

**SHIP Advisory Committee (SAC)**  
**Teleconference Notes**  
February 21, 2008

**Present:** Dave Kalman, June Nailon, Sharon Ness, Gary Smith, Terry Tilton, Grant Nelson

**Absent:** Mike Bonkowski, Nancy Mason (Vacation)

**SHIP Program:** Ken Mettler, Jenifer Jellison

**Topics/discussion:**

Conflict of interest:

- Participants engaged in broad discussion that culminated with the position that committee members would be open in advance about any possible relationship, whether direct or indirect, with a SHIP (Safety & Health Investment Projects) application--members on their honor to fully disclose their position on applications;
- It is most important the committee be systematic and there be a clear record of such discussions;
- Suggestion to use a checklist for each and every application to be part of the record. (SHIP Program to develop checklist for review by committee)

Publications/media materials:

- Committee members asked for advance notice of such materials. (SHIP Program will provide advance information before it becomes public)

Applications:

- No applications received yet but expecting a number of them in the next weeks;
- A number of people have told program staff and committee members of applications in process;
- SHIP Program will explore options to distribute applications to committee members electronically—options discussed: scan and email; secure file on web (SHIP Program investigating)
- Questions have come up about funding limits and/or preferred ranges of project sizes; another frequent question has been about application deadlines; may need to publish clear answers to these questions (SHIP Program to see if covered in FAQ)
- SHIP Program developing “sample” applications to post on web for information how to complete applications
- Question raised: can applications run for more than one year, and how to handle possible funding running over multiple biennial periods; the committee will address in their review/approval process

Other topics:

- WISHA Advisory Committee asked that we contact project sponsors who were approved but not funded when the prior S&H Impact Grants program lost its funding (SHIP Program will notify them about the new program once previous projects/sponsors have been identified—Sharon/Terry may have list and will provide it if found)

- Future meetings: will be combination of telephone conferences and physical meetings; suggestion to consider is to meet quarterly with at least monthly telephone conference calls in between; committee to consider and discuss at next conference call

**Department update:**

- Press release went out February 8 coinciding with the effective date of the SHIP rule, resulting in increased email and telephone inquiries; more communications releases and/or pieces are planned and committee will receive advance notice
- Link to SHIP web page moved to the L&I Safety page to make it easier for people to find; the web address is: [www.lni.wa.gov/Safety/Topics/AtoZ/Grants](http://www.lni.wa.gov/Safety/Topics/AtoZ/Grants)
- SHIP Program to add Frequently Asked Questions to the web very soon
- SHIP Program expects to have a dedicated person to record meeting notes and generally support the program and committee activities; will advise when more information available

**Assignments:**

| <b>Topic</b>                                                                | <b>Responsibility</b>                                           | <b>Due date</b> |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------|-----------------|
| Draft disclosure checklist                                                  | SHIP Program                                                    | Mar 10          |
| Advance notice of publicity                                                 | SHIP Program                                                    | Ongoing         |
| Identify electronic options to distribute applications to committee members | SHIP Program                                                    | Mar 18          |
| Publish FAQ on web                                                          | L&I/DOSH                                                        | Mar 1           |
| Notify previous grantees of new grant program                               | SHIP Program (Sharon/Terry to provide list if they can find it) | Mar 10          |

**Next meeting:** The next meeting will be a conference call at 9 am on Tuesday, March 18. Will send call in number in advance. Please advise Ken if you have specific topics to put on the agenda.