

Advisory Committee
SHIP (Safety & Health Investment Projects)
Phone Conference
March 18, 2008

Committee members connected: Dave Kalman, Mike Bonkowski, Terry Tilton (Sharon Ness notified Ken she had emergent issue to handle) SHIP Staff: Ken Mettler, Jenifer Jellison, Bruce Terrell

Discussion:

Conflict of Interest:

Terry raised a concern (and indicated Sharon shared it) about legal ramifications of requiring signed C of I statements;

- Specifically, if unknown connections to a grant applicant are uncovered after a signed conflict of interest indicated there was no conflict of interest present.
- cited this was not required of the previous review committee under the prior impact grants program and that the committee members discussed any knowledge or associations they might have with regarding a specific grant application;
- stated that this worked fine and a statement in meeting minutes might cover it.

Dave described that the UW uses a standard disclosure with certification and the National Academy of Sciences also required a statement;

- The need to address the public's perception of bias is important. No one is completely unbiased but documentation of possible conflicts helps to manage the perception of bias.
- Addressing the issue of conflict of interest "on the record" in meeting minutes should preemptively address any issues of bias and help avoid negative perceptions.
- He also stated this was not to satisfy a legal need but that it is important to develop a systematic process to address potential conflicts and possible impacts of such to manage public perception of bias.
- Mike agreed.

Terry, Dave and Mike agreed that we will ask committee members to disclose if they have a possible conflict and record it in the minutes, along with the votes on applications, since the minutes will become public record.

Application discussion:

Labor Neighbor Radio:

Terry Tilton disclosed that she was familiar with LNR through her employer, but had no personal dealings with them nor was she involved in development of this application.

Discussion:

- First question raised was about eligibility—functioning as an educational 3rd party
- Proposal is lacking substance about how they will accomplish what they want to accomplish
- Maybe they need a partner that knows health and safety
- Well qualified to produce and deliver radio spots

- We should give them the benefit of the doubt—potential is there to address desired issues
- Basic idea is great and can take two approaches
 1. do all the planning up front, in advance, to address all details
 2. use grant funding to do the planning (get to '1' above), then implement as second half of project
- Noted that this is an innovative approach and maybe SAC (SHIP Advisory Committee) and/or SHIP program staff might help guide them
- If approved as written it will put onus on program staff to help them
- Suggested program staff go back to applicant and suggest possible organizations to contact for help with health and safety
- This project needs a more specific approach and an impact assessment
- General agreement that they need to have a better defined list of topics or they need a clearly defined process to get them
- Brainstormed some possible sources we can refer them to for ideas/help
- Also need to better describe how they show success
- Question was raised who's role it is to guide and advise applicants (SAC or SHIP program/L&I)—answer: SHIP program staff (per Ken)

Agreement that the committee wants SHIP program staff to go back to this applicant and ask them to clearly address two issues—

1. **state a list of topics that will be covered, or define the process for getting topics**
2. **identify how they will measure impact outcomes of the project**

Other topics:

- Question concerning clarification of the application process; some ideas we will review:
 1. We are evaluating the form, process and instructions as we receive early applications;
 2. Will adjust as necessary for applicant ease
 3. Post on the web an example of what we are looking for in an application.
- Noted that SHIP program is hiring an administrative assistant to support the program, including the advisory committee activities
- Two more applications have been received and are under program review

Next meeting date to be determined.