



MEETING MINUTES

Membership Committee

June 1, 2009

Sedan Conference Room, Nevada Site Office
232 Energy Way, N. Las Vegas, Nevada 89030

Members Present: Jackson Ramsey, Chair; Bob Gatliff; Vernell McNeal; Walt Wegst

Members Absent: Kathy Bienenstein; Ted Schweitzer

U.S. Dept. of Energy: Kelly Snyder, DDFO

Facilitator: Denise Rupp, Navarro Research & Engineering, Inc.

With the completion of six-year terms in 2010 and recent resignations, the Community Advisory Board for Nevada Test Site Programs (CAB) must conduct a new membership campaign. There are currently 13 active Board members with a goal of between 15 and 20. Chairman, Jackson Ramsey, expressed concern over the rate of attrition. Of the 11 CAB members appointed in 2008, only four remain. Mr. Ramsey suggested the Committee carefully review the process to ensure targeting the largest number of qualified candidates.

Advertisement

There has been little response from advertisements over the last several campaigns. The Committee reviewed the media outlets and made suggestions regarding additions and deletions to the list. Denise Rupp will prepare a spreadsheet outlining the suggested media outlets and any associated costs. This will be provided to the Committee for review by June 11.

Position Description

To ensure applicants have some knowledge of the CAB and its function, it was agreed applicants should be provided background information prior to being interviewed rather than at the time of the interview. The Committee requested Kelly Snyder and Ms. Rupp review and format the information for distribution to the applicants. This background information will be provided to the Committee for review by June 11.

Selection Process

The selection process was reviewed.

- Applications received by deadline
- Applications forwarded to each Committee Member (without applicant name)
- Committee Members review and vote whether or not to interview
- Interviews are set up at 30-minute intervals
- Committee Members vote on each application after interviews
- Committee presents slate of candidates to the Full Board for consideration

- Full Board reviews and makes recommendation to Department of Energy (DOE) for potential slate of candidates
- Applicants will receive a letter regarding the status of their membership application
- DOE makes final decision regarding appointment

No revisions were made to the process. Ms. Snyder will check with Headquarters regarding whether the letter advising candidates of the “next step” will come from the CAB or DOE. Ms. Rupp will develop a process timeline for Committee review by June 11.

Interview Questions

While there were no changes to the substance of the interview questions, the Committee requested they be re-written to encourage more dialogue. Ms. Snyder and Ms. Rupp will provide revised questions for Committee review by June 30.

Ms. Snyder reported Clark County had requested the Department of Energy send a second letter offering a liaison position on the CAB. The letter was sent and Clark County is now considering filling that position.

The July 8 Full Board meeting will include a strong membership presentation and a request for Board members to refer others to the Board.

After review of the advertising, position description and timeline, the Committee will determine whether to meet again or conduct reviews by email.

Meeting adjourned at 11:15 a.m.