



SRS Citizens Advisory Board

Administrative Committee

**Savannah Rapids Pavilion, Martinez, Ga.
June 29, 2004**

The SRS Citizens Advisory Board (CAB) Administrative Committee met on Tuesday, June 29, 2004, at 9:30 a.m. at the Savannah Rapids Pavilion, Martinez, Ga. The purposes of the meeting were to review and approve the 2005 membership solicitation and selection process and complete a bylaws and budget review. Attendance was as follows:

CAB Members

Meryl Alalof
Jean Sulc
Mel Galin
Mary Drye
William Lawrence
Jerry Devitt
Gloria Williams-Way

DOE/Contractors

Dennis Godbee, DOE
Gerri Flemming, DOE
Jim Moore, WSRC
Dawn Haygood, WSRC

2005 Membership Solicitation & Selection Process

Meryl Alalof, Administrative Committee Chair, presented the 2005 Membership Solicitation & Selection Process (see attached). Board members discussed the various dates and approved the plan. Members discussed the candidate interview process noting it was successful last year and should be continued for new candidates this year. Meryl Alalof suggested that the card mailed to applicants on file should ask if candidates would like another interview for the upcoming election.

The committee discussed the Headquarters appointment process and the fact that new members had not received appointments prior to attending their first board meeting. Meryl Alalof suggested that the Board consider moving back its selection process and schedule by one month to allow for election of candidates in November versus January. Mel Galin questioned the need to change the current process, since it had been in effect for ten years and this past year was the first where appointment letters had not arrived on time. It was noted that Headquarters now requires 90 days to process appointment packages. Gerri Flemming, DOE, provided a brief description of the approval process. The committee agreed not to make changes this year, but to review the need to modify with the 2006 selection process.

Ms. Alalof asked Dawn Haygood to discuss changes to the Board Bylaws (see attachment) that should be considered. Several changes were required to note that the CAB makes recommendations to DOE in collaboration with the Environmental Protection Agency and the South Carolina Department of Health and Environmental Control. Several areas were outdated and obsolete and needed to be deleted and other areas that needed clarification were discussed,

such as proxy voting and procedures for amending the bylaws. The committee agreed to submit a proposal to amend the bylaws during the next bi-monthly business meeting.

The Administrative Committee reviewed the Board's budget (see attachment). It was noted that mid-year, board expenditures totaled \$134,791 and that expenditures through the end of May totaled approximately \$150,000.

Jean Sulc and Mel Galin provided a brief update on progress regarding selection of an 8A contractor for Board administration beginning fiscal year 2005. Both noted a very favorable impression of the the firm, MTJ Consulting, which is owned by Monica Thornton and based in Columbia, S.C. DOE is presently negotiating terms with the contractor. They stated that Ms. Thornton assured them that she planned on a seamless smooth transition and planned to retained current CAB staff. Mr. Galin noted a Westinghouse committee must approve the Work-For-Others contract regarding administrator duties and that the Board Administrator would be forbidden to do work that can be obtained commercially, such as making copies, etc... Jerry Devitt expressed concern over fixed price contracts. It was noted that Ms. Thornton is a contract lawyer. Mary Drye asked if the CAB needed to be worried at this point. Dennis Godbee, DOE noted that the Board should not be worried, but vigilant and concerned regarding two upcoming hurdles- the bid from the contractor and the Work-for-Others contract. It was noted that DOE hoped to have the contract with MTJ Consulting in place by the July CAB meeting and if this was the case, they should be introduced to the full board at that time.

Jean Sulc stated that she would like the CAB to host a celebration to commemorate ten years of service to DOE. She suggested a tour of students or an ice cream social and asked for ideas from the committee. Meryl Alalof suggested that former chairpersons be invited. Several ideas were discussed regarding student events and Jean Sulc asked for further ideas to be provided to her via email.

The meeting adjourned at 11 a.m.