videocon and scheduled signing between DOE EH and VPPPA senior management.

Status: Pending EH-1 concurrence and scheduled event date

Action: A copy of the "draft" (unsigned) MOA will be forwarded to the Committee members.

Status: Completed 02-10-05 – draft MOA forwarded to Steering Committee members

- Steve Singal briefed the group on upcoming FY05 DOE-VPP reviews:
  - 3 new and 8 recert applications, on a monthly frequency, provided travel funds are available.
  - Several members suggested that calls to Field Office Managers from EH-3 (F. Russo) have been successful in the past and would help to gain the required funding approval from FOMs for travel associated with the reviews and conferences (i.e., annual VPPPA conference). Due to budget constraints at HQ and the Field, the funding is otherwise not supported.

Action: Memo to Frank Russo requesting his solicitation of field office managers and EM/NNSA senior managers support to the DOE-VPP to include funding.

Status: Dave Smith to develop correspondence

- Dave Smith briefed Committee participants on the "The Value Added of the Department of Energy Voluntary Protection Program (DOE-VPP) – 2004 Update" annual report to Program Secretarial Officers and Field Office Managers that is being routed to EH-1 for signature. The report identifies a correlation of improved safety with participation in the DOE-VPP and will serve to inform senior managers within DOE of the "Value Added" potential of DOE-VPP and encourage their interest in, and support of, participation in the Program. The report is posted on the DOE-VPP website. Dave also reported the interest in VPP

- that Rama Sastry's research recently conducted at the University of Dortmund, Dortmund, Germany, has generated in several European countries.
- Several members expressed concern that the proposed DOE Rule 10 CFR Part 851 does not address multi-employer job site prevalence at DOE sites, nor does it identify any exemptions from inspections if sites are VPP Star. Dave has encouraged Committee members to review the proposed Rule and place comments on the official docket.  
Action: Dave to forward the proposed Rule to Committee members  
Status: Completed 02-11-05
  - Carlos reported plans for the DOE meeting at the upcoming VPPPA conference in August. Dave suggested that the Chair send the Steering Committee's recommendation for allowing DOE-VPP representatives to attend/participate, to all site managers and emphasize the importance of training and networking at this Conference and Workshop.

**New Business:**

- Yvonne Gentry suggested that the VPP Guidance Manuals be placed in the DOE Directive System.  
Action: Dave Smith to pursue this.
- Next two teleconferences to be scheduled in April and July 2005.  
Action: Steve Singal will arrange the next two teleconferences following consultation with the elected Chair.

**Please vote by e-mail by 2/17/05 to Steve Singal Carol Henning, Noble Atkins or Yvonne Gentry for Chair.**