

SHIP Advisory Committee (SAC)
Meeting Notes
February 1, 2008

Present: Dave Kalman, June Nailon, Sharon Ness, Nancy Mason, Grant Nelson

Absent: Gary Smith (notified schedule conflict), Terry Tilton (notified schedule conflict), Mike Bonkowski (vacation)

SHIP Program: Ken Mettler, Jenifer Jellison, Bruce Terrell

Topics/discussion:

- Introductions of program staff and committee members
- There was a brief discussion about the background of the SHIP (Safety & Health Investment Projects) program, the rule making process (now completed, with the rule effective date of Feb 8), and the link to the workers' compensation medical aid fund.
- The balance of the discussion was about committee procedures, guidelines and future meetings:
 - Dave Kalman shared information about indirect and administrative costs. Federal grant rules accommodate standard percentages for indirect costs. SHIP applications cap these costs so they will be itemized.
 - There were questions about how we were marketing the availability of safety and health grants. We've developed and are beginning to implement a marketing/communications plan through the L&I Public Affairs office. A press release should go out in the next two weeks. It was recommended that our processes be public and transparent. Ideas included publishing information about projects and types of applications. Also suggested that denied applications receive full explanation (this is also provided for in our operating procedures). Another suggestion was that applicants include a written paragraph summarizing their project and expected outcomes for publishing.
- Distribution of applications to committee members: it was requested to do it electronically if possible. We can look at scanning them as PDF documents to convert and distribute. Since applications are limited in length that is probably doable, but lengthy attachments included for reference would probably not be scanned and distributed.
- The committee also discussed issues around conflict of interest of committee members relative to a specific application.
 - Key is to have a good written record of every meeting and action taken.
 - Need to have clear rationale and good disclosure, with an objective process; maybe use checklists.
 - Suggestion was for each committee member to sign a brief conflict statement relative to each application.

More discussion is necessary and will continue

(NOTE: Following the meeting Grant Nelson provided some language from a bill under consideration---Jenifer forwarded it to the committee.)

Future meetings:

- We discussed conducting as much business as possible electronically.

- Our next committee meeting is **February 21. The committee agreed to meet by conference call.** Details for the call will be provided closer to the date.