

**Lawrence Berkeley National Laboratory
Contract Assurance Council
Minutes of the Monthly Meeting**

**Wednesday, September 12, 2007
University of California—Office of the President
Franklin Building, Room 9204**

CAC members or representatives present:

Bob Foley	Gary Falle for Bruce	Al Diaz
Bob Van Ness	Darling, by phone	John Layton, by phone
John Birely, by phone	Patrick Reed	Larry Coleman
Buck Koonce, by phone	Judy Boyette	

CAC members absent:

Anne Broome	Bill Eklund for Jeff Blair	John Oakley
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UCOP Staff:

Jim Hirahara	Sharon Eklund
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Guest participants:

David McGraw, LBNL	Jeffrey Fernandez, LBNL	Vera Potapenko, LBNL
Jim Krupnick, LBNL	John Chernowski, LBNL	

Welcome/Action Items

Bob Foley welcomed members and guests to the Contract Assurance Council (CAC) monthly meeting. Jim Hirahara reviewed the open action items:

- Item 32—Chernowski reported that the McCallum-Turner inspection team would return in FY08 to provide third party validation of progress on the seven key corrective actions. In addition, OCA performed a gap analysis to identify what assurance systems are in place for every operations function and what may be needed in terms of internal or external reviews. With regard to independent internal reviews, Howard Hatayama evaluated whether there was any concern with his group being able to independently review ES&H operations and is satisfied that the ES&H Technical Assurance internal reviews are effective and that his staff is not in a conflict of interest situation. The Council agreed that this action item could be closed.
- Item 33—Jeffrey Fernandez briefed the CAC on the current status of the signature authority-related activities at the August meeting and suggested that he return to the Council in January or February 2008 to provide an update.
- Item 34—This item is on the agenda for this meeting.
- Item 35—Jim Krupnick reported that Harry Reed, LBNL Ombudsman, who has been involved in studying the child care options available to LBNL staff, queried the UCB

facility and learned that the facility is oversubscribed with a long waiting list. The CAC agreed that this action item could be closed.

- Item 36—John Chernowski suggested that he make a presentation to the Council on this item at either the October or November 2008 meeting.

Hirahara explained that since Council members proposed no changes to the minutes of the August CAC meeting, the Council should consider the minutes final as distributed.

HR Analysis and Strategic Plan

David McGraw introduced Vera Potapenko, LBNL Chief Human Resources Officer, who came to the Laboratory with a strong background in HR management in both the public and private sectors. (She is one of three highly experienced and well-qualified new managers LBNL has hired in the last nine months.) Potapenko explained that she took a fresh look at both the HR department and strategy at LBNL, and she praised the value of the intensive peer review that the National Academy of Public Administrators (NAPA) provided. She has held three meetings with each of the Lab's 14 division directors in order to analyze the human capital or talent requirements in each division, and she met with the business managers in each division as well. The data collection from these sources and others resulted in formulation of the HR strategic plan. In addition to discussing the contents of the viewgraphs and handout, Potapenko reported the following:

- NAPA certified LBNL in the areas of HR operations and program assurance, compensation program, and work environment and employee/labor relations but found needs in HR strategic management, employment and talent management, and training and development.
- HR strategic management - The data indicated that improvements in workforce planning were necessary due to demographic and programmatic requirements.
- Recruitment—The division directors advocated using recruiters from their divisions who were better prepared to assess skills and “sell” candidates on employment opportunities in their specific organizations than centralized recruiters might be. The division directors also asked that HR assist them with building relationships with specific schools to enhance success in recruiting their best candidates.
- Performance management—The current process is not sufficiently valued because it tends to be used more as a salary planning process, rather than as a tool to develop employees and achieve organizational performance goals. This is a major area of development for the Principal Investigators, as they may not have been adequately trained in the many skills required for effective performance management. As a further enhancement, the peer review process needs to be incorporated into the joint appointment scenario and performance management.
- Professional development—The Berkeley Laboratory Institute is in its early stages of operations. Management development is being emphasized, but the climate survey demonstrated improvement needed among managers and supervisors in performing their supervision and career development responsibilities.

- Total reward—LBNL gets tremendous support from Judy Boyette and the senior compensation people at UCOP. The Laboratory needs to look at non-monetary rewards.

UC/LBNL Overhead

The Council decided that due to lack of time, this presentation would be rescheduled for the next CAC meeting.

Proposal Initiatives

Krupnick asked for feedback from the Council on the letter included in the read-ahead materials for closing the proposal initiatives. The intent is to mail a final letter to Aundra Richards by the end of September.

Chernowski gave the Council a quick overview of the FY07 PEMP score range projections.

Action Items:

#	Responsible Party	Action	Date Added	Status
33	Fernandez LBNL	Report effectiveness of changes to and controls on signature authorities	08/15/07	OPEN—to be revisited in Jan. or Feb. 08
34	Fernandez LBNL	Provide further discussion on Lab/UCB overhead issues	08/15/07	OPEN
36	Chernowski LBNL	Provide discussion of the risk assignment methodology LBNL utilizes in the Issues Management Program	08/15/07	OPEN—to be presented in Oct. or Nov. 2007
32	Hatayama LBNL Chernowski Hatayama LBNL	Explore with BSO the possibility of using third-party validation of the key seven CAs Propose closure at September CAC Meeting after clarification	04/18/07	Done—presented on 9/12
35	Krupnick LBNL	Contact UCB about available space in the new UCB childcare facility	08/15/07	Done—presented on 9/12