



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

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www.commerce.wa.gov

Hanford Healthy Energy Workers Board meeting #1

August 18, 2020

10:00 am – 12:00 pm

Meeting held virtually by phone and video call.

Membership

Name	Organization	Attendance
Marty Cohen (co-chair)	UW Department of Environmental & Occupation Health Sciences	Present
Nick Bumpaous (co-chair)	Central Washington Building Trades Council	Present
Mike Means	Department of Health	Present
Dianne Whitten	Hanford Atomic Metal Trades Council (HAMTC)	Present
Esi Nkyekyer	Harborview Medical Center	Present
Nicholas Reul	Washington State Labor & Industries	Present
Randy Walli	UA Local 598 Plumbers and Steamfitters	Present
Jason Sprowl	Hanford Workforce Engagement Center	Present
Mark Riker	Washington State Building and Construction Trades Council	Absent
Steve Maki	Volpentest Hazardous Materials Management and Emergency Response (HAMMER) Federal Training Facility	Absent

Alternates, guests and staff – Lauren Jenks, Earl Fordham, Sean Ardussi, Ellen Hatleberg, Alice Zillah

1. Opening, welcome and introductions
2. Healthy Energy Workers Board background – Where have we been?

For more information email hanford@commerce.wa.gov or visit the project website at <http://www.commerce.wa.gov/hanford-healthy-energy-workers-board/>



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Marty Cohen, Nick Bumpaous - Overview of previous work of the working group.

In 2019, SB 5627 directed a working group to identify steps and make recommendations to help the workers at Hanford by establishing the initial framework for the formation of the Hanford Healthy Energy Workers Board. This working group brought together representatives from research, occupational health and labor to begin identifying ways to improve conditions at Hanford as well as what health needs for the workers are being unmet. The working group produced a report to the legislature with recommendations for next steps regarding the formation of this Hanford Healthy Energy Workers Board. This existing report will be posted to the Hanford Healthy Energy Workers Board website following this meeting.

3. Work program and requirements

Sean Ardussi provides an overview of the budget proviso and proposed work program consisting of up to eight meetings held virtually unless the situation with COVID-19 changes. The board will be responsible for delivering a report to the legislature by June 1, 2020. The work of this board is anticipated to wrap up by March.

Recommended action: Establish “simple majority” of existing membership as a quorum for the purposes of board decision-making.

Nicholas Reul asks a clarifying question regarding the quorum recommendation related to whether a majority of the quorum present is all that is required to take an action on behalf of the board. Sean clarifies that this interpretation is correct. At the moment, this board consists of 10 members which would mean that a quorum of six members would be required to take an action. The board may add new members in the future based on its discretion as well as the recommendations from the previous working group. This action would establish that a quorum would be “simple majority” of existing membership at any point in time.

Marty Cohen moves to “Establish “simple majority” of existing membership as a quorum for the purposes of board decision-making”. The motion is seconded by Randi Walli. The motion is approved unanimously.

Recommended action: Approve assignment of one alternate board member from each member’s organization to serve when primary member is absent.



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Sean describes how an alternate member list would work that would permit assigned alternate members to participate and vote. This would not be a requirement, but members may assign an alternate to attend and participate in the event it is necessary. **Nick Bumpaous moves to “approve assignment of one alternate board member from each member’s organization to serve when primary member is absent.” The motion is seconded by Marty Cohen. The motion is approved unanimously.**

A clarifying question is asked regarding our chairs and parliamentarian rules. Marty Cohen and Nick Bumpaous are serving as the co-chairs of this group to continue from the work of the working group assembled in 2019.

Marty Cohen brings up the recommendation from the 2019 report to the legislature to identify the following additional members.

- Occupational healthcare needs assessment specialist
- A director level representative from the Tri-Cities representing occupational health care capacity in that region.
- A representative from Department of Energy

Esi Nkyekyer would like to see some representation from the Tri-Cities to ensure that the occupational health care needs are represented as early as possible in this work.

Sean clarifies that we may appoint these individuals later, however the earlier we are able to identify them the better.

The Department of Energy declined to participate in an official capacity on this board.

***Members of the board are highly encouraged to identify any colleagues that may meet these needs and encourage them to seek a position on the board for these vacancies.**

4. Open Public Meetings and Public Records Act

Sean provides an overview of requirements of the Open Public Meetings Act. The Assistant Attorney General has provided the opinion that meetings of this board are subject to the act. The following points of consideration are most relevant to the work of this board.

- Meetings whether virtual or in person are open to the public and are being recorded.
- The project website will be used to post agendas, meeting minutes, updates and any key materials.

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- Communications among board members related to the work of this board are public records and are discoverable upon public request. This includes text messages, email, and meeting recordings.
- Replying all to an email thread has been determined to establish a “meeting” for the purposes of this act. Avoid using “reply all” in communications for any substantive discussions.
- Meetings are considered “regular meetings” and are listed in the state register.
- The board has the ability to conduct a “special meeting” if needed as long as procedural requirements are followed.

Members of the board indicate a desire to involve the public and to get the word out regarding this work. Commerce will use a website, email distribution list, social media and press releases to get the word out. Members of the board are encouraged to invite participation by colleagues and members of the public that may be particularly interested.

5. Contracting for services – developing a draft RFP

The board discusses the need to contract out for the two main deliverables of this project, conducting a needs assessment or survey, and conducting the research elements as required. Marty and Nick have begun developing draft language to consider for inclusion in a draft RFP and the board discusses elements of the needed work.

Recommended action: Establish procurement and proposal evaluation team of no more than four members to work with Commerce to develop specific draft language for any RFP(s) and to participate in the confidential proposal evaluation process.

Nick Bumpaous moves to establish the creation of a procurement and proposal evaluation team of no more than four members to work with Commerce to develop specific draft language for any RFP(s) and to participate in the confidential proposal evaluation process. The motion is for the initial members of this group to consist of Nick Bumpaous, Marty Cohen, Nicholas Reul, and Jason Sprowl with the point of clarification that the board may appoint different members to this group in the event that there is a need. The motion is seconded by Mike Means. The motion is approved unanimously.

There is discussion regarding the nature of the potential needs assessment and that Commerce should establish whether there is a need to use an Independent Review Board, and whether this work would fall under HIPAA requirements. Commerce will follow up on this issue and report at the next meeting.

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Commerce will work with the newly identified procurement team prior to the next meeting to begin developing the draft RFP.

Nick recommends that the board approve the ability for the procurement team to assign a new member of the procurement team in the event that one of these identified members are unable to participate moving forward.

Nick moves to allow the procurement sub-group to appoint additional members if needed. Mike Means seconded. The motion passed unanimously.

6. Public Comment

No members of the public provided comment.

Sean will follow up with members of the board to identify contacts and organizations to inform of this work in the interest of transparency. Sean will have a draft communications plan for the board at the next meeting. Any members that have a particular person or organization in mind to add to our stakeholder list should provide that information to Sean.