

Citizens Advisory Board Committee Minutes



Committee: Membership and Meetings (Ad hoc)

Date: December 18, 2006 – 9:00 a.m. (MT)

Participants

Board Members: Lila Gold, Committee Chair
Seth Beal
John Bolliger
Dick Buxton
Bill Flanery
R.D. Maynard
Fred Sica
Bruce Wendle

DOE-ID: Shannon Brennan
Bob Pence

Support Staff: Lisa Aldrich
Lori Isenberg

Objective(s) for the Committee Call

- Membership recruitment process
- Procedures review
- New members.

Procedures Review

DOE-ID sent the procedures retraction to DOE-Headquarters. The retraction was not accepted because the procedures have already gone through a legal review. There are comments from legal on these procedures, but the nature of the comments is not known.

Membership Recruitment Process

The committee reviewed how recruitment has been done in the past and the proposed changes and how those changes will impact to the board. There were several concerns raised by the committee and options to resolve the concerns yet remain in compliance with FACA and the Privacy Act. The committee feels like if the input on the applications is limited, they cannot make an informed decision. The committee would like to find a process that would allow the applications to be seen by the CAB first before they go to DOE. It was suggested that this could be done by the Board receiving these applications with a disclaimer stating the information is being received by a non-federal entity (not subject to the privacy act), but once the information was passed on from the CAB to DOE, then it would be subject to the Privacy Act.

New Members

Have until January 2008 to submit a slate of candidates to headquarters.

Actions

- Shannon and Bob to ask DOE-Legal: what procedure would be acceptable to DOE for the CAB to receive the applications first, while still remaining in line with the Privacy Act.
- Schedule an additional conference call meeting after the first of the year.

To review the details of this meeting, call 1-866-453-6660, playback code 208290.