

**APPENDIX 4**

**REQUEST FOR BOARD ACTION BY A BOARD MEMBER**

Requester: Daniel J. Santos \_\_\_\_\_ June 2, 2017

**Brief description of Requested Action:** Request Board approval of the following:

1. Establish a new DNFSB Administrative Unit designated as the Office of the Executive Secretary.
2. Task the Board’s Chairman to stand-up and implement this new administrative unit and incorporate the functions and structure described in Attachment 1 within 120 days of approval of this action.
3. Task the Office of the General Manager to submit, within 60 days of approval of this action, a revised staffing plan for Board approval to be consistent with this action.

**Justification:** Having reviewed staff’s deliverable to Board Action (Doc#2017-300-032 – Exploring improved efficiency and effectiveness of Board Interactions), I conclude that an effective and efficient manner to implement several of the staff’s recommendations and to help centralize, coordinate, and sustain the various ongoing and planned internal improvement initiatives is for the Board to establish a new administrative unit that integrates and manages all agency matters that require interaction with the Board and among all members of the Board. Most of the resources for this new administrative unit already exist in other administrative units. This proposal is not expected to add to existing agency overhead.

Attachments (init) n/a (included clean version of any proposed document or modified document)

Summarize any time sensitive considerations:

Requestor signature signature on file \_\_\_\_\_ June 2, 2017

Assistant Executive secretary signature on file \_\_\_\_\_ June 2, 2017

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING	COMMENT	DATE
Joyce L. Connery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jessie H. Roberson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sean Sullivan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Daniel J. Santos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bruce Hamilton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Final Disposition Summary

Executive Secretary signature \_\_\_\_\_ Click here to enter a date.

**AFFIRMATION OF BOARD VOTING RECORD**

**SUBJECT: RFBA by Board Member Daniel J. Santos to Establish a New DNFSB  
Administrative Unit (Revised)**

**Doc Control#2017-300-076**

The Board, with Board Member(s) Daniel J. Santos *approving*, Board Member(s) Sean Sullivan, Bruce Hamilton, Jessie H. Roberson *disapproving*, Board Member(s) Joyce L. Connery *abstaining*, and Board Member(s) none *not participating*, have voted to disapprove the above document on June 12, 2017.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIPATING*	COMMENT	DATE
Sean Sullivan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/09/17
Bruce Hamilton	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06/09/17
Jessie H. Roberson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06/12/17
Daniel J. Santos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06/12/17
Joyce L. Connery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	06/09/17

\*Reason for Not Participating:

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.

  
Assistant Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members  
OGC  
OGM Records Officer  
OTD

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Sean Sullivan

**SUBJECT:** RFBA by Board Member Daniel J. Santos to Establish a New DNFSB  
Administrative Unit (Revised)

**Doc Control#2017-300-076**

Approved \_\_\_\_\_ Disapproved X Abstain \_\_\_\_\_

Recusal – Not Participating \_\_\_\_\_

**COMMENTS:** Below \_\_\_\_\_ Attached \_\_\_\_\_ None X



Sean Sullivan

6/9/17

Date

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Bruce Hamilton

**SUBJECT:** RFBA by Board Member Daniel J. Santos to Establish a New DNFSB  
Administrative Unit (Revised)

**Doc Control#2017-300-076**

Approved \_\_\_\_\_ Disapproved  X  Abstain \_\_\_\_\_  
Recusal – Not Participating \_\_\_\_\_

**COMMENTS:** Below  X  Attached \_\_\_\_\_ None \_\_\_\_\_

This proposal contains many good suggestions for improving front office functions. That notwithstanding, a better path is to allow the Chairman the flexibility to manage front office optimization when the time is ripe, which is probably not at present.

I therefore disapprove.



**Bruce Hamilton**

9 JUNE 2017

**Date**

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Jessie H. Roberson

**SUBJECT:** RFBA by Board Member Daniel J. Santos to Establish a New DNFSB  
Administrative Unit (Revised)  
Doc Control# 2017-300-076

Approved \_\_\_\_\_ Disapproved X \_\_\_\_\_ Abstain \_\_\_\_\_

Recusal – Not Participating \_\_\_\_\_

**COMMENTS:** Below X Attached \_\_\_\_\_ None \_\_\_\_\_

1. While I support proceeding with the proposed organizational change as I believe the Board would benefit greatly from the efficiency offered and the public would benefit greatly by more timely visibility of Board decisions, I am voting against the action consistent with my vote and associated basis on RFBA 2017-300-077 (RFBA by Chairman Sean Sullivan to Revise Staffing in the Office of the General Counsel).
2. Various Board Members, including myself, have meaningful ideas about how the Board and staff across all administrative units may be more efficient and effective to ensure the agency properly executes its statutory mission. Individual Board Member views and suggestions should be evaluated and weighed through a collaborative process by the entire Board, and should consider insights or suggestions provided by the civil service leadership and observation of other similar organizations. I look forward to the opportunity to collaboratively engage with the other Board Members in evaluating and deciding what the Board (Board Members) see as overall staff needs are now and should be for the foreseeable future and the number of administrative units needed to fulfill the functions of the Board.

*Jeri* ←  
06/12/2017

**Cameron Shelton**

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**From:** Daniel J. Santos  
**Sent:** Monday, June 12, 2017 8:18 AM  
**To:** Cameron Shelton; Shelby Qualls  
**Subject:** RE: Notational Vote: Doc#2017-300-076, RFBA by Board Member Daniel J. Santos to Establish a New DNFSB Administrative Unit (Revised) - BLUE FOLDER

Approved.

**From:** Cameron Shelton  
**Sent:** Friday, June 09, 2017 8:49 AM  
**To:** Bruce Hamilton [REDACTED]; Daniel J. Santos [REDACTED]; Jessie Roberson [REDACTED]; Joyce Connery [REDACTED]; Sean Sullivan [REDACTED]  
**Cc:** Glenn Sklar [REDACTED]; Katherine Herrera [REDACTED]; James Biggins [REDACTED]; Steven Stokes [REDACTED]; Richard Tontodonato [REDACTED]; Adam Poloski [REDACTED]; Chris Roscetti [REDACTED]; John Pasko [REDACTED]; Timothy Dwyer [REDACTED]; Matt Forsbacka [REDACTED]; Donita Vines [REDACTED]; ExSec [REDACTED]  
**Subject:** Notational Vote: Doc#2017-300-076, RFBA by Board Member Daniel J. Santos to Establish a New DNFSB Administrative Unit (Revised) - BLUE FOLDER

This email is an electronic record of Notational Vote. Voting ballot will follow shortly. Also, accepting electronic votes.

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD  
NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Members of the Board  
**SUBJECT:** RFBA by Board Member Daniel J. Santos to Establish a New DNFSB Administrative Unit (Revised)

**DOC# 2017-300-076**

Office Directors have provided their input.

Approved \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Abstain \_\_\_\_\_  
Recusal – Not Participating \_\_\_\_\_

**COMMENTS:**

Below \_\_\_\_\_  
Attached \_\_\_\_\_  
None \_\_\_\_\_

Cameron Shelton  
Assistant Executive Secretary  
Office of the Chairman

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Joyce L. Connery

**SUBJECT:** RFBA by Board Member Daniel J. Santos to Establish a New DNFSB  
Administrative Unit (Revised)

**Doc Control #2017-300-076**

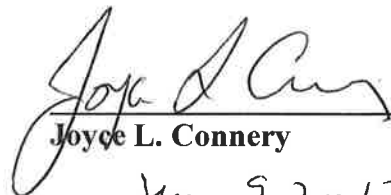
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Abstain X \_\_\_\_\_

Recusal – Not Participating \_\_\_\_\_

**COMMENTS:** Below X Attached \_\_\_\_\_ None \_\_\_\_\_

While I do not have issue with some of the ideas in this proposal, I do think this should be done in conjunction with a holistic staffing plan. Additionally, as a matter of principle, when an issue is proposed and voted on by the Board, it should not be re-proposed by the minority voter. (I believe that this was re-submitted in order to get staff input, but in general, we have voted on issues where the intent of the Board is clear, but the minority voters/proposers will re-submit the same request in another form. This is tantamount to reconsidering a question, and Robert's Rules and other similar procedures dictate that only a voter with the prevailing view who has changed his or her mind should put forward a motion to reconsider. This is not explicitly in our procedures but I believe it is a good practice.)

I do suggest that the items herein be considered for addition to the next staffing plan.

  
\_\_\_\_\_  
Joyce L. Connery  
June 9, 2017  
\_\_\_\_\_  
Date