

**Agency Partnership Council Meeting Minutes
June 13, 2001**

Time: 9:00 a.m.

Place: Parklawn Building, Conference Room 0

Attendees: Mary Babcock, Malcolm Frazier, Peter Gimbrere, Michael Theodorakis, Marsha Hayden, Tom Kelly, George VanWey, Don Peterson, Joy Lazaroff, Bob Sauer, Ed Campbell, Liz Berbakos and Mary Cottone

Guests: Pat Vella, Gail Kohlhorst

- Department/NTEU Partnership Meeting Update: The June meeting was cancelled. Secretary Thompson expressed an interest to participate in the next meeting.
- Quality of Work Life (QWL) Survey: Morale went up and there was an impressive 42% response rate with scores increasing statistically from last year.
- Smoking Cessation Update: FDA and NTEU worked together to develop a Business Case proposal. Suggestions to enhance the document were provided and a briefing for the Executive Officers will be scheduled.
- Update - Joint Subcommittees Top Five Priorities: Mary briefly explained how the Top Five were determined and overviews followed.
 - 1) Communication: Gail Kohlhorst presented a slide-show that included many success stories, positive recommendations, and an opportunity for both NTEU and FDA to build upon. Both NTEU and FDA agreed the Team did an excellent job and will work together to disseminate this valuable informative tool.
 - 2) Mentoring: Tom Kelly provided a brief overview of options for NTEU and FDA to consider. A recommendation was made to begin with a buddy system to introduce new employees to general basic information.
 - 3) Details: NTEU and FDA agreed to find creative ways to get the work done while allowing for opportunities to promote career advancement. A best practice list was proposed.
 - 4) AWS/Maxiflex: George VanWey provided an update in Victor Meo's absence. Both NTEU and FDA Management Officials agreed to share management's success stories.
 - 5) Leadership Development – will be addressed at the next meeting.
- Awards Guidance: Both NTEU and FDA agreed to continue to work together to clarify the awards guidance document that has been adopted by the Council before it is distributed to employees or management. Peter and Ed will review.
- Briefing on Joint Contract Training: Mark Barnett will be invited to the next meeting to discuss the possible use of teleconferencing as a mechanism for FDA and NTEU to use in order to provide employees with a meaningful and cost-effective joint training tool. Peter and Ed will review all training articles before anything is distributed.

- CSO/CSI Standardization Requirements: An update was provided. NTEU complimented FDA management on their willingness to involve NTEU in pre-decisional briefings.
- FDA/NTEU Agency Partnership Council Charter: Changes were discussed. Both NTEU and FDA agreed that the Charter would be signed at the next meeting.

Action Item: Joy agreed to provide the old charter and a DRAFT Addendum to members before the next meeting.

- Miscellaneous: A vote was taken by NTEU and FDA to have the Council minutes issue to the group within 7 working days for comment. If no feedback is received the minutes will issue no later than 2 weeks after the meeting. Everyone present agreed.

The next meeting will be held in September or October.

Proposed Agenda Items for Next Meeting

- Smoking Cessation Update (Mike and Pat)
- Mentoring (Tom)
- Details (Don)
- AWS/Maxi-place - Positive Stories (Victor)
- Leadership Training – (John)
- Awards Guidance Discussion (Joy)
- Joint Training Discussion (Marsha) (Mark Barnett)
- Secure Computer Briefing (OIRM)