

MINUTES

12/8/09

10:30-11:35

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger K. Van Vreede	B. Grant D. Carlson T. Miller	A. Filak G. Leonard J. Heyes	B. Boroski R. Ortgiesen

Agenda topics

- Polling of Members for Management Issues
- Results of QA Audit
- Policy Assignments
- Discussion of Policy Review Process

DISCUSSION

Management Issues

C. Conger brought up an IRS rule regarding living expenses for guest scientists who are here over 1 year possibly being taxable. Accounting looking at the cases of two Italian scientists to determine their status & future implications.

QA Audit Results

B. Grant prepared a PowerPoint presentation to explain several of the concerns from the different criteria from the QA Assessment Report.

B. Chrisman doesn't like the wording in Criterion 6 regarding the decision to create a position of Chief Engineer.

An option is also to ask P. Oddone if he still intends to hire a Chief Engineer, and if not, to reword the IQA.

P. Oddone will be given the specific wording in the Significant Concern about the Engineering Manual when he returns from travel.

B. Grant doesn't see any vulnerability in the holding of S/CI items.

Grades to be given tomorrow – no problems expected and the Lab should get its 3 year extension on the Contract.

Regarding the Year-End Assessment, there is no clear direction yet as to whether it will be verbal or written, etc.

There will be a new training requirement for all employees regarding both Records Management and also a one-time only for QA training.

Policy Assignments

Two changes made to the list of Policy Assignments

Review policies assigned to each AC Member to determine the need for revision – then oversee it being done

ITEMS FOR FOLLOW-UP

Agenda Item – Review PEMP Notable Outcomes in an upcoming Assurance Council meeting

Agenda Item for Next AC Meeting – Go through Policy List to determine if each is adequate. For a future phase of the Policy update process, AC to decide if anything is missing from the list.

SPECIAL NOTES OR HANDOUTS

All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:

<http://www.fnal.gov/directorate/OQBP/AC.htm>