

## **Citizens Advisory Board Committee Minutes**

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**Committee:** Membership and Meetings (Ad hoc)

**Date:** June 8, 2006 – 10:00 a.m. (MT)

### **Participants**

**Board Members:** Lila Gold, Committee Chair  
Paul Faulkner  
R.D. Maynard  
Bruce Wendle

**DOE-ID:** Shannon Brennan

**Support Staff:** Lisa Aldrich  
Lori Isenberg

### **Objective(s) for the Committee Call**

- Member review and recruitment strategy
- Meeting times and lengths and how it affects membership
- Role of the facilitator.

### **Membership**

Guidance says there should be a standing membership committee. At this time, all that has been established is this ad hoc committee. A new initiative by headquarters will require the board procedures to now be approved by DOE locally and by headquarters. This will require the board to review their own procedures and submit them for evaluation.

Current practice is not in line with all DOE guidelines. For instance, the attempt to maintain privacy for an applicant's information has not been part of the process. All records are currently being transitioned to the DOE office to adhere to privacy act laws.

Selection criteria does not match up with current board procedures. Shannon will provide the guidance to help update the board procedures.

Options to fill the current vacancy are to declare the quorum as 14 instead of 15 or select a local in-cycle replacement. Current pool includes 15 with variable application dates. Interviews have not been conducted in the past, but may be helpful for future recruits. There is no requirement but headquarters is suggesting it.

Suggest each CAB member take a blank application form, find an appropriate applicant, and increase our bank of qualified applicants.

### **Meetings Times and Lengths**

It seems as though there is a lot of redundancy in topics that are presented. The new members feel the redundancy is somewhat helpful and important to help absorb all the information.

**\*It would be more beneficial to DOE that the meetings have more real-time dialogue rather than a view graph presentation with questions and answers.\***

Suggest discussing the time-constraints as the Annual Work Plan is put together.

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### **Role of the Facilitator**

DOE needs to ensure that they are meeting the board's expectations for facilitation on the committee calls. The committee felt no need for help on facilitation during the calls but encouraged the facilitator to attend and be apprised of the information. They also encouraged keeping the meeting on track and intervening if a topic was continuing too long.

### **Actions**

- Shannon will provide guidance to assist the committee in updating procedures.
- Portage to develop and distribute minutes for the call.