



**Board Finance & Process Committee  
Meeting Minutes  
Wednesday, August 28, 2013, 5:00 p.m.  
DOE Information Center**

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**Committee Members Present**

Dave Hemelright  
Greg Paulus, Chair

**Absent**

Lisa Hagy  
Bruce Hicks  
Jennifer Kasten

**Others Present**

Dave Adler, DOE  
Delisa Atwater, DOE  
Pete Osborne, ORSSAB Support Office

**Discussion**

July/August Expenses - The committee reviewed the current costs table (Attachment 1). Mr. Paulus said he discussed with some of the other members following the annual meeting whether it was worth the money to hold the meeting out of town, especially in light of DOE's interest in reducing costs. It's a discussion he would like to continue with the Executive Committee and the board's Federal Coordinator.

FY 2015 ORSSAB Budget - The committee reviewed the DOE markup of the FY 2015 ORSSAB budget request (Attachment 2), which reduces the ORSSAB allocation from \$82K to \$65K. Ms. Atwater said she also revised the figure for FY 2014 to match 2015. She said she's going to set up a separate line of accounting in her system, starting with a new carryover figure and the new funding figure. Ms. Atwater said the 2014 carryover will be \$115K.

Ms. Atwater said that carryover is 'forever' money, which will carry over from year to year. It's only if DOE de-obligates carryover that it goes away. Carryover funds are expended first, but that does not matter in the carryover amount the board has. The only exception is in travel, which must be used each year. If there is any left over, she moves it to the contractor account to avoid losing it. Regardless, she would like the SSAB to spend down the carryover over time, which means reducing the yearly budget to make that happen. Mr. Paulus said he agrees with that strategy. Mr. Hemelright concurred.

Mr. Paulus recommended the SSAB rethink its 2015 budget to live within the \$65K DOE proposed. Ms. Atwater said it's not really necessary because the SSAB can budget to \$82K since it can assume a large carryover.

Process for Developing the FY 2016 ORSSAB Budget Request - The committee reviewed the process. Mr. Paulus said he wants staff to give committees the 2015 budget and ask if there are any changes necessary.

August:	The Board Finance & Process Committee reviews the ORSSAB budget request process and requests that standing committees prepare their FY 2016 requests
September:	Standing committees generate requests and submit them to Board Finance for review and comment
October:	Board Finance generates the FY 2016 budget request (based on the final standing committee requests) and sends it to the Executive Committee for approval
November:	The Executive Committee reviews the request sends it to the ORSSAB Federal Coordinator
December:	The Federal Coordinator and the Board Finance & Process Committee's DOE Liaison review the request and provide the Board Finance & Process and Executive Committees with DOE's response

Annual Meeting - The committee reviewed the summary of end-of-day evaluations (Attachment 3) and the facilitator's report (Attachment 4). Mr. Paulus asked Mr. Adler why the board has to have an offsite annual meeting with a facilitator and spend all that money. Mr. Adler said it's not necessary to do it that way, and changes can be made if the board wants. Mr. Paulus asked staff to make an action item for the committee to discuss it with Melyssa Noe.

Travel Requests - The committee concurred with requests for travel to the fall chairs meeting (October 15–17 in Mt. Sterling, Ohio) from Mr. Hemelright, Mr. Hicks, and Ms. Staley (Attachment 5).

Work Plan - The committee reviewed its work plan (Attachment 6) and made no changes.

### **Administrative Decisions Requiring Approval Since the Last Committee Meeting**

Request for Travel - On July 25 an e-mail was sent to committee members asking for concurrence on a request from Alfreda Cook for travel to the RadWaste Summit in Las Vegas, September 3–6 (Attachment 7). Concurrence was received from Mr. Hicks, Mr. Paulus, and Ms. Hagy on July 25.

### **Action Items**

*Open*

1. Staff will give the ORSSAB standing committees the 2015 budget and ask if there are any changes necessary for FY 2016.
2. The committee will discuss with Melyssa Noe holding the next annual meeting in Oak Ridge.

*Closed*

None

### **Next meeting**

Wednesday, September 25, 5:00 p.m., at the DOE Information Center

Attachments (7). Available upon request from the ORSSAB support office.

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