



# Conference of Radiation Control Program Directors, Inc.

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## MEMORANDUM

### Board of Directors

#### Chairperson

Paul S. Schmidt  
Wisconsin

#### Chairperson-Elect

Paul J. Merges, Ph.D.  
New York

#### Past Chairperson

Robert M. Hallisey  
Massachusetts

#### Treasurer

James L. McNees  
Alabama

#### Members-at-Large

Gary L. Robertson  
Washington

Julia A. Schmitt  
Nebraska

Russell S. Takata  
Hawaii

### Office of Executive Director

Executive Director  
Charles M. Hardin  
Kentucky

Deputy Director  
Patricia C. Gorman  
Kentucky

**TO:** Board of Directors (State & Federal)  
**FROM:** Sue Smith, Administrative Assistant *Sue*  
**RE:** Board of Director Meeting minutes  
**DATE:** August 15, 2000

Attached are the minutes of the Board of Directors meetings for May 10-15, 2000. Please review them and provide your comments via T-Mail or directly. If you have any amendments, please provide them to me and I will correct them. If these are acceptable, a motion to accept them may be made over t-mail unless you would rather act on them at the Board meeting in November.

Should you have any questions, please give me a call or leave me a T-Mail/E-Mail message.

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### Attachments

cc: Chuck Hardin  
Judy Woolums  
Terry Devine  
Lin Carigan  
Curt Hopkins  
Bruce Hirschler  
Pat Gorman  
Otha Linton  
Charles Showalter

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**CONFERENCE OF RADIATION CONTROL PROGRAM DIRECTORS, INC.  
BOARD OF DIRECTORS MEETING MINUTES**

**May 10 - 11, 2000**

**Hyatt Regency Hotel Tampa  
Garrison Suites and Regency 1 Ballroom  
Tampa, Florida**

**PRESENT:**

Robert M. Hallisey (MA), Chairman  
Paul Schmidt (WI), Chairperson-Elect  
Steve Collins (IL), Past Chairperson  
James McNees (AL), Treasurer  
Julia Schmitt (NE), Member-at-Large  
Cindy Cardwell (TX), Member-at-Large  
Gary Robertson (WA), Member-at-Large  
John McCrohan, FDA/CDRH Federal Liaison  
Mary Clark, EPA Federal Liaison  
Steve Toigo, FDA/ORA Federal Liaison  
Paul Lohaus, NRC Federal Liaison  
Russell Takata (HI), Incoming Member-at-Large  
Paul Merges (NY), Incoming Chairperson-Elect

**ABSENT:**

Martin Letourneau, DOE Federal Liaison  
Stephen Seltzer, NIST Federal Liaison

**OTHERS:**

Otha Linton, CRCPD Consultant  
Charles Showalter, ACR Liaison  
Charles Hardin, Executive Director (OED)  
Pat Gorman, Deputy Director (OED)  
Sue Smith, Administrative Assistant (OED)

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**OPENING**

Chairman Hallisey called the meeting to order and welcomed everyone in attendance. Chairman Hallisey gave a special welcome to the two newly elected Board members: Paul Merges (NY), incoming Chairperson-Elect and Russell Takata (HI), incoming Member-at-Large.

1. **Agenda Changes . . . . . Hallisey**

Due to the number of agenda items for discussion, Chairman Hallisey prioritized each item, ranking as such: high, medium, or low. Chairman Hallisey noted that any low priorities would be deferred to t-mail.

The following changes were made to the agenda:

1. Moderators training rescheduled to Thursday, May 11th, due to Bruce Hirschler and the equipment not arriving until Thursday.
2. S-2 Task Force on CRCPD Strategic Planning scheduled for Saturday, May 13th; Board to discuss and make decision on Strategic Plan only, not on the proposed location of the OED and proposed Executive Director Qualifications.
3. Item # 9 will be discussed on Thursday, May 11th.
4. Tom Seif, Liaison to the Joint Commission on the Accreditation of Health Care Organizations was added to the agenda for 10 AM on Thursday, May 11th.
5. Added item #46 - Program Planning Meeting date.
6. Added item #47 - Approval of November 1999 Board minutes.

2. **Approve January 27th conference call minutes (*mailed out April 25, 2000*) Hallisey**

Chairman Hallisey requested a motion to approve the conference call minutes of January 27, 2000. Sue Smith noted that there were two amendments to the minutes:

- a. Statement of Julia Schmitt not realizing she could nominate Jennifer Elee for an award before the work was complete.
- b. Removal of Sue Smith's name as being awarded an Outstanding Achievement Award.

With the above amendments, Steve Collins offered the following motion:

**ACTION:** Steve Collins moved to accept these minutes, as amended. The motion was seconded and passed.

3. **Ratification of t-mail actions (handout) . . . . . Hallisey**

**ACTION:** Cindy Cardwell moved to ratify the handout as it appears in our packet. (Editor's note: Ratification of t-mail actions for the period January 1 thru May 9, 2000). The motion was seconded and passed.

4. Appointment of Mentors for incoming Board members ..... Hallisey

**ACTION:** Chairman Hallisey stated that he would mentor Paul Merges, incoming Chairperson-Elect.

After making the above statement, Chairman Hallisey then asked for volunteers to mentor Russ Takata, incoming Member-at-Large. It was questioned as to which council Mr. Takata would be assigned, noting that may influence the decision of the volunteer. Cindy Cardwell volunteered to be Mr. Takata's mentor, however, Chairman Hallisey pointed out that Ms. Cardwell will be rotating off the board and the mentor needed to be a current board member. The mentor will have the responsibility of mentoring on how to be a council chairperson.

**ACTION:** It was suggested that Gary Robertson be Russ Takata's mentor due to the time zone. Mr. Robertson accepted the assignment.

**OLD BUSINESS**

5. Policies ..... Gorman

- a. Update re: OED's practice of members reviewing/updating their information in the data base relative to their interest to serve on CRCPD working groups

Pat Gorman, Deputy Director, provided an update on the procedures that will be used to obtain a review and update of the committee interest information currently contained in the OED data base. She noted that, after a lot of consideration, it was not feasible to solicit the information at the time the dues were sent out. She stated that the current plan is to solicit the committee information every two years after the annual meeting.

Ms. Gorman asked for guidance from the Board relative to the need to know what other professional organizations our members belong to. She noted that this was a time intensive task and that CRCPD did not have this information on all members currently. Ms. Gorman questioned how important this information was when a member was appointed to working groups. It was determined that this information was not that important, only when looking for a liaison. Ms. Gorman commented that this information could be obtained when advertising for liaison positions. Chairman Hallisey noted that the language needs to be upfront when advertising.

**ACTION:** It was agreed to delete the "other professional organizations of which I am a member" from the data base and Working Group Interest Form.

- b. Revisit Poster receipt deadline (ref: II.16/handout) . . . . . Collins

Steve Collins made referenced to the following Board policy:

**II. Annual Meeting, 16. Poster Review Committee;**

**It is the policy of the Board that the concept, ideas and structure layout of all proposed posters to be presented at the CRCPD annual meeting must be presented to the poster review committee at least two months prior to the annual meeting. A decision on the acceptability of such posters will be made within two weeks of receipt of the required information. *(Note: The poster review committee will consist of the Past Chairperson and Chair-Elect. In the event that the Past Chair and Chair-Elect cannot agree on a proposed poster, the Chairperson will cast the deciding vote). (Editors note: It is the responsibility of the Poster Review Committee to review and approve all posters to be given at the annual meeting).***

Mr. Collins noted the proposed amendment was to clarify the policy deadlines for funding CRCPD individuals and non-funded CRCPD individuals presenting a poster at the annual meeting. Mr. Collins offered the following motion:

**ACTION:** Steve Collins made a motion that we change the policy to clarify by using this new wording under item 16.

**Proposed Amendment - II. Annual Meeting, 16. Poster Review Committee;**

**It is the policy of the Board that the concept, ideas and structure layout of all proposed posters to be presented at the CRCPD annual meeting must be presented to the poster review committee in the following time frame:**

- a. For members receiving CRCPD financial support to present a poster - at least two months prior to the annual meeting; and
- b. For persons not financially supported by CRCPD - preferably at least one month prior to the annual meeting provided adequate space is still available as noted in II.15.

**A decision on the acceptability of such posters will be made within two weeks of receipt of the required information. *(Note: The poster review committee will consist of the Past Chairperson and Chair-Elect. In the event that the Past Chair and Chair-Elect cannot agree on a proposed poster, the Chairperson will cast the deciding vote). (Editor's note: It is the responsibility of the Poster Review Committee to review and approve all posters to be given at the annual meeting).***

**The motion was seconded.**

Mr. Collins stated that the original policy applied to everyone, and did not address persons not being funded by CRCPD. Amending

the policy would establish a 30 day deadline for those not being funded by CRCPD and make the policy clearer.

4 A vote was taken on the motion and the motion passed.

c. IX. Membership rewrite (handout) . . . . . Gorman

Pat Gorman provided a handout with proposed Board policy IX., Membership, changes to reflect the current practice and include the "Academic" membership category "Approval/Termination of CRCPD Membership."

**ACTION:** Steve Collins moved that we approve the language with changes as proposed. (Editor's note: listed below is the proposed amended policy, IX. Membership). The motion was seconded.

**Proposed Amendment: IX. Membership:**

**1. Dues:**

The Board shall annually review the membership dues. Following this review, the OED shall contact each Voting Member to determine the method of invoicing the CRCPD members within their program.

**2. Reinstatement:**

Any member removed from the membership in accordance with Article IX, Section 2. of the Bylaws, or for any other reason, must reapply if individual/group membership is being requested and submit the appropriate application form and fee for reinstatement into the CRCPD membership.

**3. Location Change that would Affect the Qualifications for which a Member was Previously Approved:**

If a change in location affects the qualifications of the new class of membership, the individual must comply with the applicable policies and procedures as noted in 4. below.

**Voting Members--**

An application is required regardless of how the dues are paid. The Voting Member must sign the application along with his/her supervisor.

**4. Associate Members:**

a. An application is required when applying for an individual or Group membership. The application for associate membership requires the signature of the Voting Member, in addition to the applicant's signature, for purposes of providing verification that the applicant is employed with the State/Local Radiation Control Program. For clarification, the signature is not granting permission for the applicant to join the CRCPD. A copy of the membership acceptance letter is provided to the

**Voting Member as information only.**

- i. It is the general policy that if an Associate Member has paid their individual dues and moves from one location to another, and the circumstances at the new location do not affect the qualifications for the current classification in which the individual has already been approved, then no new membership application will be required.
  - b. An application is not required when an Associate Member is part of an Agency membership (see #5 below for details).
  - c. It is the responsibility of the Associate member to obtain whatever approvals necessary within their RCP to participate in CRCPD activities during work time. It is in the best interest of the Associate Member that this support be obtained prior to involvement. CRCPD will not seek approval from the program director prior to Board approval of working group assignments.
5. **Agency membership** - The RCP pays for a specific number of membership slots at a flat rate and provides information on the individuals to be included. The individuals do not have to complete a membership application and go through the Membership approval process. The Voting Member needs to provide to the OED the information on the individual(s) (name, address, numbers) and indicated in writing that the individual(s) is part of the program. As long as there are slots available in the Agency size selected, individuals can be added any time during the year. **EXCEPTION:** For a Voting Member change, completion of an application form signed by the Voting Member and his/her supervisor is required and has to go through the membership approval process. The current sizes and fees are:

|                |         |
|----------------|---------|
| 1-5 members    | \$ 350  |
| 6-10 members   | \$ 750  |
| 11-25 members  | \$1,000 |
| 26-50 members  | \$2,000 |
| 51-75 members  | \$4,000 |
| 76-100 members | \$5,000 |
| 101+ members   | \$6,000 |
6. **Group membership** - The RCP pays for the Voting Member and a specific number of slots for Associate Members at the current rate approved by the Board. If any slots become available during the year, the dues payment can be transferred to another designated person. If the person is not yet a CRCPD member, a membership application is required and the application has to go through the membership approval process.
7. **Agency/Group membership** enables a RCP to combine two categories and pay for both an Agency membership (see above for sizes and fees) and a Group of individuals at the current Board approved rate. See above for details on each membership category.

**8. Approval/Termination of CRCPD membership:**

**a. Member (Voting)**

**Approval:** As per Bylaws, in being the Director of the RCP as per criteria of "Member Class."

**Termination:** When he/she leaves the full time employment as "Director" of the RCP as per criteria of "Member Class" or does not pay his/her dues. It shall be the responsibility of the current "Member" upon his/her termination as Director, to make known to state officials that designation of a new "Member" is in order.

**b. Associate**

**Approval:** As per Bylaws, "be employed in the radiation control program of a state..."

**Termination:** When a person is no longer employed by the RCP as defined in "Criteria for Determination of Member Class" or does not pay his/her dues. It shall be the responsibility of the current "Member" to annually review the status of the program's Associate member(s) employed and to report changes as required to OED.

**c. Emeritus**

**Approval:** As per Bylaws, having been a member in any other membership class and approval by Board of Directors, plus notation of having performed extraordinary duties as a CRCPD member which required, as a minimum, a donation of time and product in keeping with the CRCPD goals.

**Termination:** Shall be deemed Emeritus for life unless the individual: 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing acts(s) performed by said member which have conflict with the CRCPD objectives and purposes.

**d. International**

**Approval:** As per Bylaws.

**Termination:** When the individual leaves the employment of the RCP (i.e., the program having authority to act as the primary agency for control of radiation sources), does not pay his/her dues, or is requested by the Board of Directors to terminate such membership. Prior to Board termination, the Board shall have issued three letters of warning to the individual each addressing acts(s) performed by said member



which have conflict with the CRCPD objectives and purposes.

**e. Affiliate**

**Approval:** As per Bylaws.

**Termination:** Shall be deemed Affiliate for life unless the individual: 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

**f. Honorary**

**Approval:** As per Bylaws, and in keeping with CRCPD goals and principles.

**Termination:** Should be for life unless member requests termination, or is requested by the Board of Directors to terminate such membership. Prior to Board termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

**g. Academic**

**Approval:** As per Bylaws, and in keeping with CRCPD goals and principles.

**Termination:** When the designated college, university or other research related institution 1) does not pay his/her dues, 2) requests termination in writing or 3) is requested by the Board of Directors to terminate such membership. Prior to #3 termination, the Board shall have issued three letters of warning to the individual each addressing act(s) performed by said member which have conflict with the CRCPD objectives and purposes.

**h. State/Local Agency**

**Approval:** As per Bylaws.

**Termination:** Not applicable.

Discussion was held relative to removing the Voting Member signature off the membership application, due to the Voting Member sometimes being located in a different office from the associate member. It was clarified that the Voting Member's signature is only needed to verify employment in a state radiation control program and not approval of joining CRCPD.

It was noted that the Bylaws criteria for Voting Members needs to be

revisited due to reorganization of state radiation control programs. Some Voting Members may not have the responsibility for two or more areas listed in the Bylaws.

Steve Collins noted that he felt the word "their" in IX. Membership, 4. Associate Membership a.i. should be deleted.

**ACTION:** Steve Collins moved to strike out the word "their" under 4.a.i. The amended motion was seconded and a vote was taken and the amended motion passed.

Amended policy reads as follows:

It is the general policy that if an Associate Member has paid individual dues and moves from one location to another, and the circumstances at the new location do not affect the qualifications for the current classification in which the individual has already been approved, then no new membership application will be required.

**5d. II. Annual Meeting 3.f. rewrite (handout) ..... Gorman**

The following was offered as an amendment to Board policy II. Annual Meeting, 3.f. to clarify that Associate Members who serve as proxies will be financially supported to the Annual Meeting for the entire time while other Associate Members are financially supported for other reasons and not paid for the entire meeting (i.e., committee meetings, speakers, etc). This amendment also addresses invited working group chairpersons.

**Proposed Amendment - II. Annual Meeting, 3.f.:**

**Annual Meeting - Only Voting Members or their Associate Members who are serving as proxy will be financially supported to the entire Annual Meeting. CRCPD may financially support members in other classes of membership. Members who have been solicited to give a paper during a plenary session will be paid for the time necessary to present the paper. Working group chairperson who have been invited or approved to attend the meeting for purposes of providing a training session, a paper or poster on their working group activities may be paid for the entire meeting.**

**ACTION:** Cindy Cardwell made a motion that the Annual Meeting rewrite be adopted. The motion was seconded and passed.

**6. White Paper on expanding voting privileges of Associate Members .....  
..... Hallisey/Cardwell**

Chairman Hallisey provided the overall results of the 2000 Board of Directors election, noting that overall 41% of eligible voters cast their vote. Chairman Hallisey then ask the Board to think of ways to encourage more participation among members.

**ACTION:** No action taken.

A brief discussion was held relative to the pros and cons of releasing the results to the membership and the adverse effect it may have.

**ACTION:** It was agreed that a summary would be presented at the Saturday Business meeting.

**7. G-44 document "Rationale for a Single Radiation Control Agency - A Report of Task Force on Radiation Priorities" (emailed 2/10/00) . . . . . Robertson**

Gary Robertson brought back to the table t-mail motion 2000-10 relative to G-44 document "Rationale for a Single Radiation Control Agency - A Report of Task Force on Radiation Priorities" for further discussion.

Mr. Robertson pointed out that our members by resolution requested this document to be developed, so programs would be unified. The states need a document like this one to support a unified program, if they want to use it. A great deal of time was invested in developing this document and revisions have been made to satisfy everyone's comments.

Discussion was held relative to the pros and cons of this document, noting that this document is to be used as a guide to the states. Julia Schmitt felt the document would not convince legislatures and managers if they were not knowledgeable in radiation protection, without the appropriate data to back up the statements contained in the document.

It was noted that the committee did address and complete their charge and needed to be recognized for this accomplishment and thanked, if the Board wants to go forward.

Ms. Schmitt expressed concern that the abstract stated "to department directors and elected officials who are responsible for radiation control activities within their respective states." It was suggested that the committee should delete the words "elected officials" and provide the committee with new charges.

It was noted that this document could be a committee report and not published as an official CRCPD document.

**ACTION:** Steve Collins moved that we table this item until the Council Chair is ready to bring it up. The motion was seconded and tabled again.

**8. Confidential John C. Villforth Lecture . . . . . Hardin/Linton**

Charles Hardin proposed creating a John C. Villforth Lecture to be presented at future annual meetings, beginning with the Alaska meeting, for his many contributions in the field of radiation.

A confidential discussion was held relative to the criteria and the following motion

was made:

**ACTION:** Steve Collins moved that we create a John C. Villforth Lecture to be presented at each year's annual meeting of the CRCPD. The motion was seconded and passed.

9. SR-9 November 1999 report clarification re: request for member and advisors to be appointed (handout) ..... McNees

James McNees stated that he needed clarification as to whether the SR-9 working group was working under the G-40 working group and if SR-9 should be placed under the G-40 working group.

**ACTION:** No Action.

### NEW BUSINESS

10. Liaison Training/Guidance (handout) ..... Schmitt/Linton

Julia Schmitt proposed liaison training for liaisons and requested that their specific duties be outlined in the Operations Handbook relative to being an effective liaison.

Charles Hardin pointed out that guidance documents have been developed for Board members and that a guidance document could also be developed for liaison positions.

**ACTION:** Otha Linton agreed to draft a guidance document relative to being an effective liaison. After development and approval of the Board, this document will be provided to the council chairs for distribution to new liaisons. (Intent: For inclusion in the Operations Handbook for Working Group Chairpersons).

11. Concept: Working groups interfacing with other working groups  
..... Cardwell/McNees

Discussion was held relative to whether the Board was in favor of the concept of working groups interfacing with other working groups. For example: chairperson of one working group being funded to attend another working group's meeting. The Board agreed that they were in favor of the concept when it related to specific charges, such as rulemaking, and felt this was an efficient way to have coordination. It was also agreed that the council chairpersons would consider and approve these requests on a case-by-case basis. It was also noted that other mechanisms should also be considered, ie: conference call verses travel if working group chairperson was needed for a small portion of the agenda.

The big question was how to fund this travel for certain working group member(s) noting that only one person should be considered when submitting a budget request. The budget request should come from the council chair. Charles Hardin noted

that a line item could be added to the budget called "committee coordination". Another suggestion was that funding be provided by the working group who requested to interact with another working group.

**ACTION:** It was agreed that the Council Chairs would provide to Mr. Hardin monies that needed to be budgeted for working group coordination.

**12. Global review of concept regarding locations of future working group meetings**  
..... McCrohan

John McCrohan, FDA/CDRH liaison, requested the Board to review from a global perspective the concept of having more working group meetings in the Washington, DC area to allow more federal input. This request is in light of decreasing federal travel dollars thus resulting in less resource persons being able to attend working group meetings. If the meetings were held in the Washington, DC area several federal individuals would be able to attend the meetings. Mr. McCrohan referenced the nonionizing working group, stating that it is difficult to have only one resource individual with the expertise on all of the issues that this working group would consider.

Mr. Collins encouraged the Federal Liaisons to consider weekend travel when assigning federal resource individuals to CRCPD working groups. Mr. Collins indicated it was important that each resource person understood this issue and the CRCPD limitations.

Mr. McCrohan strongly felt that, if CDRH is resourcing a working group, they should take it seriously and send resource individuals to working group meetings. In order to send CDRH resource individuals to a working group meeting held outside the Washington, DC area, CDRH will have to budget more money and in theory, could mean less money contributed to CRCPD.

Charles Hardin felt the bottomline was - What was needed to get the job done? If federal input is critical, and the resource persons cannot travel then the only logical thing to do is to meet in the Washington, DC area.

During discussion, it was noted that the following language relating to this issue is contained in the CRCPD "Guide to Travelers":

"Since most meetings of the CRCPD have one or more Federal representatives who will attend, consideration should be given to holding a meeting in the area of these Federal representatives, particularly if two or more Federal persons are expected to attend. In most cases, this would be in the Washington, D.C., area."

**ACTION:** The Board agreed to take Mr. McCrohan's request under consideration.

**13. Environmental Nuclear Council (handout) ..... Cardwell**

Cindy Cardwell, ENC Chairperson, provided a written report on each of the working groups under the Environmental Nuclear Council.

**E-5 Committee on Radioactive Waste Management:**

Refer to written report. Ms. Cardwell referenced the membership of E-5 and questioned if the committee needed to be made up of members that have a waste disposal site in their state. It was concluded that the membership does not necessarily have to be a state that has a disposal site.

**No charge changes and membership changes.**

**E-6 Committee on Emergency Response Planning:**

**a. E-6 Update charges**

Refer to written report. Charles Hardin provided a written proposal that will be submitted to DOE in Las Vegas relative to activities in support of the Federal Radiological Monitoring and Assessment Center (FRMAC). However, in order for CRCPD to carryout the terms of the proposal, the following changes were needed to the E-6 charges:

**Revise E-6 Fact Sheet "Notes & Comments" to reflect the following:**

**E-6 also serves in the following capacities:**

- (a) CRCPD's representative to the FRMAC Management Panel;**
- (b) Member of the DOE Transportation External Coordinating Working Group; and**
- (c) Participant on the National Radiological Emergency Preparedness Conference Steering Committee (approved 10/92).**

**Charges:**

- 1. To address the technical issues regarding any radiological emergency planning or response. Included in these issues, but not limited to, are such matters as instrumentation, dose assessment or projections with any calculation methods, protective drugs, decontamination, environmental analysis, and radiological team equipment in general. The Committee is to provide recommendations on the technology and approaches to the various technical problems in emergency response and planning. To work with various committees of the FRPCC in reviewing these technical issues.**
- 2. To define the procedures to be taken by first responders to a transportation accident involving radioactive materials.**
- 3. To coordinate and work with EPA in planning and implementation of EPA's Post Emergency Response Issues Conferences.**
- 4. To conduct discussions to reestablish cooperation between the DOE Radiological Assistance Program (RAP) and the emergency response staff and radio assay facilities of state radiation control programs.**

5. Participate in all the FRMAC Working Groups: Health and Safety, Monitoring and Sampling, Analysis, Assessment, Operations and the Management Panel.
6. Review draft FRMAC documentation, plans, and procedures.
7. Review and schedule participation of state radiation control staff in FRMAC exercises and other meetings of mutual interest, agreed upon at least 30-60 days in advance of performance.

It was noted that charges 4-7 are contingent upon CRCPD receiving funds from DOE.

It was questioned as if this process would be in conflict with NRC as the lead agency and Paul Lohaus, NRC liaison, stated that he did not see any conflicts. However, Mr. Lohaus agreed to contact Fred Congel regarding this issue and advise if there was a problem.

Paul Schmidt requested discussion on the wording of charge #4, noting that he felt the words: "to conduct discussions to reestablish" was giving off negative contention and offered the following friendly amendment to charge #4:

To facilitate cooperation between the DOE Radiological Assistance Program (RAP) and the emergency response staff and radio assay facilities of state radiation control programs.

Ms. Cardwell the original maker of the motion accepted the friendly amendment. A vote was taken on the amendment and passed. (Editor's note: charge #4 now reads as shown above).

**a.i. FRMAC Proposal (handout)**

**ACTION:** Cindy Cardwell made a motion that the Board go forward with pursuing the proposal to DOE concerning theses charges and the other items on the list that Chuck passed out. The motion was seconded.

Charles Hardin noted that there is a great deal of responsibility for the OED under items 6 & 7. However, Mr. Hardin indicated that he had made a personal commitment to Ron Fraass, E-6 chair, that, with the cooperation of Terry Devine (OED), he would be responsible for updating annually, the items listed, through the use of the state profile document. Mr. Hardin commented that the problem he saw was how to get states to respond to a survey. Mr. Fraass committed that his working group would call the states when a response was not received.

A vote was taken on the motion and the motion passed.

**E-20 Committee on Federal Facilities:**

Refer to written report.

**b.i. Reaffirm EPA/FDA/NRC/DOE federal resources:**

**ACTION:** FDA will determine if a resource individual is needed.

**b.ii. Membership changes:**

Ed Bailey, E-20 Chairperson, recommended Doug Walker (ID) and Pearce O'Kelley (SC) be added as members to fill the vacancies. The state of Ohio has not determined a member as yet.

**b.iii. Request to add Oregon and Georgia as members from the advisor listing:**

A brief discussion was held relative to adding the state of Oregon as a member of E-20.

It was determined that Oregon did not have a DOE facility and there was no need for a member from Oregon. It was also determined that the state of Georgia should be added to the E-20 committee as a member.

**ACTION:** Cindy Cardwell made a motion that for the E-20 committee the Board add Doug Walker (ID) and Pearce O'Kelley (SC) as members and that we add the state of Georgia as a member of this committee. The motion was seconded and passed. (Editor's note: Member from Georgia to be named later).

**E-23 Committee on Resource Recovery & Radioactivity:**

Refer to written report. No charge changes and membership changes.

**E-24 Committee on Decontamination and Decommissioning:**

Refer to written report. No charge changes and membership changes.

**E-25 Committee on Radon:**

Refer to written report. No charge changes and membership changes.

**E-26 Coordinator on Radioactive Material Transportation:**

Refer to written report. No charge changes and membership changes.

**E-28 Ad Hoc Committee for Video on Superfund Sites:**

Refer to written report. No charge changes and membership changes.



**E-29 Liaison-Association of State Drinking Water Administrators and the American Water Works Association:**

Refer to written report. No charge changes and membership<sup>+</sup> changes.

**E-30 Liaison-American Association of Radon Scientists and Technologists:**

Refer to written report. No charge changes and membership changes.

**E-31 Liaison-Association of State and Territorial Solid Waste Management Officials:**

Refer to written report. No charge changes and membership changes.

**E-32 Liaison-Environmental Council of the States:**

- c. **E-32 Liaison to the Environmental Conference of the States (ECOS) replacement:**

Refer to written report. Cindy Cardwell stated that she has never received a report from Roland Fletcher, E-32 Liaison, during her tenure on the Board and recommended replacing Mr. Fletcher. It was noted that when this liaison was established the requirement was to have a voting member from a program in an environmental agency and the liaison would be located near the Washington, DC area. Ed Wilds from the state of Connecticut was recommended as a replacement.

**ACTION:** Deferred to the incoming Council Chairperson, Russell Takata.

**E-33 Liaison-National Environmental Laboratory Accreditation Conference:**

- d. **E-33 NELAC Liaison Request for Appointment of Alternate Liaison**

Refer to written report. Ms. Cardwell made a correction to the written report, specifically that John Volpe (KY) should be shown as the Liaison to E-33 instead of Aubrey Godwin. Due to Dr. Volpe's heavy duties, and Dr. Volpe wanting to be the liaison, he requested that Eric Scott of his staff be named as the alternate liaison since there were no advisors. Concern was expressed that this precedent could open up potential problems if other liaisons desired this arrangement. It was agreed that the Board did not wish to make this a policy rather they preferred to handle on a case-by-case basis. Pat Gorman suggested that the Board consider naming an alternate from the same entity.

**ACTION:** Steve Collins made a motion that Eric Scott be made an alternate liaison for E-33. The motion was seconded and passed.

No charge changes.

**E-34 Committee on Unwanted Radioactive Materials:**

Refer to written report. No charge changes and membership changes.

**E-35 Committee on Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM):**

Refer to written report. No charge changes and membership changes.

**E-36 Task Force on TENORM:**

Refer to written report. No charge changes and membership changes.

**14. General Council (handout) ..... Robertson**

Gary Robertson, General Council chairperson, provided a written report for each of the General Council working groups.

**G-2 Committee on Ionizing Measurements:**

Refer to written report. No charge changes and membership changes.

**G-7 Liaison - American National Standards Institute:**

Refer to written report. No charge changes and membership changes.

**G-9 Resolution Committee:**

Refer to written report. No charge changes and membership changes.

**G-10 Committee on Award Selection:**

Refer to written report. No charge changes and membership changes.

**G-20 Committee on Licensing State Designation:**

Refer to written report. No charge changes and membership changes.

**a.i. Approval of OH as Licensing State**

**ACTION:** Deferred to May 13, 2000 Board meeting, due to G-20 meeting on May 11 & 12, 2000. (See Saturday, May 13th minutes for action taken).

**a.ii. Amendment to Licensing State Criteria**

**ACTION:** Deferred to t-mail.

**G-25 Committee on Bylaws:**

Refer to written report.

**b. G-25 Committee on Bylaws Chair Replacement**

Roland Fletcher, G-25 chair, recommended that the chair of G-25 be an outgoing board member and that the tenure of this working group be three years.

Steve Collins suggested that the Deputy Director of OED take over this duty. Mr. Collins complimented Pat Gorman for the excellent job she has done in proposing and amending the Bylaws.

Cindy Cardwell discussed the function of the HPS's Scientific and Public Issues Committee and how HPS uses this method to keep their chairpersons involved. Ms. Cardwell questioned if the Board might consider a group similar to this as a way to keep our past chairpersons involved. She reiterated the fact that she too had heard complaints from former chairpersons that they felt no longer needed once their tenure on the board was completed. Ms. Cardwell suggested that the Bylaws Committee could be a duty of the past chairpersons of CRCPD. Following further discussion,

**ACTION:** Pat Gorman was directed to conduct a survey of past Chairpersons, to determine what type of involvement they wanted in CRCPD.

It was noted that the proposed amendments to the Bylaws were currently being drafted by the OED Deputy Director.

**ACTION:** Gary Robertson made a motion that the G-25 Committee be abolished and that the Deputy Director of OED take over those responsibilities. The motion was seconded and the motion passed.

**G-34 Committee on Industrial Radiography:**

Refer to written report. No charge changes.

**c. Status of G-34 Chair Replacement (current chair to member)**

No changes in membership at this time. Mr. Robertson noted that Jan Endahl, Chair of G-34, plans to recommend Pam Bishop (OK) to replace her as chair in the future pending the completion of the ASNT review and evaluation of their x-ray certification program.

**G-36 Liaison-Health Physics Society:**

Refer to written report. No charge changes and no membership changes.

**G-40 Committee for Nonionizing Radiation:**

Refer to written report. No charge changes and no membership changes.

**G-44 Committee on Radiation Priorities:**

Refer to written report. No charge changes and no membership changes.

**G-50 Liaison - National Council on Radiation Protection:**

Refer to written report. No charge changes and no membership changes.

**G-52 Liaison - American Academy of Health Physics:**

Refer to written report. No charge changes and no membership changes.

**15. Healing Arts Council (handout) ..... Schmitt**

Julia Schmitt, Healing Arts Council Chairperson, provided a written report on each working group under the Healing Arts Council.

**H-3 Committee on Medical Practice:**

Refer to written report. No charge changes and no membership changes.

**H-4 Committee on Nationwide Evaluation of X-Ray Trends (NEXT):**

**a. H-4 NEXT Membership changes/policy exception requested:**

Refer to written report. No charge changes.

**ACTION:** Membership changes deferred to t-mail.

**H-7 Committee on Quality Assurance in Diagnostic X-Ray:**

Refer to written report. No membership changes.

Ms. Schmitt questioned if the wording of charge 2 was for radiation control programs, x-ray components, or the facilities of quality assurance program.

**ACTION:** Steve Collins made a motion that we amend charge #2 by adding the words at the end that says "for diagnostic x-ray facilities." The motion was seconded.

**Amended charge #2 would read as follows:**

Recommend and develop information useful to states in implementing a quality assurance program for diagnostic x-ray facilities.

A vote was taken on the motion and the motion passed.

**H-11 Committee on Mammography:**

Refer to written report. No charge changes and membership changes. Discussion was held relative to the inspection frequency of MQSA facilities under the federal guidance and state statues.

**H-13 Committee/Liaison-American Society of Radiologic Technologists (ASRT)/American Registry of Radiologic Technologists (ARRT):**

Refer to written report. No changes in membership.

- b. H-13 Committee/Liaison to ASRT/ARRT - amendment to charges? (handout)

Ms. Schmitt commented that in 1996 this working group was combined as a committee/liaison role and with the change it resulted in a more liaison position. Was it applicable to incorporate the old H-18 charges into the new H-13 charges?

**ACTION:** It was determined that this should remain a liaison position and was deferred to the fall Board meeting.

**H-15 Liaison-American Association of Physicists in Medicine:**

Refer to written report. No charge changes and membership changes.

**H-16 Liaison-Joint Commission on Accreditation of Healthcare Organizations:**

Refer to written report. No charge changes and no membership changes.

**H-17 Liaison-American College of Medical Physics:**

Refer to written report. No charge changes and no membership changes.

**H-19 Liaison-American Chiropractic Association:**

Refer to written report. No charge changes and no membership changes. Ms. Schmitt stated that she needed to discuss with the H-19 Liaison whether there is a need for this position.

**H-20 Liaison-Breast Cancer Organizations:**

Refer to written report. No charge changes.

- c. H-20 Appointment of Liaison to Breast Cancer Organizations

**ACTION:** Julia Schmitt made a motion that Karen Farris (MA) be named

as the new H-20 Liaison. The motion was seconded and passed.

**H-22 Task Force to Minimize the Risk from Fluoroscopy:**

Refer to written report. No charge changes and no membership changes.

**16. Special Council (handout) ..... Schmidt**

Paul Schmidt, Special Council Chairperson, provided a written report on each of the Special Council working groups.

**S-1 Liaison-American College of Radiology**

Refer to written report. No charge changes and membership changes.

**S-2 Task Force on CRCPD Strategic Planning**

Refer to written report. Mr. Schmidt gave an overview of S-2's recent activities.

**a. S-2 Task Force Recommendations**

**i. Proposed CRCPD Strategic Plan**

The S-2 Task Force on CRCPD Strategic Planning will request the support of the Board on the Goals and Objectives of the Strategic Plan only on Saturday, May 13, 2000.

**ACTION: Deferred to Saturday, May 13, 2000.**

**ii. Proposed Location of the Office of Executive Director**

**ACTION: Deferred to Saturday, May 13, 2000.**

**iii. Proposed Executive Director Qualifications and Job Description**

**ACTION: Deferred to Saturday, May 13, 2000.**

**b. Other S-2 recommendations:**

**i. Revise charges**

The S-2 Task Force on CRCPD Strategic Planning felt they completed most of their charges.

**ACTION: Deferred charge changes until after Saturday, May 13, 2000 presentation.**

**S-3 Liaison-National Conference of State Legislatures/National Governor's Association:**

Refer to written report. No charge changes and membership changes.

**S-4 Commission on Training:**

Refer to written report. No charge changes.

**c. S-4 Chairperson change**

Mr. Schmidt recommended rotating Kathy Allen off as chair and change her status to advisor. Mr. Schmidt noted that Ms. Allen has recently been appointed as the OAS chair.

**ACTION:** Paul Schmidt moved that the status of Kathy Allen on the S-4 Commission on Training be changed from chair to advisor, effective 5/18/00. The motion was seconded and passed.

**ACTION:** Vacant chair position deferred to t-mail.

**S-5 Ad Hoc Committee on the State's Role in National Radioactive Materials Regulation Development:**

Refer to written report. No charge changes and membership changes.

**17. Suggested State Regulations Council (handout)**

James McNees, Suggested State Regulations Council Chairperson, provided a written report on each of the working groups under the Suggested State Regulations Council.

**SR-1 Part C:**

Refer to written report. No charge changes and membership changes.

**SR-2 Parts A, D, & J:**

Refer to written report. No charge changes. Mr. McNees advised the Board that Cathey Bradley, Chairperson, had resigned as chair.

**ACTION:** Membership changes deferred to t-mail.

**SR-3 Parts H & I:**

Refer to written report. No charge changes and membership changes.

**SR-4 Parts B & F:**

**SR-4 Parts B & F:**

Refer to written report. No charge changes.

**a.i. Appointment of new chairperson (Takata to advisor)**

Russell Takata needs replacing as chair of SR-4, due to him becoming a Board member and chairing the Environmental Nuclear Council.

**ACTION:** Jim McNees moved that Don Norton of South Dakota on Russ's recommendation be named as chairman of SR-4 and Herman Gaines of Mississippi be moved from advisor to member and Russ Takata become an advisor to SR-4, effective 5/17/2000. The motion was seconded and the motion passed.

**a.ii. Appointment of member**

Refer to a.i. for action taken.

**SR-5 Part N:**

Refer to written report. No charge changes and membership changes.

**SR-6 Part G:**

Refer to written report. No charge changes and membership changes.

Mr. McNees noted that SR-6 is having disagreements with NRC on compatibility rules and will need direction from the Board on how to address these disagreements.

**SR-7 Parts E, W, & O:**

Refer to written report. No charge changes and membership changes.

For tracking purposes, Pat Gorman requested that a carbon copy of all draft SSR parts be sent to her, as well as Bruce Hirschler, SSR Technical Staff.

**SR-8 Part X:**

Refer to written report. No charge changes and membership changes.

**SR-9 Non-Ionizing Radiation:**

Refer to written report. No charge changes and membership changes.

Mr. McNees made a verbal correction to his summary of the SR-9, noting that all the sentences except the first one need deleting.

Due to Mr. McNees not receiving a report from Robert Watkins, coordinator of



SR-9, Chairman Hallisey committed to discussing with Mr. Watkins reporting procedures of working group chairs.

**SR-11 Part R:**

Refer to written report. No charge changes and membership changes.

**SR-12 Parts M, O, P, S, & T:**

Refer to written report. No charge changes and membership changes.

**b.i. Charge 8 - delete due to DOE funding not being received???**

Mr. McNees referenced charge #8 of SR-12, noting that this charge never got under way due to no funding received from DOE. He recommended that charge #8 be retained and revise the previous Part M.

**ACTION:** Steve Collins made a motion that we ask the SR-12 to go ahead and complete the previous draft of Part M not incorporating charge #8 and get an updated Part M out on the street without the charge 8 material in it. The motion was seconded and passed.

**ACTION:** Steve Collins also moved that because there is a need to have some model rules and maybe some guidance available on these other types of waste management things, that we leave charge #8 in (keep charge 8 as an assignment for the committee) once they finish this revision of Part M. They can spend some time working on developing model rules for other types of facilities. The motion died for lack of a second.

**b.ii. Further action on SR Part P relative to NRC's request for modification of language (Section P.3)**

Due to the definition of Site Area Emergency not being identical to NRC's, NRC declined to concur on the final Part P. In order to resolve the matter Ken Weaver, chair of SR-12, agreed to insert NRC's definition for Site Area Emergency into Part P and Mr. McNees offered the following motion:

**ACTION:** James McNees moved that the Board re-approve Part P with the NRC definition of Site Area Emergency inserted at P.3 to replace the definition in the previous draft. The motion was seconded.

Discussion was held relative to the motion. Paul Lohaus (NRC) noted that changing this definition will not solve the problem. There may be more than one definition that needs changing, noting that the definition of "alert" needs changing also.

It was noted that this was the final review stage before going to print. Mr. Lohaus stated that NRC received a version of Part P on November 5, 1999, provided comments on January 13, 2000, and on January 13, 2000 received the final Part P for

concurrence. It was also noted that the Board had granted a 60 day period for concurrence for federal agencies and NRC's comments arrived after the deadline.

Following further discussion,

**ACTION:** Jim McNees withdrew the motion and the second was withdrawn.

Mr. Lohaus proposed having two review periods; one in the draft stage and the other after comments are addressed and incorporated at the final stage. Mr. Lohaus noted that NRC is trying to be responsive to the 60 day period.

**b.iii. SR Part O - Federal Concurrence Status (60 days concluded - CDRH has responded)**

**a. EPA request for extension (Mary Clark)**

Mary Clark, EPA's Liaison, notified the Board that EPA is sending a letter relative to their comments on Part O.

**b. NRC comments expected? (Paul Lohaus)**

Paul Lohaus, NRC's Liaison, stated that a letter is waiting for his signature indicating NRC's concurrence and will be mailed after the annual meeting.

**SR-13 Part U:**

Refer to written report. No charge changes and membership changes.

**NEW BUSINESS**

**(Excluding Actions Regarding Working Groups)**

**18. Financial/audit report (handout) ..... McNees**

Jim McNees, Treasurer, presented the Treasurer's report as of January 31, 2000. The OED has adopted a new bookkeeping system and are experiencing some problems. That's why the report is of January 31, 2000 and not a more current date. He presented his report in the form of a slide presentation, highlighting the following:

|                          |   |
|--------------------------|---|
| Total Assets:            | \$391,222.02  |
| Total Liabilities:       | \$102,709.35 (negative liability) meaning this is monies spent and owed from the grant. |
| Membership equity:       | \$493,931.37  |
| Certificate of deposits: | \$200,000.00  |

**ACTION:** Steve Collins made a motion that we approve Jim's report (financial

report). The motion was seconded and passed.

Charles Hardin, Executive Director, made the Board aware of the following projects CRCPD is pursuing for additional support:

DOE - hazardous waste into radioactive sites, vice a versa  
DOT Exemption  
DOE/FRMAC

a. **Budget consideration in light of 2001 Annual Meeting in Alaska (handout)**  
..... **Hardin/Gorman**

Pat Gorman, Deputy Director, provided the Board with a written cost comparison of the 2000 and 2001 annual meetings relative to travel expenses. The budget projected a \$42,353 increase in travel expenses for the 2001 annual meeting with a total of 66 people being funded. Ms. Gorman requested the Board provide direction relative to budgeting the projected increase.

A discussion was held relative to what direction to take and several suggestions were made such as cutting committee activities, partial funding of Voting Members, using unobligated funds, reducing cost of expenses, increasing vendor fees, and doubling the registration fee for this meeting only to help offset expenses.

**ACTION:** James McNees made a motion to refer this matter (registration fee to the Finance Committee and OED) and refer back to the Finance Committee. The motion was seconded.

It was determined that the OED has always set the registration fees for annual meetings. Included in the registration fees are: cost of social events, audio visual equipment rental, breaks, mailings, copier and computer rentals, etc.

Chairman Hallisey suggested that the registration fee for the 2001 annual meeting be set by October 1, 2000, to allow the states time for budgeting.

With Chairman Hallisey's suggestion that the registration fee be set by October 1, 2000, the following actions were taken:

**ACTION:** Jim McNees withdrew his motion and the second was also withdrawn.

**ACTION:** Jim McNees moved that the registration fee in Alaska be \$400.00. The motion was seconded.

A brief discussion was held relative to changing the registration to \$400.00 to \$500.00 for budgeting purposes and the following substitute motion was offered:

**ACTION:** Jim McNees made a substitute motion that the registration fee in Alaska be \$400.00 to \$500.00. The substitute motion was

seconded and the motion passed.

*(Editor's note: Since this action was taken, the Finance Committee met via conference call on 7/21/00 to discuss resetting the registration fee for the 2001 annual meeting. The Finance Committee approved the registration fee of \$425.00 for each individual and OED was given latitude to establish daily fees, which are \$150 one day, \$300 two days).*

**ACTION:** Chairman Hallisey assigned the Finance Committee the task of assisting in reviewing the budget and making any necessary amendments.

With Chairman Hallisey's assignment to the Finance Committee, Jim McNees, Treasurer, pointed out that the Finance Committee according to the Bylaws, already reviews the spending plan for each fiscal year.

Since the registration fees have been doubled for 2001, it was suggested that the vendors fees also be increased. Currently, a vendor's registration fee is \$850.00 which includes registration for two individuals. It was agreed to increase the vendor's fee to \$1300.00 which would still include registration for two individuals. *(Editor's note: Since the Board meeting, the Board approved the vendor registration fee of \$1,000.00 which includes one individual's registration fee. If more than one person attends, the vendor will be assessed an additional \$425.00 to cover that other person's registration fee).*

**b. Status of fund-raising suggestions (handout) . . . . . Hardin**

**b.i. Julia Schmitt's suggestion (possibly additional support for NEXT activities, and limited support of the annual meeting or training session, depending on topics)**

Charles Hardin provided a brief summary relating to fund-raising activities, noting that no applications had been submitted. Mr. Hardin did indicate that before CRCPD could solicit funding that permission had to be obtained from the states. To date, Bruce Hirschler has contacted each state to get permission.

Discussion followed regarding some potential sources of funding as previously identified by Ms. Schmitt, one relative to NEXT and the other one was a CDC grant.

**b.ii. Marjorie Wallé's suggestions (handout)**

Marjorie Wallé, E-25 Chairperson, submitted a written proposal to the Board relative to seeking endowments to fund CRCPD working groups. These endowments would be a way to ensure continued support for working group activities. Ms. Wallé volunteered to assist with the establishment of groundwork, such as educating working group chairs how to proceed in getting endowments. Ms. Wallé requested that OED provide the policies, practices, and procedures relating to endowment money.

A brief discussion was held relative to how endowment monies could be spent, noting that a limited amount of money could be used for salaries and that the money has to be used for a sole project, such as mammography, radon, etc.

Mary Clark, EPA Liaison, having had some experience with endowments, commented that million dollar endowments are what's needed. With a million dollar endowment - CRCPD could get \$100,000.00 in interest and only the interest could be used to defray costs to CRCPD. Some of the interest is reinvested in the endowment and any endowments monies would have to be handled separately from any other grants, etc. that are already in place. Due to the cost, Ms. Clark recommended not pursuing endowments unless they were a million dollars or more.

Charles Hardin commented that in the past CRCPD has made efforts to solicit monies from other organizations and all it has done is cost money. Mr. Hardin's personal opinion is to go after organizations who understand what we are all about, like our federal agencies.

Following further discussion,

**ACTION:** It was the consensus of the Board not to pursue establishing endowments at this time. It was also agreed that Mr. Hardin should discuss this issue with Ms. Wallé and obtain more information.

- b. Travel/GSA now allows approving of refreshments/light snacks -- does the Board wish to adopt this additional expense or hold to its current policy of not allowing for meetings? (handout) . . . . Gorman/Smith

Pat Gorman requested direction from the Board regarding GSA now approving refreshments and light snacks for breaks. She stated that our current policy does not allow funding breaks for committees. Even though GSA has approved funding for breaks, it does not have to be adopted and could have a potential impact on the budget.

**ACTION:** James McNees moved that we don't fund breaks. The motion was seconded and passed. (Intent: For working group meetings).

**19. Business meeting agendum (Saturday, Monday & Wednesday) (handout) Hallisey**

The following amendments were made to the Business meeting agendum:

May 15, 2000:

- 1) Added submission by David Allard "Radiological survey techniques used in screening the public for contamination during a nuclear power plant emergency"

- 2) Deleted: approval of financial report
- 3) Added NRC briefing by Steve Collins
- 4) Added Report of the NRC National Materials Working program
- 5) Added Approval of November 13, 1999 Special Called Business Meeting Minutes (under New Business)
- 6) Deleted: Siren Test
- 7) Announcement of Anchorage, Alaska registration fee \$400.00 - \$500.00

**20. 2000 Election of Officers Verification . . . . . Hallisey**

**ACTION:** Cindy Cardwell made a motion that we verify the election of officers. The motion was seconded and passed.

Discussion was held relative to the Board's practice of verifying the election after the candidates had been contacted.

Chairman Hallisey instructed the OED that all future verifications of the election of officers would be deferred to t-mail and verified by the Board prior to contacting the candidates.

- a. Statistics on results of first time Voting/Associate member voting on elections (*Confidential statistical handout*) – how should OED track this in the future, i.e., same, further breakdown etc? . . . . . Hallisey/Cardwell

The results of the first time Voting/Associate member voting on election were tracked by the following:

Number of voting members' votes received;  
 Number of associate members' votes received in each state;  
 Number of associate members' votes received who are active with CRCPD working groups; and  
 Total percentage.

Discussion was held relative to the method that should be used to disseminate this information to the membership. It was agreed that Chairman Hallisey would give a verbal report and only provide the statistics, but that the individual state information would only be provided to the proper director upon request.

The Board did not discuss whether this tracking method should continue.

**21. CRCPD/CDRH Meeting on NEXT Project . . . . . Schmitt/McCrohan**

A brief report of the CRCPD/CDRH Meeting on the NEXT project was provided by Julia Schmitt, HAC Chairperson, and John McCrohan, Liaison, CDRH. The meeting was held in order to foster a better relationship between CRCPD and CDRH and to assist in making the project more efficient.

Mr. McCrohan noted that the meeting was very productive. A draft time line has been developed by Ms. Schmitt relative to the discussion in April. The draft time line was sent out for comments and FDA is also commenting. After all comments are received and incorporated, the draft will go to the Board for concurrence.

**22. Awards:**

**a. James W. Miller Award ..... Schmitt**

Julia Schmitt proposed amending the criteria for the James W. Miller Award, deleting the words ten years or less, since in the past the award has been awarded to individuals with ten years or more. Ms. Schmitt offered the following motion:

**ACTION: I move that the reference to people having less than 10 years be removed from the Miller Award. The motion was seconded.**

Jim McNees suggested amending the criteria to 15 years because it would distinguish them from the other awards. It was pointed out to Mr. McNees that the Miller Award is presented for a specific area of rad health.

**A vote was taken on the motion and the motion passed.**

**b. Need for a mentor award ..... Schmitt/Schmidt**

A brief discussion was held by Paul Schmidt, Chairperson-Elect and Julia Schmitt, HAC Chairperson, relative to establishing a mentor award to increase participation among CRCPD members. A handout was provided with suggestions and proposed solutions.

**ACTION: The Board agreed to consider the proposal and deferred this issue to the November 2000 Board meeting.**

**c. Certificate for Voting Members who retire/leave State RCP (handout) ..... Gorman**

Pat Gorman, Deputy Director, proposed presenting voting members who retire or leave a radiation control program with a letter and a nice certificate in appreciation of their contributions to CRCPD. Discussion was held relative to voting members only being eligible to receive a certificate. It was felt that associate members contribute as much if not more than some voting members and limiting it to voting members could hurt some of the extremely valuable associate members.

**ACTION: It was agreed that Pat Gorman would investigate this further and collect data, and re-propose this issue at the November 2000 Board meeting.**

d. **Life Member Award vs Honorary Membership . . . . . Gorman**

A discussion was held relative to the difference in Life Member Award and Honorary Membership, noting that Life Member is not the same as the Honorary. The Life Member Award was created for those members who substantially contributed to CRCPD and the Board felt awkward asking them to pay membership dues. It was determined that the Life Member was one step above an Emeritus Member and did not pay dues. It was pointed out that Honorary membership is a Bylaw requirement and the only qualification is having contributed something significant to health and safety and does not have to be employed in a radiation control program.

It was suggested changing the name of the Life Member Award to just Life Member.

**ACTION:** Chairman Hallisey requested that the Awards Committee look at all of the CRCPD awards. (Intent: Awards committee to make recommendations to the Board relative to the criteria of all of the CRCPD Awards, ie., Gerald S. Parker, James W. Miller, Board of Directors Outstanding Achievement, Board of Directors Meritorious Service, and Life Member Awards).

23. **CRCPD Exhibiting at HPS and RSNA (handout) . . . . . Hardin/Gorman**

Due to the cost and funding being reduced it was suggested that exhibiting at HPS and RSNA be reconsidered. It was noted that the real benefit of exhibiting at both of these meetings is visibility. With CRCPD not having a liaison position with RSNA, it was suggested that CRCPD not exhibit at RSNA.

**ACTION:** Cindy Cardwell made a motion that we drop exhibiting the CRCPD display at RSNA. The motion was seconded and the motion passed.

Following discussion regarding the HPS exhibit,

**ACTION:** Steve Collins made a motion that we do not have a CRCPD exhibit at the year 2000 annual meeting of the Health Physics Society. The motion was seconded.

Following further discussion, it was concluded that CRCPD would benefit more by funding the liaison to attend the meeting rather than exhibiting.

**ACTION:** A vote was taken on the motion and the motion passed.  
*(Editor's note: Reconsideration to be given to exhibiting at the HPS annual meeting in 2001, however RSNA has been dropped permanently).*



**24. Criteria needed for Board resolutions recognizing individuals (handout) Gorman**

Pat Gorman provided a list of Board resolutions that had been given recognizing individuals and recommended that the Board consider establishing criteria for granting such resolutions. Ms. Gorman referenced the Board's recent dilemma relative to the retirement of Bob Quillin from Colorado. It was noted that past resolutions had been given based on the Board's discretion but without criteria to guide their decisions. Following further discussion,

**ACTION:** It was agreed that Board resolutions recognizing individuals should have a common thread. It was also agreed that criteria should be established and deferred this issue to the fall Board meeting.

**25. Policies (handout) . . . . . Gorman**

**a. III. Association with Groups #1 Amendment:**

Pat Gorman, Deputy Director, proposed the following amendment to Board policies and procedures: **III. Association with Groups, 1. to cleanup language relative to CRCPD financial support to professional meetings under the FDA cooperative agreement:**

**Proposed Amendment, III. Association with Groups:**

**1. Financial Support to Professional Meetings:**

A CRCPD member desiring financial support to attend a professional meeting must receive the prior approval of the CRCPD chairperson. If funding is to be charged to the FDA Cooperative Agreement, approval will be based on the following criteria:

- a. fits within the scope of work of a particular agency; and
- b. fits within the scope of funding appropriations; and
- c. fits within the scope of the cooperative agreement.

A CRCPD member desiring such support must submit to the OED, in writing, sufficiently in advance of the proposed meeting, a request identifying how attendance to such a professional meeting will benefit the CRCPD.

A brief discussion was held as to why this policy was needed, noting that there was a problem in the past in that financial support to a professional meeting did not fit within the scope of work under the FDA cooperative agreement. The Board agreed in October 1997 that a policy needed to be established. This policy was established for the use of the Executive Director only and did not need to be incorporated into the Board Policies and Procedures.

It was the consensus of the Board that this was a duty for the Executive Director/Deputy Director and that the policy did not need amending to reflect such. The lanugage in the original policy stays in effect as follows:

### **III. Association with Groups:**

#### **1. Financial Support to Professional Meetings:**

A CRCPD member desiring financial support to attend a professional meeting must receive the prior approval of the CRCPD chairperson.

A CRCPD member desiring such support must submit to the OED, in writing, sufficiently in advance of the proposed meeting, a request identifying how attendance to such as professional meeting will benefit the CRCPD.

#### **b. IV. Board of Directors 6.c. and d.:**

Pat Gorman, Deputy Director, proposed deleting policy IV. 6.c. and renumbering 6.d. to 6.c. in light of the action taken by the Board in March 2000, which addressed mentoring of newly elected Board members. This section is no longer needed.

#### **Proposed Amendment, IV. Board of Directors, 6.c.:**

During the annual meeting, the outgoing council chairperson shall meet with the incoming council chair to discuss the activities of the working groups. *For clarification, the outgoing chairperson would follow Board policy 12 under committees relative to transfer of files.*

By consensus the Board accepted the above amendment.

#### **c. New IV.9. - Mentoring Newly Elected Board Members:**

In light of the Board approving mentoring of newly elected Board members, Ms. Gorman proposed the following addition to the Board policies and procedures:

#### **Proposed Amendment, IV. Board of Directors, 9.:**

#### **9. Mentoring of Newly Elected Board Members:**

At each annual meeting, the Chairperson of the Board shall designate a Board Member to serve as a mentor for the newly elected board members. (Intent: It is recommended that the Past Chairperson serve as mentor for the newly elected Chairperson-elect). *(Adopted March 2000)*

By consensus the Board accepted the above proposed amendment.

#### **d. New IV. 10. - Council Chairperson shall be Board Members:**

Ms. Gorman proposed the following policy due to the long standing practice and unwritten policy of the Board:

**Proposed Amendment, IV. Board of Directors, 10.:**

**Council chairpersons shall be members of the Board of Directors and appointed or reaffirmed by the Board Chairperson annually.**

**ACTION: Steve Collins moved that we adopt the changes in IV.10. The motion was seconded and passed.**

**26. Status of Revised program Categories/Membership Stats (handout) . . . Gorman**

Pat Gorman, Deputy Director, requested that the Board revisit the program categories/membership status in light of losing \$4,000.00 of income since January 1, 2000 and not accomplishing the objective of gaining new members. This approach was to try and reach out to our membership as an incentive for other programs to pay agency memberships. Discussion followed relative to ways to correct this situation. Ms. Gorman suggested that the Board reconsider the following proposal that had been submitted at the November 1999 Board meeting.

|        |   |
|--------|---|
| 1-10   | \$ 750 up to 3 extra members at \$30.00 each  |
| 11-25  | \$1,750 up to 5 extra members at \$30.00 each |
| 26-50  | \$3,000 up to 5 extra members at \$30.00 each |
| 51-75  | \$4,500 up to 5 extra members at \$30.00 each |
| 76-100 | \$6,000 up to 5 extra members at \$30.00 each |
| 101+   | \$7,500 up to 5 extra members at \$30.00 each |

**ACTION: Steve Collins made a motion that we approve the OED proposal. The motion was seconded. (Intent: to be effective 2001).**

A brief discussion was held relative to the motion. It was noted that individuals membership dues for associate members is now \$40.00, and therefore, Steve Collins offered the following amendment:

**ACTION: Steve Collins amended the motion to say \$40.00 for each additional up to 3 as opposed to the \$30.00 that is listed. The amendment was seconded.**

During discussion, Chairman Hallisey noted that this suggestion was offered to assist one state and that the Board might wish to consider using the original agency membership category from 1997. It was noted that from an administrative standpoint the old system would be better.

**ACTION: Steve Collins withdrew his motion and the second was withdrawn also.**

**ACTION: Steve Collins made a motion that we go back to the 1997 dues structure for state membership category.**

|       |         |
|-------|---------|
| 1-10  | \$ 750  |
| 11-25 | \$1,750 |
| 26-50 | \$3,000 |

|        |         |
|--------|---------|
| 51-75  | \$4,500 |
| 76-100 | \$6,000 |
| 101+   | \$7,500 |

The motion was seconded. A vote was taken and the motion passed.  
*(Editor's note: The above dues structure is to be effective January 2001 and the membership was advised during the annual meeting so that these fees could be included in their budget process for next year. It was also e-mailed to all Voting Members on June 15, 2000).*

**27. Oregon Request re: MQSA (handout dated Dec. 20, 1999) . . . . . Schmitt**

Julia Schmitt referenced a letter from Darrell Hocken from the state of Oregon, commenting on the MQSA program. In the letter Mr. Hocken proposed that CRCPD provide oversight to FDA and act as the "go between" for the inspectors and FDA when issues are unresolved.

**ACTION:** Julia Schmitt agreed on behalf of the CRCPD Board of Directors to draft a letter of response to Mr. Hocken addressing his concerns and advising him of actions CRCPD has taken relating to his concerns.

**28. Status of DOT Exemption Survey/Recommendation (handout) . . . . . Hardin**

Charles Hardin gave an overview of a recent survey he conducted relative to whether states would participate and pay \$300.00 a year for DOT exemptions. As a result of the survey, only a few states could pay \$300.00 yearly. Mr. Hardin indicated that if support was not found, there was a good potential that the DOT Exemption program now offered would cease.

In lieu of states paying the \$300.00 a year fee, it was suggested that CRCPD charge a "processing fee" to obtain exemptions forms from CRCPD. \$10.00, \$20.00 to \$25.00 was discussed as a suggested fee to charge.

**ACTION:** Charles Hardin, Executive Director, was charged with pursuing processing fees for obtaining DOT Exemptions forms from CRCPD. Mr. Hardin also agreed to discuss this during the business meeting. (Intent: CRCPD would charge a fee for blank exemption forms).

## REPORTS

**29. NRC . . . . . Lohaus**

Paul Lohaus, NRC Liaison, provided a brief report on the following:

1. Change of office name to Office of State and Tribal programs.
2. Funding.
3. Provided a list of NRC resource individuals for various CRCPD working groups.
4. Update on agreement state status.
5. Provided a calendar of NRC meetings.

6. Discussed staff memo relative to revisiting revision of Part 40.
  7. Update on Strontium 90 eye applicators funding.
  8. Budget.
- a. **Update on NRC/CRCPD predecisional document (handout)**

Paul Lohaus, NRC Liaison, noted that NRC and CRCPD are finalizing the procedure documents that will allow CRCPD to share the predecisional documents with the non-agreement states who have not entered into an agreement with NRC to become an agreement state. Predecisional documents are to be shared only with state government personnel. These documents will also be shared with CRCPD working groups state government personnel and federal resource persons. Mr. Lohaus requested that the CRCPD's Operation Handbook for Working Group Chairpersons and Board Policies and Procedures be amended to reflect guidelines for predecisional documents.

**30. CDRH ..... McCrohan**

John McCrohan, FDA/CDRH Liaison, provided a brief report on the following:

1. Training.
  2. FDA Reinvention/Reengineering Meeting.
  3. States as Certifiers meeting (Special Interest meeting).
  4. G-2 Calibration - CDRH will continue calibrating for facilities that do not have the capabilities.
- a. **Update on FDA Cooperative Agreement to recognize all current and future FDA-approved accreditation and certification programs.**

No contact with FDA has been made on the part of JCAHO, per John McCrohan.

- b. **Request for CRCPD recommendation to serve on National Mammography Quality Assurance Advisory Committee (NMQAAC) to fill Mike Mobley's position that will expire at end of this year.**

Mr. McCrohan requested recommendations to replace Mike Mobley at the end of his term to serve on the National Mammography Quality Assurance Advisory Committee (NMQAAC). Charles Hardin felt that the Committee on Mammography should provide a recommendation.

**ACTION:** Julia Schmitt, HAC Chairperson was charged with asking Mr. Mobley if he was planning on resigning and for recommendations to replace him.

**Names of recommended individuals are to be provided to CDRH.**

31. **ORA** ..... **Toigo**

Steve Toigo, FDA/ORA Liaison, provided a brief report on the following:

1. MQSA contract proposals now available online.
2. Source sought initiate.
3. X-Ray training.
4. Food initiative.

32. **EPA** ..... **Clark**

Mary Clark, EPA Liaison, provided a brief report on the following:

1. MARLAP.
2. Budget.
3. Sewage/Sludge Survey.
4. WIPP.
5. Modeling Work.
6. TENORM.
7. Montgomery lab analyzing mixed waste.

33. **FEMA** ..... **Goldstein**

Due to time constraints Nancy Goldstein, FEMA Liaison, provided a written report. No verbal report was given.

34. **DOE** ..... **Letourneau**

No report available - Liaison did not attend meeting.

35. **NIST** ..... **Seltzer**

No report available - Liaison did not attend meeting.

Due to the NIST liaison not attending several Board meetings, the following action was taken:

**ACTION:** Steve Collins moved that due to the fact that they (NIST) have not been attending the meetings, that NIST be removed from the list of liaisons. The motion was seconded and passed.

36. **ACR** ..... **Showalter**

Charles Showalter, ACR Liaison, provided a brief report on the American College of Radiology recent activities highlighting the following:

1. Lynn Fairbent - named as the new director of Federal Programs.
2. Nurse practitioner and HFCA ruling.
3. Budget for NEXT Training.

**37. Washington consultant ..... Linton**

Otha Linton, CRCPD's Washington consultant, provided a brief report on the following:

**a. Feedback re: CRCPD potential involvement with the World Health Organization/Radiation Medicine Program**

Mr. Linton suggested that CRCPD appoint someone to work with the international society when a quality assurance committee gets going.

**b. Brief update on HFCA's Proposed Change to Part O regarding Medicare requirements for direct supervision of diagnostic procedures**

ACR's and CRCPD's appeals were ignored.

Mr. Linton also reported that the FUSRAP hearings did not occur, however, the committee still plans on having hearings. Mr. Linton stated he will notify CRCPD when they are planned.

**38. Status of 2004 contract ..... Smith**

Sue Smith, Administrative Assistant, provided a brief update on the 2004 Annual meeting contract, highlighting that a contract has been signed with the Radisson South and Plaza Towers Hotel in Minneapolis, Minnesota for May 23 - May 26, 2004. She also noted that the Radisson South and Plaza Towers Hotel is located about a mile from the airport and there are several restaurants within walking distance.

**39. Need to expand available dates for future annual meeting site visits/negotiations (handout) ..... Smith**

In order to allow for more negotiating power in securing hotel contracts for future annual meetings, the Board was requested to consider expanding available dates. The current guidance is to hold annual meetings between mid April and the end of May, avoiding Easter, Mothers Day, and Memorial weekends, and preferably the first two weeks in May. This guidance was given by former chairperson, Bill Dornsife.

The OED recommended that the dates be expanded from mid-April through the end of June with the understanding that the preferable dates are still in May avoiding Easter, Mothers Day and Memorial weekends, and that the states/OED will only consider June if it is proven to be financially advantageous to CRCPD.

**ACTION:** Steve Collins made a motion that we adopt OED's recommendation relative to the new guidance for available dates for future annual meetings. The motion was seconded and the motion passed.

40. Appointment of new Environmental Nuclear Council chair ..... Schmidt

Chairman Hallisey permitted Paul Schmidt to designate, prior to his term as chairperson commencing, Russell Takata as the incoming ENC Chairperson for 2000-01. This preapproval will allow Mr. Takata the opportunity to set in at the ENC's meeting with the chairs on Saturday, May 13th.

41. Appointment of parliamentarian ..... Schmidt

Chairman Hallisey also permitted Paul Schmidt to designate Jim McNees as the Parliamentarian for 2000-01.

42. Issues for meeting CDRH management in conjunction with fall Board meeting ..... Schmidt

Paul Schmidt, incoming Chairperson, notified the Board that a meeting will be scheduled with CDRH management in conjunction with the fall Board meeting in November. Incoming Chairperson Schmidt requested Board members and others to provide him issues for discussion.

43. Confirm date and location of next meeting ..... Schmidt

Incoming Chairperson Schmidt stated that the next Board meeting will be held at the NCRP office in Bethesda, Maryland on November 2-4, 2000.

44. G-20 issues ..... Robertson

Refer to Saturday, May 13th minutes

45. Update on May 9th NRC briefing re: Release of Solids ..... Collins

Steve Collins gave a summary of his recent NRC briefing relating to the Release of Solids. Mr. Collins will also present this summary to the membership at the Business Meeting on Saturday, May 13, 2000.

46. Confirm date of 2001 Program Planning Meeting ..... Hallisey

Chairman Hallisey confirmed the dates and location of the 2001 Program Planning Meeting. The meeting will be held September 21-22, 2000 in Frankfort, Kentucky at the Office of Executive Director. *(Editor's note: Due to a scheduling conflict, the date of this meeting has been changed to September 14-15, 2000).*

47. Approval of November 1999 minutes ..... Hallisey

**ACTION:** Cindy Cardwell moved the approval of the November 1999 Board meeting minutes. The motion was seconded and the motion passed.

**MEETING ADJOURNED!!**



**DRAFT**

**TENTATIVE AGENDA**

**DRAFT**

**Conference of Radiation Control Program Directors  
BOARD OF DIRECTORS MEETING**

**Wednesday, May 10<sup>th</sup> (8:30 AM - ?) — Garrison 1-2 (Second Floor)**

**Thursday, May 11<sup>th</sup> (8:30 AM - ?) — Buccaneer B (Second Floor)**

**Saturday, May 13<sup>th</sup> (8:15 AM - 12 Noon) — Ybor (Second Floor)**

**Wednesday, May 17<sup>th</sup> (6:30 - 7:30 PM) — Garrison Suite (Second Floor)  
(Paul Schmidt, New Chairperson, To Decide)**

**Hyatt Regency Tampa  
Tampa, Florida**

**Special Notes**

**Wednesday, May 10<sup>th</sup> at recess of Board Meeting**

- Chairman Hallisey to meet with moderators regarding duties during annual meeting. OED to have available the speaker light control and a diagram of the remote for the computer based slide presentations and 35 mm slide projections.

**Thursday, May 11<sup>th</sup> 3:00-3:15 p.m.**

- Bruce Hirschler, OED, to discuss the following:
  - 1. An overview of OED's Network System, and
  - 2. The web site - status of Members Only usage

**Saturday, May 13, 8:15 - 10:00 a.m.**

- S-2 Task Force on Strategic Planning will meet with the Board for purposes of discussing, and hopefully obtaining Board support of, the following documents:
  - Proposed *CRCPD Strategic Plan*,
  - Proposed *Location of the Office of Executive Director*, and
  - Proposed *Executive Director Qualifications and Job Description*.
- FEMA Brief Report if time permits. Nancy Goldstein unable to attend on Wednesday or Thursday.

Marty Letourneau, DOE, regrets that he will be unable to attend this meeting. His boss has him in Nevada doing an assessment. He looks forward to meeting each of you at the fall Board meeting.

1. Agenda changes ..... Hallisey
2. Approve January 27<sup>th</sup> conference call minutes: (mailed out April 25, 2000) ..... Hallisey

- Request of Board/Feds to retain copies of handouts so that these do not have to be copied twice and added as attachment to Board distributed minutes (clarification: copies will be attached to the official copy that is filed at OED)

3. Ratification of t-mail actions (handout) ..... Hallisey
4. Appointment of Mentors for incoming Board members ..... Hallisey
  - Paul Merges, Incoming Chair-Elect
  - Russ Takata, Incoming Member-at-Large

### Old Business

5. Policies ..... Gorman
  - a. Update re: OED's practice of members reviewing/updating their info in the data base relative to their interest to serve on CRCPD working groups ..... Gorman
  - b. Revisit Poster receipt deadline (ref: II. 16./handout) ..... Collins
  - c. IX. Membership rewrite (handout) ..... Gorman
  - d. II. Annual Meeting 3.f. rewrite (handout) ..... Gorman
6. White Paper on expanding voting privileges of Associate members (handout) ..... Hallisey/Cardwell
7. G-44 document "Rationale for a Single Radiation Control Agency - A Report of Task Force on Radiation Priorities" (emailed 2/10/00) ..... Robertson
8. VACANT .....
9. SR-9 November 1999 report clarification re: request for member and advisors to be appointed (handout) ..... McNees

### New Business

(Actions Regarding Working Groups)

#### Miscellaneous Items:

10. Liaison Training/Guidance (handout) ..... J. Schmitt/Linton
11. Concept: Working groups interfacing with other working groups ..... Cardwell/McNees
12. Global review of concept regarding locations of future working group meetings ..... McCrohan

#### Council Reports:

13. Environmental Nuclear Council (emailed/handout) ..... Cardwell
  - a. E-6 Update charges (per email from Ron to Cindy dated 1/18/00)
    - i. FRMAC Proposal (handout) ..... Cardwell/Hardin
  - b. E-20 - per April 17<sup>th</sup> biannual report:
    - i. Reaffirm EPA/FDA/NRC/DOE federal resources
    - ii. Membership changes
    - iii. Request to add Oregon and Georgia as members from the advisor listing.
  - c. E-32 Liaison to the Environmental Conference of the States (ECOS) replacement
  - d. E-33 NELAC Liaison Request for Appointment of Alternate Liaison (concept — would this be feasible for all liaisons?)
14. General Council (emailed/handout) ..... Robertson
  - a. G-20 issues (Wednesday May 17<sup>th</sup> meeting if recommendations come forth from committee)

- i. Approval of OH as Licensing State
  - ii. Amendment to Licensing State Criteria
- b. G-25 Committee on Bylaws Chair Replacement
- c. Status of G-34 Chair Replacement (current chair to member)
- 15. Healing Arts Council (emailed/handout) ..... Schmitt
  - a. H-4 NEXT membership changes/policy exception requested
  - b. H-13 Committee/Liaison to ASRT/ARRT — amendment to charges? (handout)
  - c. H-20 Appointment of Liaison to Breast Cancer Organizations
- 16. Special Council (emailed/handout) ..... P. Schmidt
  - a. S-2 Task Force Recommendations (Saturday, May 13<sup>th</sup> at 8:15 a.m — emailed/handout)
    - i. Proposed *CRCPD Strategic Plan*
    - ii. Proposed *Location of the Office of Executive Director*
    - iii. Proposed *Executive Director Qualifications and Job Description*
  - b. Other S-2 recommendations
    - i. Revise charges
  - c. S-4 Chairperson change
- 17. Suggested State Regulations Council (handout) ..... McNees
  - a. SR-4:
    - i. Appointment of new chairperson (Takata to advisor)
    - ii. Appointment of member
  - b. SR-12:
    - i. Charge 8 - delete due to DOE funding not being received????
    - ii. Further action on SR Part P relative to NRC's request for modification of language (Section P.3) (Ref: Memo from Bruce Hirschler dated April 5, 2000 -handout)?
    - iii. SR Part O - Federal Concurrence Status (60 days concluded - CDRH has responded)
      - a. EPA request for extension (Mary Clark)
      - b. NRC comments expected? (Paul Lohaus)

### New Business

(Excluding Actions Regarding Working Groups)

- 18. Financial/audit report (handout) ..... McNees
  - a. Budget consideration in light of 2001 Annual Meeting in Alaska (handout) ..... Hardin/Gorman
  - b. Status of fund-raising suggestions (handouts) ..... Hardin
    - i. Julia Schmitt's suggestion (possibly add'l support for NEXT activities, and limited support of the annual meeting or training session, depending on topics)
    - ii. Marjorie Walle's suggestion (committee fund-raising)
  - c. Travel/GSA now allows approving of refreshments/light snacks — does Board wish to adopt this additional expense or hold to its current policy of not allowing for meetings? (Handout) ..... Gorman/Smith
- 19. Business meeting agenda (Saturday, Monday & Wednesday/handout) ..... Hallisey
  - Need to add one item on Monday, May 15<sup>th</sup>, as submitted by Dave Allard (PA) after draft printed for meeting  
*"Radiological survey techniques used in screening the public for contamination during a nuclear power plant emergency"*
- 20. 2000 Election of Officers Verification ..... Hallisey
  - a. Statistics on results of first time Voting/Associate member voting

- on elections (*CONFIDENTIAL statistical handout*) -- how should OED track this in the future,  
i.e. same, further breakdown etc.? ..... Hallisey/Cardwell
21. CRCPD/CDRH Meeting on NEXT Project (*handout*) ..... J. Schmitt/McCrohan
22. Awards:
- a. James W. Miller Award - *amend criteria to remove reference to 10 years or less (handout)* .... J. Schmitt
  - b. Need for a mentor award - *designed for states who mentor their members* ..... J. Schmitt/ P. Schmidt
  - c. Certificate for Voting Members who retire/leave State RCP (*handout*) ..... Gorman
  - d. Life Member Award vs Honorary Membership (*clarification on how they are different/handout*) Gorman
23. CRCPD Exhibiting at HPS and RSNA (*handout*) ..... Hardin/Gorman
24. Criteria needed for Board resolutions recognizing individuals (*handout*) ..... Gorman
25. Policies (*handout*) ..... Gorman
- a. III. ASSOCIATION WITH GROUPS #1 Amendment
  - b. IV. BOARD OF DIRECTORS 6. c. and d. (*Deletion of policy pertaining to the Chairperson setting aside time for new board member orientation*)
  - c. New IV.9. — Mentoring Newly Elected Board Members
  - d. New IV.10. — Council Chairpersons shall be Board Members
26. Status of Revised Program Categories/Membership Stats (*handout*) ..... Gorman
27. Oregon Request re: MQSA (*handout dated Dec. 20, 1999*) ..... J. Schmitt
28. Status of DOT Exemption Survey/Recommendation (*Handout*) ..... Hardin

### Reports

29. NRC ..... Lohaus
- a. Update on NRC/CRCPD predecisional document (*handout*)
30. CDRH ..... McCrohan
- a. Update on FDA Cooperative Agreement to recognize all current and future FDA-approved accreditation and certification programs (*reference: Chairman's Halliseys March 15, 2000 letter to Charles Mowll, JCAHO - handout*)
  - b. Request for CRCPD recommendation to serve on National Mammography Quality Assurance Advisory Committee (NMQAAC) to fill Mike Mobley's position that will expire at end of this year
31. ORA ..... Toigo
32. EPA ..... Clark
33. FEMA (*Saturday AM, May 13<sup>th</sup>, if time permits*) ..... Goldstein
34. DOE (*Not in attendance - see special notes above*) ..... Letourneau
35. NIST ..... Seltzer
36. ACR ..... Showalter
37. Washington consultant ..... Linton
- a. Feedback re: CRCPD potential involvement with the World Health Organization/Radiation Medicine Program (Ref: page 49 of November 1999 minutes)
  - b. Brief update on HCFA's Proposed Change to Part O regarding medicare requirements for direct supervision of diagnostic procedures (*Board's Letter dated Oct. 8, 1999*)
38. Status of 2004 contract ..... Smith
39. Need to expand available dates for future annual meeting site visits/negotiations (*handout*) ..... Smith

**Wednesday Meeting Only** *(Paul Schmidt to confirm this meeting)*

- 40. Appointment of new Environmental Nuclear Council chair ..... P. Schmidt
- 41. Appointment of parliamentarian ..... P. Schmidt
- 42. Issues for meeting with CDRH management in conjunction with fall Board meeting ..... P. Schmidt
- 43. Confirm date and location of next meeting ..... P. Schmidt
- 44. G-20 issues *(see above — if recommendations are the result of the Committee's meeting on Thursday/Friday preceding the annual meeting)*

**Additional Items Added**

- 45. Update on May 9<sup>th</sup> NRC briefing re: Release of Solids *(report at business meeting too?)* ..... Collins
- 46. Confirm date of 2001 Program Planning Meeting ..... Hallisey
- 47. Approval of November 1999 minutes ..... Hallisey

**CONFERENCE OF RADIATION CONTROL PROGRAM DIRECTORS, INC.  
BOARD OF DIRECTORS MEETING MINUTES**

**May 13, 2000  
Hyatt Regency Hotel Tampa  
Ybor Room  
Tampa, Florida**

**PRESENT:** Robert M. Hallisey (MA), Chairman  
Paul Schmidt (WI), Chairperson-Elect  
Steve Collins (IL), Past Chairperson  
James McNees (AL), Treasurer  
Julia Schmitt (NE), Member-at-Large  
Cindy Cardwell (TX), Member-at-Large  
Gary Robertson (WA), Member-at-Large  
Mary Clark, EPA Federal Liaison  
Nancy Goldstein, FEMA Federal Liaison  
Steve Toigo, FDA/ORR Federal Liaison  
Paul Lohaus, NRC Federal Liaison  
Russell Takata (HI), Incoming Member-at-Large  
Paul Merges (NY), Incoming Chairperson-Elect

**ABSENT:** John McCrohan, FDA/CDRH Federal Liaison  
Martin Letourneau, DOE Federal Liaison

**OTHERS:** Otha Linton, Consultant  
Charles Showalter, ACR Liaison  
Diane Tefft, S-2 Chairperson  
Debbie Pellegrini, S-2 member  
Jake Jacobi, S-2 member  
Marcia Howard, S-2 member  
Charles Hardin, Executive Director (OED)  
Pat Gorman, Deputy Director (OED)  
Sue Smith, Administrative Assistant (OED)

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**Call to Order:**

Chairman Hallisey called the meeting to order, welcomed everyone, and declared a closed session due to the material being discussed.

### **S-2 Recommendations:**

The Board of Directors went into closed session to discuss the S-2 Task Force on Strategic Planning recommendations that were provided to the Board via e-mail on April 17, 2000. The S-2 Task Force members were present for part of the discussion.

Following discussion in closed session, the following motions were made:

**ACTION:** Cindy Cardwell moved that the Board accept S-2's proposed Strategic Plan including the goals and objectives as we have in our handout. The motion was seconded.

A brief discussion was held relative to the wording of the motion and a substitute motion was provided.

**ACTION:** Cindy Cardwell moved that the Board endorse S-2's proposed Strategic Plan including the goals and objectives as we have in our handout. The motion was seconded and passed.

**ACTION:** Steve Collins made a motion that no further consideration be given to relocating the CRCPD office. The motion was seconded.

Following further discussion,

**ACTION:** James McNees moved to table this matter until Wednesday evening or to a subsequent conference call.

A vote was taken on Mr. McNees' motion and the motion failed, 1 aye to 4 nays.

**ACTION:** A vote was taken on Mr. Collins' motion and the motion passed.

### **G-20 Issues - Approval of Ohio as Licensing State:**

Gary Robertson, Chairperson of the General Council, informed the Board that G-20 has completed their review of Ohio becoming a licensing state and recommended that Ohio be designated as a product review state. The G-20 wants to hold the full designation until all of Ohio's regulations are adopted.

**ACTION:** Gary Robertson made a motion that the state of Ohio be recognized as a product review state. The motion was seconded.

Mr. Robertson commented that the reason Ohio would like to get this designation

is because right now the Ohio manufacturers of sealed sources and devices cannot sell their devices in some states.

**A vote was taken on the motion and the motion passed.**

**MEETING ADJOURNED!!**



**CONFERENCE OF RADIATION CONTROL PROGRAM DIRECTORS, INC.  
BOARD OF DIRECTORS MEETING MINUTES**

**May 15, 2000**

**Hyatt Regency Hotel Tampa  
Garrison Suites  
Tampa, Florida**

**PRESENT:**

Robert M. Hallisey (MA), Chairman  
Paul Schmidt (WI), Chairperson-Elect  
Steve Collins (IL), Past Chairperson  
James McNees (AL), Treasurer  
Julia Schmitt (NE), Member-at-Large  
Cindy Cardwell (TX), Member-at-Large  
Gary Robertson (WA), Member-at-Large  
Mary Clark, EPA Federal Liaison  
Paul Lohaus, NRC Federal Liaison  
Russell Takata (HI), Incoming Member-at-Large  
Paul Merges (NY), Incoming Chairperson-Elect

**ABSENT:**

Martin Letourneau, DOE Federal Liaison  
Steve Toigo, FDA/ORR Federal Liaison  
Nancy Goldstein, FEMA Federal Liaison  
John McCrohan, FDA/CDRH Federal Liaison  
Charles Hardin, Executive Director (OED)  
Charles Showalter, ACR Liaison

**OTHERS:**

Otha Linton, CRCPD Consultant  
Pat Gorman, Deputy Director (OED)  
Sue Smith, Administrative Assistant (OED)

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**Call to Order:**

The purpose of this special called board meeting was to discuss the proposed resolution relating to efforts to reduce medical errors introduced by Jill Lipoti (NJ) at the Saturday, May 13, 2000 Business Meeting (attached).

Chairman Hallisey called the meeting to order.

During discussion of the resolution, it was concluded that medical errors do not fit in CRCPD's mission and seemed to imply a broader base interaction than radiation protection. It was suggested not to support the IOM recommendations, but express support

for the goal suggested by the Institute of Medicine and pledge our participation in the efforts of the Center for Patient Safety.

**The Board agreed that they supported the resolution in principle.**

**ACTION:** Steve Collins made a motion that we support this document in principle. The motion was seconded.

In order for the Board to endorse, they made the following suggested changes:

- Delete 1-13 "Whereas"
- Begin resolution with #14 "Whereas"
- Amend "Now, Therefore, Be It Resolved to read as follows:  
"That the Conference of Radiation Control Program Directors express their support for the goal suggested by the Institute of Medicine and pledge our participation in the efforts of radiation protection and safety."
- Amend "Be It Further Resolved" to read as follows:  
"That the Conference of Radiation Control Program Directors fully cooperate in any effort to require meaningful patient radiation safety programs, offering our expertise in writing radiation safety regulations that are enforceable, understandable, do not interfere with medical practice, encourage continuous improvement at the facility, and enhance public confidence, protecting not only the patient, but the workers and the public as well, from unnecessary exposure to radiation."

**ACTION:** Cindy Cardwell offered the above amendments to the resolution as a substitute motion. Mr. Collins accepted the substitute motion. A vote was taken on the substitute motion and the motion passed, 5 ayes to 1 nay. Ms. Cardwell agreed to discuss changes with Dr. Lipoti.

**CRCPD Tax Information:**

**ACTION:** James McNees made a motion that we instruct Ms. Woolums, our fiscal officer, to next week send all members of the Board copies of the last two income tax filing forms 990, 501(c)(3) corporation, to all members of the Board including federal liaisons. The motion was seconded and the motion passed.

**Recognition Plaque:**

**ACTION:** James McNees made a motion that CRCPD send the Moffit Cancer Center a plaque, with wording to be supplied by the SR-8 chair, expressing our appreciation in their efforts of our training session. The motion was seconded and passed.

**G-44 Document:**

**ACTION:** Gary Robertson made a motion to approve the G-44 document with minor revisions on the abstract, take out the words referencing "elected officials". The motion was seconded. (Editor's note: this is the only change to the document - the rest of the document will stand as is). A vote was taken on the motion and the motion passed, 5 ayes to 1 nay.

**SR-2 Information only:**

Jim McNees, SSR Council chairperson, referenced a letter from Roger Suppes (Ohio) expressing concern regarding the completion of Part D. Mr. McNees noted that he responded to the letter expressing our appreciation for his concerns, and notifying him that Cathey Bradley (AR) had resigned as chairperson and wanted to know if he was interested in the position. Mr. Suppes stated that he could not serve, but that somebody on his staff could.

Deferred to t-mail.

**Meeting Request:**

Paul Lohaus, NRC Federal Liaison requested that Debra McBaugh, E-24 chair or a representative of that working group, be authorized to attend a SRP meeting in June. He felt this was a good opportunity to have some interactive dialogue with NRC.

**MEETING ADJOURNED!!**

**A Resolution to support efforts to reduce medical errors**

**Whereas, the Institute of Medicine, National Academy of Sciences has studied data from Colorado, Utah, and New York and found that adverse events occurred in 2.9-3.7 percent of hospitalizations;**

**Whereas, the data from Colorado and Utah demonstrate that 6.6 percent of these adverse events led to death, and the data from New York hospitals demonstrated 13.6 percent led to death;**

**Whereas, in both studies, over half of the adverse events resulted from medical errors and could have been prevented;**

**Whereas, if extrapolated to the entire United States, the data suggest that between 44,000 and 98,000 Americans die each year as a result of medical errors;**

**Whereas, this data suggests that medical errors account for more deaths per year than motor vehicle accidents, breast cancer, or AIDS;**

**Whereas, the decentralized and fragmented nature of the health care delivery system contributes to unsafe conditions for patients;**

**Whereas, for the most part, consumers believe they are protected;**

**Whereas, the Institute of Medicine has recommended a comprehensive approach to improving patient safety with a goal to reduce medical errors by 50 percent in five years;**

**Whereas, the Institute of Medicine has recommended the establishment of a Center for Patient Safety be established to provide leadership, set priorities, monitor progress in achieving goals, direct resources to areas of need and bring visibility to important issues;**

**Whereas, the Institute of Medicine's recommendations call for actions on the part of states in terms of mandatory reporting, voluntary reporting, and data analysis to help to identify and learn from the errors, evaluate the causes, and take appropriate actions to improve performance;**

**Whereas, the Institute of Medicine has recommended that regulators require health care organizations to implement meaningful patient safety programs with defined executive responsibility;**

**Whereas, the Institute of Medicine has recommended that health professional licensing boards require periodic re-examinations and re-licensing to demonstrate competence and knowledge of safety practices;**

Whereas, the Institute of Medicine has recommended that the Center for Patient Safety should collaborate with other professional societies and disciplines in a national summit on patient safety;

Whereas, the Conference of Radiation Control Program Directors have served as a focal point for comprehensive information about reducing radiation exposure to patients, workers, and the public for 32 years;

Whereas, the Conference of Radiation Control Program Directors has expertise in identifying errors, root causes, and corrective actions with regard to radiation exposure;

Whereas, the Suggested State Regulations for the Control of Radiation have been a model for states in the area of radiation protection in the medical setting;

Whereas, individual states have often emerged as leaders in establishing new programs to regulate or encourage radiation safety, and that the strength of the CRCPD has been in promoting the free exchange of information among the states, taking the best practices and putting them into the Suggested State Regulations;

Whereas, the Conference of Radiation Control Program Directors has supported credentialling of professionals to demonstrate knowledge and competence in radiation safety;

Whereas, the Conference of Radiation Control Program Directors has been a model of cooperation with federal agencies, professional societies, and licensing bodies;

Now, therefore, be it resolved, that the Conference of Radiation Control Program Directors express their support for the initiatives suggested by the Institute of Medicine and pledge our participation in a national summit on patient safety;

Be it further resolved, that the Conference of Radiation Control Program Directors fully cooperate in any effort to require meaningful patient safety programs, offering our expertise in writing regulations that are enforceable, understandable, do not interfere with medical practice, encourage continuous improvement at the facility, and enhance public confidence, protecting not only the patient, but the workers and the public as well.