



Chemical Safety and Hazard Investigation Board

Office of General Counsel

Memorandum

To: Board Members
From: Christopher Warner *Chris Warner*
Cc: Leadership Team
Subject: Board Action Report – Notation Item 797
Date: October 22, 2010

On September 14, 2010, the Board approved Notation Item 797, thereby approving the appointment, for the purposes of Board Order 028, of Dr. Daniel Horowitz to the position of Managing Director, concurring with the Chairperson's intention to fill the position by lateral reassignment of Dr. Horowitz, a current Office Director with lengthy and unique qualifications. The Board further approved the amendment of Board Order 014 to establish a new major administrative unit of the CSB, the Office of Incident Screening and Selection, which will report to the Managing Director.

Voting Summary – Notation Item 797

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				9/13/2010
W. Wark	X				9/14/2010
W. Wright	X				9/14/2010



Chemical Safety and Hazard Investigation Board

Memorandum

To: Board Members

From: Rafael Moure-Eraso

Rafael Moure-Eraso

Cc: Leadership Team

Subject: Notation Item 797

Date: September 10, 2010

Attached for your review and vote is Notation Item 797. This item provides for Board approval, as required by Board Order 028, of the appointment of Daniel Horowitz to fill the newly-created position of Managing Director. It is my proposal that Dr. Horowitz be laterally reassigned to the Managing Director position from his current position of Director of Congressional, Public, and Board Affairs. This item also provides for the amendment of Board Order 014 to create a new major administrative unit of the CSB, the Office of Incident Screening and Selection, which would report to the Managing Director.

You may direct any questions about this item to me. Please return completed vote sheets to Chris Kirkpatrick as soon as possible, but no later than the close of business on 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.: 797

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

Subject: Appointment of Managing Director and Establishment of New Office

Whereas,

1. The position of Managing Director (GS-0301-15) has been created within the CSB, located in the immediate office of the Board and reporting to the Chairperson, consistent with recommendations from the U.S. Government Accountability Office (GAO) and the CSB Office of Inspector General (OIG);
2. The general duties of the Managing Director position, as established in the official position description, include functioning as the principal day-to-day operating management official of the CSB, with responsibility for directing and overseeing programs and activities in the areas of investigations, recommendations, incident screening and selection, public/government affairs and outreach, financial operations, administrative operations, and human resources;
3. The Chairperson intends to fill this new position by the lateral reassignment of a current CSB manager, Dr. Daniel Horowitz, to the Managing Director position;
4. Board Order 028 requires a majority vote of the Board for the appointment of the head of any major administrative unit of the CSB;
5. Among the specific duties of the Managing Director, as described in the official position description, is oversight of the selection of incident investigations and incident data management through a new major administrative unit, the Office of Incident Screening and Selection, which will have its own Director;
6. This new office is necessary because, upon his reassignment to the Managing Director position, Dr. Horowitz will no longer be responsible for the immediate day-to-day supervision of the incident screening and selection function, as well as the public/government affairs, outreach, and safety video production functions (which will continue to reside in the

Notation No.: 797

Subject: Appointment of Managing Director and Establishment of New Office

existing Office of Congressional, Public, and Board Affairs under the supervision of a new Director);

7. The permanent directors of the Office of Incident Screening and Selection and the Office of Congressional, Public, and Board Affairs, respectively, will be appointed separately, in accordance with federal personnel law, and the requirement for Board approval under Board Order 028.
8. The major administrative units of the CSB are established in Board Order 014.

Therefore, the Board hereby votes to approve the appointment, for the purposes of Board Order 028, of Dr. Horowitz to the position of Managing Director, and concurs with the Chairperson's intention to fill the position by lateral reassignment of Dr. Horowitz, a current Office Director with lengthy and unique qualifications.

The Board further votes to amend Board Order 014 to establish a new major administrative unit of the CSB, the Office of Incident Screening and Selection, which will report to the Managing Director.

_____ 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: _____