



## Chemical Safety and Hazard Investigation Board

### Office of General Counsel

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#### Memorandum

To: Board Members

From: Christopher Warner

Cc: Leadership Team

Subject: Board Action Report – Notation Item 845

Date: May 20, 2011

On May 3, 2011, Notation Item 845 was calendared. This item would have resulted in the adoption of the CSB Fiscal Year 2011 Operating Budget and the approval of certain contracting actions. Comments submitted by Member Wright are attached to this memorandum.

#### Voting Summary – Notation Item 845

**Disposition: CALENDARED**

**Disposition date: May 3, 2011**

	Approve	Disapprove	Calendar	Not Participating	Date
<b>R. Moure-Eraso</b>	X				4/28/2011
<b>J. Bresland</b>	X				5/11/2011
<b>M. Griffon</b>	X				5/5/2011
<b>W. Wark</b>				X	
<b>W. Wright</b>			X		5/3/2011

Notation No.: 845  
Subject: Fiscal Year 2011 Operating Budget and Contract Approval

Therefore, the Board hereby votes to:

- a. Adopt the attached proposed operating budget described in Appendices B and C as the CSB's FY 2011 Operating Budget;
- b. Approve the execution of, and allocation of funding for, the specific line items shown in Appendix C;
- c. Authorize the Chairperson to execute a five-year contract for copier maintenance services with a maximum value not to exceed \$67,000 as listed in Appendix D;
- d. Authorize the Chairperson to order and distribute metro benefits in an amount up to \$82,300 for FY 2011; and
- e. Authorize the Chairperson to transfer funds between the various offices of the CSB in a cumulative amount not to exceed \$200,000.

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.

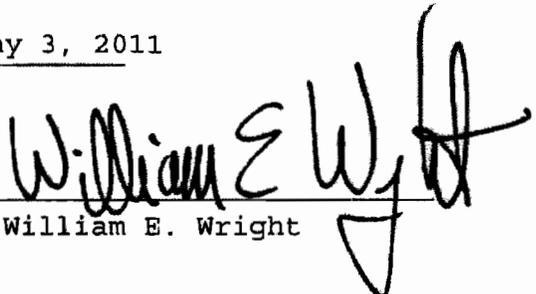
I DISAPPROVE this notation item.

A dissent is attached.

I will not file a dissent.

I am NOT PARTICIPATING.

Date: May 3, 2011

Member:   
William E. Wright

I request a meeting on this budget so the following questions can be answered concerning the remainder of FY 2011, namely:

- a. How is the [FOIA Exemption 6] ?
- b. What is the total FTE represented in this budget?
- c. What does this budget represent by object class?
- d. Where is supporting documentation we have had in the past to justify budgets?
- e. Have any funds been [FOIA Exemption 2] to other Board Members?
- f. What are funding priorities regarding investigations?
- g. Will any funds be expended on [FOIA Exemption 2] ?



## Chemical Safety and Hazard Investigation Board

### MEMORANDUM

April 28, 2011

To: Board Members  
From: Rafael Moure-Eraso  
Cc: Leadership Team  
Subject: Notation Item 845

A handwritten signature in black ink that reads "Rafael Moure-Eraso". The signature is written in a cursive style and is positioned to the right of the typed name in the "From:" field.

Attached for your review and vote is Notation Item 845. This item provides for Board approval of the CSB Fiscal Year (FY) 2011 Operating Budget, as proposed in Appendix B and Appendix C of the item.

Appendix C of this item identifies line items for which specific approval is required by Board Order and provides for the approval of the allocation of funds for known contract and interagency transfer requirements that exceed \$50,000. Please note that the allocations identified in Appendix C do not change the total amount allocated to each office, as listed in Appendix B.

This item will also approve the execution of a new multiyear contract for copier maintenance services with a maximum value exceeding \$50,000, and approve an increase in the funding for the FY 2011 transit benefits contract to an amount over \$50,000.

Please note that due to the late date of a final appropriation, a high percentage of the overall budget at this point in the fiscal year has either been spent under the authority of prior notation items or is obligated to certain fixed costs such as salaries, rents, and binding contractual commitments. However, history suggests that funds currently projected for use in this item may not be needed, and therefore may need to be shifted to other priorities between now and the end of the fiscal year. Thus, the item provides the Chairman with the authority to transfer up to \$200,000 of discretionary, available funds, between the various offices of the CSB.

You may direct any questions about this item to Daniel Horowitz. Please return completed vote sheets to Chris Kirkpatrick by the close of business on May 12, 2011. Thank you for your attention to this item.

**Chemical Safety and  
Hazard Investigation Board**



**Hon. Rafael Moure-Eraso**  
Chairperson

**Hon. John S. Bresland**  
Board Member

**Hon. Mark Griffon**  
Board Member

**Hon. William B. Wark**  
Board Member

**Hon. William E. Wright**  
Board Member

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

**Notation No.: 845**

**Voting Period: April 28 – May 12, 2011**

**Subject: Fiscal Year 2011 Operating Budget and Contract Approval**

Whereas,

1. The President has signed [Public Law 112-10](#) (excerpt attached to this item as Appendix A), including a final Fiscal Year (FY) 2011 full-year appropriation of \$10,777,000 for the CSB;
2. The Managing Director, in consultation with Office Directors and the Director of Financial Operations, has developed a proposed operating budget for Board review and approval (Appendix B);
3. In accordance with certain Board Orders, Appendix C identifies the following budget line items which must be specifically approved by the Board: (a) Incentive Awards (Order 13); (b) Overtime for each CSB budgetary unit (Order 18); and (c) Funding for the Student Loan Repayment Program (Order 31);
4. Appendix C also provides for the approval of the allocation of funds for known contract and interagency transfer requirements that exceed \$50,000, as required by Order 027;
5. Appendix D provides a brief description of a proposed multi-year contract for copier maintenance services with a maximum value in excess of \$50,000;
6. The cost to the CSB to provide transit benefits to employees is projected to exceed \$50,000; and
7. Based on historic spending patterns and unanticipated contingencies, there will likely be a need to transfer money within office budgets and between office budgets prior to the end of the fiscal year.

**Notation No.:** 845  
**Subject:** Fiscal Year 2011 Operating Budget and Contract Approval

Therefore, the Board hereby votes to:

- a. Adopt the attached proposed operating budget described in Appendices B and C as the CSB's FY 2011 Operating Budget;
- b. Approve the execution of, and allocation of funding for, the specific line items shown in Appendix C;
- c. Authorize the Chairperson to execute a five-year contract for copier maintenance services with a maximum value not to exceed \$67,000 as listed in Appendix D;
- d. Authorize the Chairperson to order and distribute metro benefits in an amount up to \$82,300 for FY 2011; and
- e. Authorize the Chairperson to transfer funds between the various offices of the CSB in a cumulative amount not to exceed \$200,000.

\_\_\_\_\_ 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**.

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

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