



## Chemical Safety and Hazard Investigation Board

### Office of General Counsel

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#### Memorandum

To: Board Members  
From: Christopher Warner *Chris Warner*  
Cc: Leadership Team  
Subject: Board Action Report – Notation Item 796  
Date: October 22, 2010

On September 14, 2010, the Board approved Notation Item 796, thereby approving the allocation of \$24,000 from the unallocated funds within the Board budgetary unit to the Performance Awards line item within the Board budgetary unit, thereby amending the total FY 2010 Operating Budget performance awards allocation to \$207,000; authorizing the Chairperson to execute the modifications to the terms of the FY 2010 NBC interagency agreement that are necessary to allow for the preparation of the required human capital report to OPM; and approving an amended allocation of \$14,210 for the cost of the base year of the BNA subscriptions contract, from funds currently available for that purpose in the FY 2010 Operating Budget.

#### Voting Summary – Notation Item 796

**Disposition: APPROVED**

**Disposition date: September 14, 2010**

	Approve	Disapprove	Calendar	Not Participating	Date
R. Moure-Eraso	X				9/10/2010
J. Bresland	X				9/15/2010
M. Griffon	X				9/15/2010
W. Wark	X				9/14/2010
W. Wright	X				9/14/2010



## Chemical Safety and Hazard Investigation Board

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### Memorandum

To: Board Members

From: Rafael Moure-Eraso

A handwritten signature in cursive script that reads "Rafael Moure-Eraso".

Cc: Leadership Team

Subject: Notation Item 796

Date: September 10, 2010

Attached for your review and vote is Notation Item 796. This item provides for Board approval of three budget and contract matters – (1) an increase in the incentive awards budget; (2) a modification to the CSB's personnel and payroll services interagency agreement; and (3) an increase in the funding allocated to the contract for BNA subscriptions.

Please direct any questions about the awards budget or the interagency agreement to John Lau. Questions about the subscriptions contract should be directed to Bea Robinson. Please return completed vote sheets to Chris Kirkpatrick as soon as possible, but no later than Friday, September 17, 2010. Thank you for your attention to this item.



## Chemical Safety and Hazard Investigation Board

**Rafael Moure-Eraso, Ph.D., CIH**  
Chairperson and CEO

**John S. Bresland**  
Board Member

**Mark Griffon**  
Board Member

**William B. Wark**  
Board Member

**William E. Wright**  
Board Member

### CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD MEMBER VOTING RECORD

**Notation No.:** 796

**Voting Period:** Urgent Notation Item, September 10 – September 17, 2010, but votes are requested as soon as possible.

**Subject:** Budget and Contract Matters

Whereas,

A. Incentive Awards Budget Increase

1. Board Order 013 requires that the Board approve a budget line item for the incentive awards program;
2. The Board-approved (Notation Item 744, 1/30/10) Fiscal Year (FY) 2010 Operating Budget includes a line item within the Board budgetary unit for performance awards in the amount of \$183,000;
3. Because the number of employees eligible for awards based upon the performance appraisal cycle that ended on August 31, 2010, has increased over the number eligible last year, a need has been identified to add \$24,000 to the performance awards budget line item; and
4. Funds for this increase in the awards budget are available from the unallocated funds in the Board budgetary unit.

B. NBC Interagency Agreement Modification

5. The Board recently approved (Notation Item 793, 8/20/10) a \$2,000 increase in the maximum value of the CSB's FY 2010 personnel and payroll services interagency agreement with the Department of the Interior, National Business Center (NBC), to provide for the cost of NBC's preparation, on behalf of the CSB, of a required human capital report to the Office of Personnel Management (OPM);
6. It subsequently became apparent that minor modifications to the substantive terms of the NBC interagency agreement will also be necessary to allow for the preparation of the human capital report; and
7. As an interagency contract and transfer exceeding \$50,000, the NBC interagency agreement is subject to Board approval under Board Order 028.

Notation No.: 796  
Subject: Budget and Contract Matters

C. BNA Subscriptions Contract Funding Increase

8. The Board recently approved (Notation Item 784, 7/27/10) the award and execution of a contract for subscriptions to certain BNA technical/trade publications, to consist of a base year and four option years, with a maximum contract value of \$86,000 over five years;
9. In approving the BNA subscriptions contract, the Board also approved the allocation of up to \$14,000 within the FY 2010 Operating Budget to fund the cost of the base year of the contract;
10. The subsequently selected bid for the subscriptions contract has a base year cost \$210 greater than the Board-approved allocation, although the total five-year estimated cost of that bid remains under the Board-approved maximum contract value; and
11. Board Order 027 requires that the Board approve the allocation of funds for contracts, interagency transfers, or other expenditures which exceed \$50,000.

Therefore, the Board hereby votes:

- A. Incentive Awards Budget Increase – To approve the allocation of \$24,000 from the unallocated funds within the Board budgetary unit to the Performance Awards line item within the Board budgetary unit, thereby amending the total FY 2010 Operating Budget performance awards allocation to \$207,000.
- B. NBC Interagency Agreement Modification – To authorize the Chairperson to execute the modifications to the terms of the FY 2010 NBC interagency agreement that are necessary to allow for the preparation of the required human capital report to OPM, provided that, those modifications do not increase the cost of the interagency agreement above the amount approved by the Board in Notation Item 793.
- C. BNA Subscriptions Contract Funding Increase – To approve an amended allocation of \$14,210 for the cost of the base year of the BNA subscriptions contract, from funds currently available for that purpose in the FY 2010 Operating Budget.

\_\_\_\_\_ I **APPROVE** this notation item **AS PRESENTED**.

\_\_\_\_\_ I **CALENDAR** this notation item for discussion at a Board meeting.

\_\_\_\_\_ *Some of my concerns are discussed below or on the attached memorandum.*

\_\_\_\_\_ I **DISAPPROVE** this notation item.

\_\_\_\_\_ *A dissent is attached.*

\_\_\_\_\_ *I will not file a dissent.*

\_\_\_\_\_ I am **NOT PARTICIPATING**.

Note: An urgent notation item is either adopted or disapproved when the affirmative or negative votes of a majority of the participating members are received by the Office of General Counsel.

Date: \_\_\_\_\_

Member: \_\_\_\_\_