

Action Items from DEHS Directors Meeting
March 4 – 6, 2003
San Antonio, Texas

The following is a summary of the action items generated from the DEHS Directors Meeting held in San Antonio, Texas, March 4-6, 2003. We did not get as far as I had hoped on two of the major items – the Strategic Plan and the Billet Guidance Document. Those items will be completed during scheduled conference calls. If you have any questions, please contact Kelly.

1. Strategic Plan:

- a. Collate changes by next conference call (April 3, 2003, 12:00 PM Eastern Time) – Kelly.
- b. The strategic initiatives remain the same, however some of the objectives will be focused on before others. None of the objectives were eliminated; they were put in a “parking lot” while we focus on those we can make some immediate progress on (those we are focusing on are listed below). The underlined objectives were those created during this meeting.

Init. 1: Obj. 1.2, 1.3, 1.4, 2.2

Init. 2: Obj. 1.1, 1.2, 1.3, 2.1

Init. 3: Obj. 1.1, 2.1, 2.2, 3.4, 3.5

Init. 4: Obj. 1.2, 1.3, 1.4, 2.1

- c. Assignments of responsibility and timelines will be decided during the same conference call – All.

2. DEHS Mold Position Paper:

- a. Collate recommendations and give to IEH work group – Kelly.
- b. Send to Nat Cobb for comment after IEH work group makes changes – Kelly.
- c. Sent final version to OEHE Directors, DEHS Directors, IEH Officers.

3. EHO of Year:

- a. Form a work group to re-write criteria – work group members include: Kevin Meeks, Fan Robinson, Mike Welch, Paul Young. The work group will conduct a conference call to discuss changes before the April 3 DEHS Directors conference call. Done April 3, 2003.
- b. Final Criteria sent to DEHS Director.

4. GPRA:

- a. Give update/directions of EH indicator to Directors by the June 5, 2003 conference call – Kelly.

5. Head start:

- a. Ralph Fulgham to report on status during an upcoming conference call - Kelly will follow up with Ralph.

6. EHSC Training Calendar Timeline:
 - Mid to end of March : Get any additional information to Bobby Villines – All.
 - April 15: Course list established - EHSC.
 - May (1st part): Send draft calendar out for comment – EHSC.
 - June: Final calendar published – EHSC.
 - July: Calendar mailed out to Area Offices.

7. Federal Occupational Health:
 - a. Need to decide how DEHS staff will have access to FEDS database – Kelly to work with Roger deRoos (first conference call scheduled for 3/18, 2003)
 - b. Environmental Management System information needs to be disseminated to Areas – Merritt Lake (after consultation with Roger deRoos).

8. Billet Guidance Document:
 - a. Need to discuss/modify EHO Billets – All (on May 1, 2003 conference call).
 - b. John Smart to supply different wording for EHS Billets regarding “Regional Referral Centers”.

9. Data Consolidation with SFC
 - a. Work group members from DEHS to work with SFC work group members: Kevin Meeks, Fan Robinson, Mike Welch, Mark Pike, Bobby Villines.
 - b. First in-person meeting with SFC TBD – Kelly will follow-up.

10. EHO Role in Bioterrorism Document:
 - a. Mike Welch to email Phoenix document to DEHS Directors and IEH Specialists by week of March 10.

11. Event Planning Team:
 - a. The agenda for the next DEHS Directors Meeting will be planned by an “Event Planning Team”.
 - b. The following individuals volunteered to be on this team: Jeff Smith, Tom Coolidge, Ken Secord, Susan McCracken, Al Knapp.
 - c. Tom Coolidge and Al Knapp didn’t actually volunteer because they weren’t in attendance. However, Tom was added because he is the federal side of Alaska DEHS and Kelly was certain Al would have volunteered if he had been in attendance.