

**SRS Citizens' Advisory Board
Executive Committee
North Augusta Community Center
North Augusta, SC
March 26, 2007**

The SRS Citizens' Advisory Board (CAB) Executive Committee met on Monday, March 26, 2007, at 5:20 p.m. at the North Augusta Community Center, North Augusta, South Carolina. The purpose of the meeting was to discuss the operation of the CAB since the administration change in October 2006.

Attendance was as follows:

CAB Members

Manuel Bettencourt
Art Domby
Judith Greene-McLeod
Kuppuswamy Jayaraman
Madeleine Marshall
Joe Ortaldo
Karen Patterson

DOE/Contractors

Yvette Collazo, DOE
Becky Craft, DOE
Mindy Mets, V3
Mike Schoener, MAS
Sheron Smith, DOE

Karen Patterson opened the meeting by discussing feedback regarding CAB administration. She explained that the CAB is functioning well in some areas and perhaps struggling in some areas. Ms. Patterson specified that some areas, such as travel and meetings, have transitioned seamlessly with the new administration. Based on her discussions with other board members, Ms. Patterson summarized areas needing improvement as workload distribution, proactive planning, communications and budget.

CAB members discussed their experiences and views on these topics with the following comments. Committee chairs agreed that a committee-specific tour of the Savannah River Site (SRS) with an opportunity for CAB committee chairs to meet with respective program managers is desirable. This would improve communications and CAB knowledge base. Issues-based committee chairs noted that they receive frequent communication from Sheron Smith. Roles and responsibilities of the CAB administration team were discussed and are not clear to CAB members. Concern over the current arrangement of one full-time person handling the four issues-based committees was discussed, noting, however, that committees were previously handled part-time by two people. Improvements to the new member orientation process were recommended including providing a resource book at orientation rather than at the CAB meeting, and arrangement of CAB mentors by the administration team rather than the CAB chairs. Website updates and meeting minutes could be timelier. Some question was raised over CAB budget impacts related to additional support from a V3 contract employee. The

Executive Committee members also discussed their uncertainty about the Speakers Bureau status. In general, members stated that the CAB routine activities are functioning well, but there is concern over emerging activities that require proactive planning such as newsletters, new member orientation and special meetings.

Suggestions and discussion about the path forward followed. Yvette Collazo explained that there is no CAB budget impact with an additional contract employee because of rate structures, and Mindy Mets (V3) will transition to support the CAB on a part-time basis. Ms. Collazo also clarified that the current roles and responsibilities of the CAB administrative team differ from the previous arrangement, and these responsibilities were carefully and specifically determined. She explained that the Department of Energy would need examples of work that is not addressed by the CAB administration before evaluating modifications to current roles. One member stated that some of the issues raised about CAB administration seemed to be more about personalities than actual problems. Members also discussed how administrative tasks required to support the CAB are not always visible. Communications on the part of CAB members could improve, as a member commented, stating that attention to the "To" and "CC" sections of e-mails might clarify some intended responsibilities. Use of a suggestion form to identify areas of concern was also recommended. Ms. Patterson expressed that she is spending more time on CAB work than before. Mike Schoener, CAB Facilitator, noted that this could be, in part, because the CAB Chair position does not have a specified contact within the CAB administrative team, whereas the issues-specific committee chairs have continuous contact with Ms. Smith. The Executive Committee also discussed having a continuity book for each issues-based committee chair to allow for smoother transitions for leadership positions.

The CAB administration agreed to look at providing site tours and briefings for Committee Chairs and Vice Chairs, to better identify CAB administrative roles and responsibilities and to pursue Speaker's Bureau involvement.

The meeting was adjourned at 6:15 p.m.