

## **Citizens Advisory Board Committee Minutes**

---



**Committee:** Strategic Issues

**Date:** May 25, 2006 – 10:00 a.m. (MT)

**Participants**

**Board Members:** John Bolliger, Committee Co-Chair  
Fred Sica, Committee Co-Chair  
Bill Flanery  
Damond Watkins

**DOE-ID:** Shannon Brennan

**Support Staff:** Lisa Aldrich  
Lori Isenberg

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

- Creating a more productive meeting.

### **Summary and Comments**

During our last few CAB meetings there has been some frustration at the pace and method our meetings have been conducted. The pace of the meeting is dictated by the agenda with topics pre-selected and presentations scheduled.

- Normally the CAB is given a hard copy of a power point presentation and then the topic is covered by someone reading to us what the power point presentation says. This usually takes about an hour. (Is it possible that the presentations are just too long, especially because we have in front of us everything that the presenter usually says? Would it be more effective to have Rick Provencher provide an “overview” thus reducing the need for an additional presenter?)
- The agenda then calls for agency perspectives on the issue.
- CAB members are then asked for their comments and questions.
- The public is invited to comment at pre-determined times through out the meeting.

Looking at past agendas this process takes about an hour and a half to complete. The following suggestions were given for discussion and comments made within the parenthesis.

1. At the Executive Committee level, meet with DOE and discuss topics and issues that are of major importance and input from the CAB would be useful. (When should this meeting take place? Is this a good time to discuss the “linear/lateral” approach that CAB seems to have favored as a mode of operation?)
2. At the Executive Committee level, prioritize these issues and schedule our meetings around the discussion and education of these issues. (Limit issues/discussions to those things that are pertinent to DOE and on which they would like us to advise them.)
3. The CAB limits the amount of issues to be discussed and allow ample time for each issue.
4. Receive copies of the planned power point presentations prior to the meeting. (This should come in ample time to read the presentation, write down individual questions and comments and bring them to the CAB meeting. Some are not sure this would help because many questions come up when other CAB members voice their concerns. It would be necessary for CAB members to do their homework, otherwise this would

## **Citizens Advisory Board Committee Minutes**

---

not work. At our last meeting, we were concerned that folks may not want to join the CAB because of time commitments. Having to download and read stuff on your “own time” may not help that situation. This may have an impact to the support staff and DOE)

This would very much impact DOE and the way they put together the presentations for the CAB. It may also require that committee meetings occur a lot earlier to allow time for the presentations to be prepared for the pre-meeting mailing.

5. The person responsible for the presentation should give us a brief (5–10 minute) review of the topic, rather than the 1-hour recitation presentation we now hear. (DOE presentation lengths will probably vary considerably. It has to be long enough so everyone understands what is at stake. Maybe because I am new and have a lot to learn, I did not think the presentations at the May meeting were overly long. A freestanding presentation is much more difficult to produce than one that is part of the narrative. Having to make a comprehensible stand-alone document could take a lot more DOE time.)
6. The CAB would then enter into a dialog with each other and the presenter.
7. The chair would then ask for agency comments. (Because many questions are answered by the Agents, some prefer to have their comments before CAB’s questions. Some CAB members are influenced by the agencies comments. Reliance of the chairman and facilitator to guide the discussion is paramount. The ex-officio roles need to be clearly identified. Request for an answer does not mean an invitation to participate in the CAB discussion or an opportunity to comment.)
8. The chair then invites the public to ask questions. (Does this mean “comment” or “ask questions”? There was some concern about lengthy comments from the public at our last meeting. Whatever the decision is, we should be very open with the public about what our expectations are.)
9. The CAB then forms an action item for assignment by the chair to a committee or any other appropriate action. (This action item should immediately be assigned following the discussion, even if it is only to assign to a home for action. It would be good to get away from holding off on discussions until the last minute of the last day.)

The goal is to have a meeting that would have more substance and less nodding and dozing. (Are we trying to fill the time allotted for meetings and maybe want to consider changing the time allotted? Would a shorter meeting period serve us better? For example, some of the Northern Idaho people had to wait until Thursday morning to fly out of Idaho Falls. A half day on Wednesday might work to our advantage mentally and fiscally. Clarification—the Northern Idaho members can leave right after meeting with advance planning and the proper airline tickets.)

Other CABs have been soliciting information from each other about the logistics of how other CABs do business. This comparative information from other CABs would be helpful.

Not only does the CAB provide advice to DOE, but this is an ongoing education of what is happening at the site. This knowledge enables the CAB to better put together recommendations later on. Presentations are valuable even if they do not lead to recommendations.

### **Actions**

- Bolliger and Sica will prepare a draft proposal for Executive Committee review.
- Once reviewed by the Executive Committee, it will then be decided whether to add this to the July meeting agenda for full board approval.
- Add Damond Watkins to the Strategic Issues Committee.
- Portage to develop and distribute minutes for the call.