



Chemical Safety and Hazard Investigation Board

Office of General Counsel

Memorandum

To: Board Members
From: Christopher Warner *Ch Warner*
Cc: Leadership Team
Subject: Board Action Report – Notation Item 793
Date: October 22, 2010

On August 20, 2010, the Board approved Notation Item 793, thereby increasing by \$2,000 the maximum value of the FY 2010 interagency agreement with NBC for personnel and payroll services and allocating \$2,000 from the “Other Services” category in the budget of the Office of Human Resources budgetary unit to the interagency agreement to fund this increase in value.

Voting Summary – Notation Item 793

Disposition: APPROVED

Disposition date: August 20, 2010

	Approve	Disapprove	Calendar	Not Participating	Date
R. Moure-Eraso				X	
J. Bresland	X				8/17/2010
M. Griffon	X				8/13/2010
W. Wark	X				8/20/2010
W. Wright	X				8/20/2010



Chemical Safety and Hazard Investigation Board

Memorandum

To: Board Members

From: Mark Griffon 

Cc: Leadership Team

Subject: Notation Item 793

Date: August 13, 2010

Attached for your review and vote is Notation Item 793. This item provides for approval of an increase in the maximum value of the interagency agreement with the Department of the Interior's National Business Center for personnel and payroll services. The increase is needed to pay the cost of having NBC prepare a human capital report in connection with the President's May 11, 2010, memorandum, Improving the Federal Recruitment and Hiring Process. Board approval for this increase is required because the interagency agreement had an original maximum value over \$50,000.

Because of the impending deadline for submission of the human capital report, the Chairperson authorized me to distribute this notation item in his absence.

You may direct any questions about this item to John Lau. Please return completed vote sheets to Chris Kirkpatrick as soon as possible, but no later than the close of business on Friday, August 20, 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.: 793

Voting Period: Urgent Notation Item, August 13 – August 20, 2010, but votes are requested as soon as possible.

Subject: Increase in Maximum Value of Interagency Agreement for Personnel and Payroll Services

Whereas,

1. The Fiscal Year (FY) 2010 CSB interagency agreement with the Department of the Interior's National Business Center (NBC) for personnel and payroll services has a maximum value of \$67,000, as approved by the Board in Notation Item 744 (Jan. 30, 2010);
2. On May 11, 2010, the President issued a memorandum, Improving the Federal Recruitment and Hiring Process. In response to this memorandum, the Office of Personnel Management requested a human capital report from all agencies by August 31, 2010, as part of the data collection effort to streamline federal hiring;
3. NBC can prepare the requested report as a service covered by the CSB interagency agreement, but the \$2,000 cost to prepare the report was not budgeted into the interagency agreement for FY 2010;
4. Funding for the cost of preparing the report is available within the "Other Services" category in the budget of the Office of Human Resources budgetary unit;
5. Board Order 027 requires that the Board approve the allocation of funds for contracts, interagency transfers, or other expenditures which exceed \$50,000; and
6. Board Order 028 requires that the Board approve contracts and interagency transfers exceeding \$50,000.

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Notation No.: 793
Subject: Increase in Maximum Value of Interagency Agreement for Personnel and Payroll Services

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Therefore, pursuant to its authority, the Board hereby votes to approve an increase of \$2,000 in the maximum value of the FY 2010 interagency agreement with NBC for personnel and payroll services. The Board further votes to approve the allocation of \$2,000 from the "Other Services" category in the budget of the Office of Human Resources budgetary unit to the interagency agreement to fund the increase in value.

_____ 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: _____