



SRS Citizens Advisory Board

Executive Committee

Meeting Summary

January 22, 2001
Hilton Oceanfront Resort
Hilton Head Island, SC

The SRS Citizens Advisory Board Executive Committee met on Monday, January 22, 2001, at 1:00 p.m. at the Hilton Oceanfront Resort, Palmetto Dunes, Hilton Head Island, SC. The meeting was held to discuss the CAB facilitation contract, Monday Full Board meeting format, technical presentations, new member orientation and focus group guidelines. The following were in attendance:

CAB Members

Karen Patterson*
Brendolyn Jenkins*
Mel Galin*
Jimmy Mackey*
Wade Waters*
Beaurine Wilkins*
Bill Adams
Perry Holcomb
Murray Riley
Jean Sulc

Stakeholders

Daryl Greenwood
Lynn Waishwell
Vera Jordan

DOE/Contractors

Tom Heenan, DOE
Gerri Flemming, DOE
George Mishra, DOE
Mary Flora, WSRC
Mike Schoener, CAB
Dawn Haygood, WSRC

***Executive Committee Members**

Facilitation Contract

Karen Patterson announced that the Executive Committee needed to determine if the facilitation contract should be renewed or if a request for proposals should be provided for a new competitive bid. There was discussion in support of renewing the facilitation contract with MAS Consultants Inc. Wade Waters moved the Board extend the current facilitation contract for three years. The motion passed by a unanimous vote.

Monday Full Board Meeting Format

Perry Holcomb discussed his concern that issues-based meetings are held concurrently on the Monday before full Board meetings making it difficult for Board members as well as the public to attend multiple meetings in which they may have an interest. He suggested that the committee Monday committee meetings only address motions to be presented the following day. Karen Patterson responded that by-and-large, those meetings are conducted to hammer out motions

and basically used as a dry-run for the next day, however it might help if Committee Chairs take care to ensure work is evenly distributed among motion managers. She also encouraged Committee Chairs to select motion managers from their respective committees. It was recognized that it is incumbent upon the individual to make choices and prioritize committee work.

Technical Presentations

Tom Heenan reminded the CAB that technical presentations by SRS personnel must be unbiased. He noted that this was an area of controversy initially with the CAB and he was reminded of the issue by Don Moniak's comments at the November CAB meeting. He noted that SRS resources are available however it is important to be careful to keep roles and identities separate. He stressed the importance of the Board being independent and objective. Board members discussed the need to emphasize seeking other viewpoints.

New Member Orientation

Board members discussed new member orientation and whether there was a need to revamp the orientation or improve it. Board members discussed the fact that new members are rushed into making committee decisions too quickly. New members should spend time with each committee and be briefed by committee chairs before having to decide on which committee they will participate. Jean Sulc, a one-year CAB member noted she thought the orientation was appropriate. It gives you the big picture and the tour is definitely necessary, she said. She also commented that she likes the technical education briefings that were held on Monday prior to the full Board meeting and thought these should be reinstated.

Beckie Dawson suggested that committee meetings could be videotaped and provided to new members. Perry Holcomb said the only way to get indoctrinated quickly is to attend meetings. Brendolyn Jenkins suggested that new members receive a brief introduction to the committee by the appropriate chairpersons at the combined committee meeting to be held February 27, 2001. Jimmy Mackey commented that some of the responsibility has to be on the individual to learn about committee work. All agreed that the technical educational sessions had been worthy and should be reinstated. Mike Schoener suggested that instead of holding an annual process improvement retreat, the time might be better spent in an educational retreat. The workplan could be used as a basis for an educational retreat.

Focus Group Guidelines

Mike Schoener presented the CAB Focus Group Guidelines noting the CAB had agreed to revisit the guidelines in six months to determine if they were working effectively. Board members agreed that the focus groups were functioning properly. They also agreed that the guidelines were a necessary instrument to keep the focus groups cognizant of their boundaries. It was agreed that the sentence within the guidelines that calls for a six-month review would be deleted and a new sentence would be added to the standing rules document that periodic review of the rules would be conducted as necessary.

The meeting adjourned at 2:30 p.m.