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Description of document: Federal Mine Safety and Health Review Commission (FMSHRC) Minutes from the Legal Assistant staff meeting, December 2016 and minutes from the Commission management meetings, 2016-2017

Requested date: 20-August-2017

Released date: 23-October-2017

Posted date: 26-February-2018

Source of document: Federal Mine Safety and Health Review Commission
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From: Stacey Demps-Barrett <sdemps-barrett@fmshrc.gov>
Cc: Tanya Whisnant <twhisnant@fmshrc.gov>; FOIA Public Liaison <FOIA-Liaison@fmshrc.gov>
Sent: Mon, Oct 23, 2017 4:19 pm
Subject: FOIA Request - Administrative Staff Meeting Minutes for the Commission for Calendar Years 2016 and 2017 - FMSHRC

Thank you for your patience. This email is in response to your FOIA request of August 20, 2017, and later amended on August 30, in which you requested a copy of "meeting minutes for Administrative Staff Meetings during Calendar Years 2016 and 2017" for the Federal Mine Safety and Health Review Commission ("FMSHRC" or "Commission"). Please find attached here for your records three PDF files containing a copy of minutes from the Legal Assistant staff meeting from December 2016 and the minutes from the Commission management meetings from 2016 and 2017. We have included the minutes for all of the staff meetings that were held and in which minutes were taken during the applicable time-period.

Please be advised that some information was redacted under the Deliberative Process Privilege of FOIA Exemption 5 because it details the recommendations, advisory opinions, and predecisional deliberations of FMSHRC management and/or consultants as it attempts to reach decisions while formulating Commission policies. Other information was redacted under FOIA Exemption 2 because it concerns human resource matters such as hiring, Commission rules and discipline, and compensation and benefits of FMSHRC personnel. In other words, the information relates solely to the internal personnel rules and practices of the Commission.

Please note that the specific redactions and applicable exemptions are described on the face of the minutes for each document. Additionally, the lines connecting the comment boxes to the specific redactions do not show clearly in the PDFs. However, you can determine the correct redaction/comment pair by looking at the end of each redaction. There, you will find a small area containing a period and shaded in pink. This area is aligned with the corresponding comment, which is also shaded in pink.

There will be no charge to you for this request.

If you are unsatisfied with any part of this determination, you may seek the mediation and dispute resolution services of FMSHRC's FOIA Public Liaison at FOIA-Liaison@fmshrc.gov or the Office of Government Information Services at <https://ogis.archives.gov/>. You also have the right to appeal the decision to the Chairman of the Commission at FOIA-Appeals@FMSHRC.gov within 90 days of this response. For additional instructions on filing an appeal, please refer to our FOIA Rules at 29 C.F.R. § 2702.

In the meantime, kindly acknowledge receipt of this email with attachments and let me know if you have any questions.

Sincerely,

Stacey Demps Barrett
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Federal Mine Safety and Health Review Commission
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Tel: 202/ 434-9939 Fax: 202/ 434-9944

From: Pamela Champ

Sent: Monday, December 12, 2016 4:53 PM

To: Carolyn Hipkins; Cassandra Miller; Charles Tolbert; Danielle Points; Lynn D. Powell; Lynn Harley-Tolson; Shampa Enayet; Wykesha Hodnett; Cindi A. Cowan; Jonathan Anderson; Tess Wiegand; Andrew Jenco; Brittany Smith

Cc: Moshe Marvit; Kevin VanDyke; Kristin Abramson; Colin Dobbins

Subject: LA Meeting Minutes -- December 12-2016

Attendees:

Pamela Champ, Shampa Enayet, Carolyn Hipkins, Wykesha Hodnett, Cassandra Miller, Danielle Points, Lynn Powell, Charles Tolbert
Jonathan Anderson, Cindi Cowan, Andrew Jenco, Moshe Marvit, Brittany Smith, Tess Wiegand (via teleconference)

Discussion:

1. Exhibits and Closed File Checklist

- The official file in eCMS (in addition to the physical file), must contain anything that is related to the case, and that includes exhibits.
- The transcripts have been uploaded consistently, but the exhibits have not.
- Transcripts and discs (that include exhibits) are usually sent directly to the LA's from the court reporter. So, the docket office doesn't upload them into eCMS.
- The judge may not always give all of the exhibits to the court reporter. So, if the physical file contains an exhibit(s) that was/were filed by the party, but was/was not added to the disc, the LA must manually upload the exhibit(s) that are not on the disc into eCMS.
- If there is an object that cannot be uploaded into eCMS, either:
 - a. Check that the item is an object on the Closed File Checklist (for disposals), with a note describing the object; or
 - b. Upload a description of the object into eCMS (for non-disposals, e.g. interlocutory cases)
- Once you have completed and signed the checklist, upload it into eCMS
- The docket disposal clerk will email you a copy of the checklist with his/her signature, certifying that it is okay. If not, he/she will contact you with any discrepancies.

2. Schedules

➤ [REDACTED]

Attached is an updated Closed File Checklist, which includes a check box for entering exhibits into eCMS.

Comment [SD1]: Exemption # 2 – exclusively outlines internal scheduling practices and policies for FMSHRC personnel.

Management Meeting February 2016

Attendees: John McWilliam, Liz Symonds, Sarah Stewart, Lisa Boyd, Colin Dobbins, Elizabeth Smith, Michelle Williams, Judge Manning, Judge Lewis, Moshe Marvit, Kevin VanDyke, Kristen Abramson, Mike McCord.

Minutes:

1. Review of last meeting (John)
 - No comments.
2. Old business
 - a. Budget status FY 2017 (John)
 - The FY17 budget has been submitted and is available on the website. It includes a projected salary increase of 1.6%.
 - b. e-Case Management System update (John)
 - Currently transitioning between support teams. The development team is fixing a few bugs and the new team is gaining an understanding of the system and new requirement moving forward. Project office will start again once the new team takes over.
3. New business
 - a. Other issues (All)
 - Mike McCord asked when the construction in the lobby would be finished. Lisa Boyd had not heard of a definitive date but they plan to be done by spring.
 - Lisa Boyd contributed that the Commission will certifying as an agency compliant with the Whistleblower Protection Act and will be notifying employees.
 - The Commission will be updating the AWS, Telework, and Performance Management policies. Liz Symonds asked that the draft policies will be circulated along with the underlying updates.
 - IT policies will be forthcoming.

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- [REDACTED]

5. Next meeting: Tuesday, March 15, 3:00 pm ET

6. Headquarters issues

- a. Other issues (All)

7. Filing and Distribution

- No comments.

8. HR/IT issues

- Timekeepers should confirm they are using the correct accounting codes.

Comment [SD1]: Exemption # 2 – exclusively addresses internal plan for hiring FMSHRC personnel.

Management Meeting March 2016

Attendees: John McWilliam, Liz Symonds, Lisa Boyd, Colin Dobbins, Elizabeth Smith, Michelle Williams, Judge Manning, Judge Lewis, Tanya Whisnant, Kevin VanDyke, Kristen Abramson, Mike McCord.

Minutes:

1. Review of last meeting (John)

- No comments.

2. Old business

a. Budget status FY 2017 (John)

- No comments.

b. e-Case Management System update (John)

- Continuing to work on new updates. Michelle Williams brought up an issue with e-CMS notifications being sent incorrectly. [REDACTED]

[REDACTED]
[REDACTED].

Comment [SD1]: Exemption # 2 – exclusively discusses internal personnel concerns.

3. New business

a. Other issues (All)

- [REDACTED]
[REDACTED].

Comment [SD2]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

- There will be a Shelter in Place drill within the next month.

- Mike McCord asked for an update on the website vendor. [REDACTED]

[REDACTED]
[REDACTED].

Comment [SD3]: Exemption #5's deliberative process privilege –predecisional deliberation about vendor selection.

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED].

Comment [SD4]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel

- Judge Lewis mentioned that Judge Harner's retirement party will be by this Friday. Feels free to send emails and cards. Also, the Pittsburgh office

has been having issues with their phone system. Lisa Boyd will arrange for them to get serviced by the contractor.

- Judge Manning shared that the Denver office will be having an active shooter drill in April. Also, the Denver office has a new temp legal assistant.

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- No additional Comments.

5. Next meeting: Tuesday, April 19, 3:00 pm ET

6. Headquarters issues

a. Other issues (All)

- No comments.

7. Filing and Distribution

- No comments.

8. HR/IT issues

- No Comments.

Management Meeting April 2016

Attendees: John McWilliam, Liz Symonds, Lisa Boyd, Colin Dobbins, Elizabeth Smith, Michelle Williams, Judge Manning, Judge Paez, Tanya Whisnant, Kevin VanDyke, Kristen Abramson, Mike McCord, Shaukat Khan.

Minutes:

1. Review of last meeting (John)
 - No comments.
2. Old business
 - a. Budget status FY 2017 (John)
 - b. EEO training (Tanya)
 - Training for all employees should take place on the same day sometime in July.
 - c. e-Case Management System update (John)
 - Continuing to work through bugs and the transition between teams.
[REDACTED]
 - [REDACTED]
3. New business
 - a. Mobile phone upgrade/security/BYOD (Lisa)
 - [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - In order to comply with security standards, the VPN will start to time out after a period of inactivity. The exact time limit remains to be determined.
 - b. [REDACTED]
 - [REDACTED]
[REDACTED]

Comment [SD1]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

Comment [SD2]: Exemption # 2 – exclusively discusses internal security policy for FMSHRC personnel.

Comment [SD3]: Exemption #5's deliberative process privilege –predecisional deliberation and policy formation regarding FMSHRC network security.

Comment [SD4]: Exemption # 2 – exclusively discusses internal retirement policy for FMSHRC personnel.

c. FY 2016 obligation status (Lisa)

- [REDACTED]

d. Other issues (All)

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- Denver: Caleb Grinter will be leaving soon. [REDACTED]
[REDACTED]

5. Next meeting: TBD

6. Headquarters issues

a. Other issues (All)

- The door alarm on the 14th floor has been going off frequently. Kastle will analyze why the alarm is going off.
- Sarah Stewart asked about bike parking alternatives while the parking garage closes during the summer.

7. Filing and Distribution

8. HR/IT issues

Comment [SD5]: Exemption #5's deliberative process privilege –advisory opinion regarding FMSHRC funding and obligations.

Comment [SD6]: Exemption # 2 – exclusively addresses internal plan for hiring FMSHRC personnel.

Management Meeting May 24, 2016

Attendees: John McWilliam, Elizabeth Smith, Judge Manning, Judge Lewis, Tanya Whisnant, Kristen Abramson, Mike McCord, Sarah Stewart, Judge Lesnick.

Minutes:

1. Review of last meeting (John)
 - a. No Comments from attendees.
2. Old business
 - a. e-Case Management System update (John)
 - There have been a few problems when implementing changes as it is difficult to test changes in the MIG environment unless it has a complete replica of the database that allows testing of possible scenarios. Updates and changes continue.
 - [REDACTED]
 - b. [REDACTED]
 - Will check status once Lisa returns to the office.
 - c. Mobile phone upgrade/security/BYOD (Lisa)
 - Will check status once Lisa returns to the office.
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
3. New business
 - a. State of the Agency (MD715) presentation (Tanya)
 - The yearly EEO report was filed and a review of last year's report was received. [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - b. FY 2016 obligation status (Lisa)

Comment [SD1]: Exemption #5's deliberative process privilege – discusses intra-agency consultation regarding case management.

Comment [SD2]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

Comment [SD3]: Exemption # 2 – exclusively discusses internal retirement policy for FMSHRC personnel.

Comment [SD4]: Exemption #5's deliberative process privilege – involves advisory opinion and the formulation of agency EEO policy.

- N/A.
 - c. Budget status FY 2017 (John)
 - The House and the Senate have made progress on 8 of the 12 bills. No progress has been made on the bill affecting the Commission. It is possible that a CR will be passed.
 - d. Other issues (All)
 - i. None
4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)
- The Pittsburgh office is still experiencing problems with their internet connection.
5. Next meeting: June 22nd, 3pm
6. Headquarters issues
- a. Other issues (All)
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
7. Filing and Distribution
- None.
8. HR/IT issues
- None.

Comment [SD5]: Exemptions #2 and #5 – involves the policy formulation of personnel telework procedures.

- ## 2. Old business

• [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [illegible]

- [REDACTED]
- [REDACTED]

Comment [SD1]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

[REDACTED]
[REDACTED]

Comment [SD2]: Exemptions # 2 & #5 – exclusively addresses the deliberations and formulation of agency policy regarding internal personnel schedules.

c. New website vendor (March meeting) (Lisa)

- [REDACTED]
[REDACTED]
[REDACTED]

Comment [SD3]: Exemption #5's deliberative process privilege - involves the deliberation of vendor selection.

d. Mobile phone upgrade/security/BYOD (April meeting) (Lisa)

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Comment [SD4]: Exemptions # 2 & #5 – exclusively addresses the formulation of agency procedure regarding internal personnel communications and personnel access to agency network.

[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Comment [SD5]: Exemption # 2 – exclusively discusses internal retirement policy for FMSHRC personnel.

3. New business

a. e-Case Management System update (John)

- eCMS enhancements continue. It's a slow process because of the user acceptance testing that is required to make sure all of the updates are working properly before they are released.

b. FY 2016 obligation status (Lisa)

- All supply orders should be submitted now to plan for meeting obligations by the end of the fiscal year.

c. Budget status FY 2017 (John)

- The appropriations bill containing FMSHRC passed the House committee, with the amount FMSHRC requested. A CR is

expected, the length of time likely depending on the outcome of the election.

d. Other issues (All)

- Judge Lesnick requested that more information on the building tear down across the street, including construction dates, be distributed to employees.

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

5. Next meeting: July 19, 2016, 3:00 pm EDT

6. Headquarters issues

a. The door alarm on the 14th floor has been going off frequently (April meeting) (Lisa)

- The issues with the alarm were resolved after the ADA doors were installed.

b. Other issues (All)

7. Filing and Distribution

8. HR/IT issues

Management Meeting July 2016

Attendees: John McWilliam, Elizabeth Smith, Sarah Stewart, Kevin Van Dyke, Kristen Abramson, Mike McCord, Judge Lesnick, Judge Lewis.

Minutes:

1. Review of last meeting (John)
 - a. Corrections or changes to the June meeting minutes (All)
 - No comments.
2. Old business
 - a. Policy update status (June meeting) (Lisa)
 - i. AWS – n/a
 - ii. Telework – discussion of contractors – n/a
 - iii. Performance Management – n/a
 - b. New website vendor procurement (June meeting) (Lisa) – n/a
 - c. Mobile phone upgrade/security/BYOD update (June meeting) (Lisa) – n/a
 - [REDACTED]
 - e. Information on building demolition (June meeting) (Lisa) – n/a
3. New business
 - a. e-Case Management System update (John)
 - Changes have been taking a long time because of user testing and talking to developers.
 - b. FY 2016 obligation status (Lisa)
 - Judge Lesnick mentioned that equipment and supply requests should be submitted soon.
 - c. Budget status FY 2017 (John)
 - Both the House and the Senate passed the bill at the full requested amount for FMSHRC. However, the House and Senate bills are very different and will need to be reconciled. It is very likely that

Comment [SD1]: Exemption # 2 – exclusively discusses internal retirement policy for FMSHRC personnel.

the budget will be approved through either an omnibus or a continuing resolution.

d. Other issues (All)

- No comments.

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- None.

5. Next meeting: August 16, 2016, 3:00 pm EDT

6. Headquarters issues

a. Other issues (All)

- No comments.

7. Filing and Distribution

- No comments.

8. HR/IT issues

- No comments.

Management Meeting August 2016

Attendees: John McWilliam, Elizabeth Smith, Sarah Stewart, Judge Manning, Kristen Abramson, Mike McCord, Judge Lesnick, Judge Lewis, Tanya Whisnant, Lisa Boyd.

Minutes:

1. Review of last meeting (John)
 - a. Corrections or changes to the July meeting minutes (All)
 - None.
2. Old business
 - a. Policy update status (being placed on hold) (Lisa)
 - i. AWS
 - ii. Telework – discussion of contractors
 - iii. Performance Management
 - iv. Mobile phone upgrade/security/BYOD update
 - b. New website vendor procurement (June meeting) (Lisa)
 - There is a blackout in effect on updating the Commission website until the new site host transition is complete. Site admins will be able to continue using their existing log in information.
 - .
3. New business
 - a. e-Case Management System update (John)
 - Most changes have been completed and tested. E-CMS was down while changes were added on 8/24/16.

Comment [SD1]: Exemption # 2 – exclusively discusses internal retirement policy for FMSHRC personnel.

[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Comment [SD2]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

c. EEO Issues (Tanya)

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- The EEO community is focused on anti-discrimination protections for sexual orientation and gender identity, which is covered under Title VII and an executive order. OPM has issued a guidance document on the employment of transgender people [REDACTED]
[REDACTED]
[REDACTED]

Comment [SD3]: Exemption # 2 – exclusively discusses internal training requirements/policy for FMSHRC personnel.

d. FY 2016 obligation status (Lisa)

- We are on target to fully obligate (less the prior year set-aside) by the end of FY 16.

Comment [SD4]: Exemption #5's deliberative process privilege - as it involves the consideration and formulation of agency EEO policies.

e. Budget status FY 2017 (John)

- No changes from the last update as Congress has been on recess and will be until after Labor Day.

f. Records Management video (John)

- John showed a short video on records management. The Commission's records management policy is being updated.

g. Other issues (All)

- [REDACTED]
[REDACTED]
[REDACTED]

Comment [SD5]: Exemptions # 2 & #5 – exclusively addresses the formulation of agency procedure and next steps to be taken regarding internal personnel communications policy.

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- The Denver office has a new law clerk.

5. Next meeting: September 20, 2016, 3:00 pm EDT

6. Headquarters issues

a. Other issues (All)

- Lisa let everyone know that chair mats will be replaced. Also, the internal office hallways will be painted soon.

7. Filing and Distribution

- None.

8. HR/IT issues

- None.
-

Management Meeting September 2016

Attendees: John McWilliam, Elizabeth Smith, Sarah Stewart, Judge Manning, Kristen Abramson, Mike McCord, Judge Lesnick, Judge Lewis, Tanya Whisnant, Lisa Boyd.

Minutes:

1. Review of last meeting

a. Corrections or changes to the August meeting minutes (All)

- None.

2. Old business

a. New website status (June meeting) (Lisa)

- The website testing phase is almost complete. The goal is to go live with the new site on 9/23. Thanks to Jason, Rory, and John for helping with the transition and finding broken links.

[REDACTED]

- [REDACTED]
[REDACTED]

[REDACTED]

- [REDACTED]
[REDACTED]

3. New business

a. e-Case Management System update (John)

- Continuing to work on updates.

b. FY 2016 obligation status (Lisa)

- The obligation totals may still change, [REDACTED]
[REDACTED]

c. Budget status FY 2017 (John)

- There has not yet been an appropriation, continuing resolution, or omnibus, but we expect a CR by September 30th.

Comment [SD1]: Exemption # 2 – exclusively discusses internal retirement policy for FMSHRC personnel.

Comment [SD2]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

Comment [SD3]: Exemption #5's deliberative process privilege - involves advisory opinion regarding obligations.

- d. Records Management training (John)
 - The training slides are online. Let Christina know once you have completed the training.
 - e. OSHA training in October (John)
 - OSHA training has been scheduled for October. An OSHA representative will lead the training and it will also be recorded.
 - f. Other issues (All)
 - None.
4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)
5. Next meeting: October 18, 2016, 3:00 pm EDT
6. Headquarters issues
- a. Other issues (All)
 - None.
7. Filing and Distribution
- Need to set start date for docket concierge.
8. HR/IT issues
- None

Management Meeting October 2016

Attendees: John McWilliam, Elizabeth Smith, Sarah Stewart, Judge Manning, Mike McCord, Judge Lesnick, Judge Lewis, Tanya Whisnant.

Minutes:

1. Review of last meeting
 - a. Corrections or changes to the September meeting minutes (All)
 - None.
2. Old business
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- b. OSHA training October 26 (John)
 - Upcoming training on October 26th.
 - Tanya mentioned that a whistle blower protection act will be scheduled soon.
3. New business
 - a. e-Case Management System update (John)
 - No changes to report. John will meet with Judge Lesnick and Mike McCord to discuss how to give parties permission to access all files in the official documents.
 - b. Budget status FY 2017 (John)
 - Congress passed a Continuing Resolution through the beginning of December.
 - c. Combined Federal Campaign (John)
 - The campaign has started. Keyworkers will be passing out information. There will be one main CFC event on Wednesday, November 16th.
 - d. Other issues (All)
4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

Comment [SD1]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

- None

5. Next meeting: November 15, 2016, 3:00 pm EST

6. Headquarters issues

- a. Other issues (All)

7. Filing and Distribution

- None.

8. HR/IT issues

- None.

Management Meeting January 24, 2017

In attendance: John McWilliam, Sarah Stewart, Elizabeth Smith, Lisa Boyd, Judge Lesnick, Tanya Whisnant, Kristin Abramson, Judge Manning, Judge Lewis, Mike McCord

Minutes:

1. Review of last meeting
 - a. Corrections or changes to the October meeting minutes (All)
 - None.
2. Old business
 - None
3. New business
 - a. e-Case Management System update (John)
 - They are continuing to work through updates.
 - b. Budget status FY 2017 (John)
 - Claire Monteiro from OMB will be visiting the Commission next Thursday and Friday (Feb. 2 and 3).
 - c. Inclement weather policies (Lisa)
 -
 - d. Other issues (All)
 - A memo was issued ordering a hiring freeze for 90 days. OMB is expected to release a plan within that time providing more guidance to agencies.
4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

Comment [SD1]: Exemption # 2 – exclusively outlines internal scheduling practices and policies for FMSHRC personnel.

- None.

5. Next meeting: February 21, 2017, 3:00 pm EST

6. Headquarters issues

a. Other issues (All)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

7. Filing and Distribution

8. HR/IT issues

Comment [SD2]: Exemption # 2 – exclusively outlines internal scheduling practices and policies for FMSHRC personnel.

Management Meeting February 2017

In attendance: John McWilliam, Sarah Stewart, Elizabeth Smith, Lisa Boyd, Judge Lesnick, Tanya Whisnant, Kristin Abramson, Judge Simonton, Judge Lewis, Mike McCord

Agenda:

1. Review of last meeting
 - a. Corrections or changes to the January meeting minutes (All)
 - None.
2. Old business
 - a. Hiring freeze update (Lisa)
 - Lisa will send out an FAQ document once it becomes available. Agencies are permitted to create and post announcement but cannot extend an offer to hire new federal employees. Agencies are still permitted to hire pathways interns and political appointees.
 - b. OMB analyst visit
 - [REDACTED]
[REDACTED]
3. New business
 - a. e-Case Management System update (John)
 - They are continuing to work on reporting issues. [REDACTED]
[REDACTED]. Judge Lesnick mentioned that the ACUS has looked at e-CMS during their review of agency case management systems.
 - Mike McCord noted that ACUS is conducting a survey of websites. Rory Smith completed the survey and the Commission's websites fared well.
 - b. Budget status FY 2017 (John)
 - c. The CR expires on April 28, 2017. There is a new OMB director (Mick Mulvaney) .Budget status FY 2018 (John)
 - [REDACTED]
 - d. Other issues (All)

Comment [SD1]: Exemption #5's deliberative process privilege –advisory opinion of management official.

Comment [SD2]: Exemption #5's deliberative process privilege – deliberating next steps to take regarding e-CMS.

Comment [SD3]: Exemption #5's deliberative process privilege –predecisional deliberation regarding FMSHRC 's upcoming budget.

- Tanya presented the EEO state of the agency:

■ Tanya evaluated the agency according to 6 key elements.

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4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- None.

5. Next meeting: March 21, 2017, 3:00 pm EST

6. Headquarters issues

a. Other issues (All)

- Sarah experienced an issue with the telework calendar not updating correctly. Lisa will look into it.
- Judge Lesnick requested an update on the construction project for the next meeting.

7. Filing and Distribution

- None.

8. HR/IT issues

- None.

Comment [SD4]: Exemption #5's deliberative process privilege—advisory opinion and deliberations regarding formulation of internal EEO policy and next steps to be taken.

Management Meeting March 2017

In attendance: John McWilliam, Elizabeth Smith, Lisa Boyd, Judge Lesnick, Tanya Whisnant, Kristin Abramson, Judge Andrews, Judge Manning, Mike McCord

Minutes:

1. Review of last meeting
 - a. Corrections or changes to the February meeting minutes (All)
 - None.
2. Old business
 - a. None
3. New business
 - a. e-Case Management System update (John)
 - Continuing to work on finding a solution for reporting issues.
Solved reporting problems related to statuses that can be easily fixed but still working on issues related to back-dated dispositions.
 - b. Budget status FY 2017 (John)
 - No change. The CR ends on April 28th. Omnibus for the rest of the year likely.
 - c. Budget status FY 2018 (Lisa and John)
 - [REDACTED]
[REDACTED]
 - d. Other issues (All)
 - Lisa: New backup UPC battery has been ordered for the Headquarters, Denver, and Pittsburgh offices and will be installed soon.
 - [REDACTED]
[REDACTED]
 - Kristin not getting WebTA notifications. Lisa will look into this issue.
4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

Comment [SD1]: Exemption #5's deliberative process privilege –predecisional deliberation regarding FMSHRC 's upcoming budget.

Comment [SD2]: Exemption # 2 – exclusively discusses internal leave procedure for FMSHRC personnel.

- None.

5. Next meeting: April 18, 2017, 3:00 pm ET

6. Headquarters issues

a. Other issues (All)

- None.

7. Filing and Distribution

- None.

8. HR/IT issues

- Lisa: This week Adnan and Shaukat will update the enterprise vault client.
An email announcement will be sent to staff.

Management Meeting May 2017

Attendees: John McWilliam, Elizabeth Smith, Lisa Boyd, Judge Lesnick, Tanya Whisnant, Kristin Abramson, Judge Andrews, Judge Manning, Mike McCord

Minutes:

- 1) Review of last meeting
 - a) Corrections or changes to the March meeting minutes (All)
 - None.
- 2) Old business
 - None
- 3) New business
 - a) e-Case Management System update (John)
 - Continuing to work on updates.
 - b) Budget status FY 2017 (John)
 - An omnibus was passed for the rest of the year.
 - c) Budget status FY 2018 (Lisa and John)
 - The Commission is ready to submit the budget. Should be released on May 23rd.
 - d) Comprehensive Plan for Reforming the Federal Government and Reducing the Civilian Workforce (John)

○ [REDACTED].
 - e) Other issues (All)
 - Sara: The OGC subject matter files on rulemaking need to be scanned and saved. [REDACTED].

Comment [SD1]: Exemption #5's deliberative process privilege - deliberating the strategy and approach for FMSHRC's Comprehensive Plan. Also, see attachment below.

Comment [SD2]: Will redact under Exemption #5's deliberative process privilege - advisory opinion of management official regarding policy formulation.

- Sarah: The Commission is starting to use track changes more frequently. Request for a training to show everyone how to make edits in a standardized way. Tanya volunteered to lead training.
 - Tanya: Multicultural day has been confirmed for July 18th.
- 4) Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)
- None.
- 5) Next meeting: June 20, 2017, 3:00 pm ET
- 6) Headquarters issues
- Other issues (All)
- 7) Filing and Distribution
- Sarah asked to get a deadline for putting documents in the OGC Issuances folder.
- 8) HR/IT issues
- [REDACTED]

Comment [SD3]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Comment [SD4]: Exemption #5's deliberative process privilege - deliberating the strategy and approach for FMSHRC's Comprehensive Plan. This is an attachment to 3d on page 1, which is also redacted.

Management Meeting August 2017

In attendance: John McWilliam, Elizabeth Smith, Sarah Stewart, Lisa Boyd, Judge Lesnick, Tanya Whisnant, Kristin Abramson, Judge Lewis, Judge Manning

Minutes:

1. Review of last meeting
 - a. Corrections or changes to the May meeting minutes (All)
 - None
2. Old business
 - a. None
3. New business
 - a. e-Case Management System update (John)
 - Everything is lined up to extend with the contracting office. Continuing to fix bugs and will soon update to the latest version of entellitrak.
 - b. Budget status FY 2017 closeout (Lisa)
 - Just over a month until end of year. All supply requests and larger purchases should be submitted by September 10th.
 - c. Budget status FY 2018 (John)
 - Not sure how appropriations will go this year – the process has been progressing more slowly than last year. Likely to be a CR until December.
 - d. Budget status FY 2019 (John)
 - [REDACTED]
 - e. Comprehensive Plan for Reforming the Federal Government and Reducing the Civilian Workforce (John)
 - [REDACTED]
 - f. Records Management training – August 29

Comment [SD1]: Exemption #5's deliberative process privilege –predecisional deliberation regarding FMSHRC's upcoming budget.

Comment [SD2]: Exemption #5's deliberative process privilege - deliberating the strategy and approach for FMSHRC's Comprehensive Plan.

- An archivist from the National Archives and Records Administration will give the training.

g. Other issues (All)

- John: An online health and safety training will be scheduled for later in the calendar year.
- Lisa: An online cyber security training for all employees will be scheduled during October or November.

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- None

5. Next meeting: September 19, 2017, 3:00 pm ET

6. Headquarters issues

a. Filing and Distribution

- None

b. HR/IT issues

- None

Management Meeting September 2017

Meeting details:

September 19, 2017 3:00 pm ET

5th Floor Conference Room

Call in: 1-866-867-4769; passcode 894 632

Minutes:

1. Review of last meeting
 - a. Corrections or changes to the August meeting minutes
 - None
2. Old business
 - a. None
3. New business
 - a. e-Case Management System update (John)
 - Working on a site upgrade. Users will notice a new look. Possibly upgrade September 22-24.
 - b. Budget status FY 2017 closeout (Lisa)
 - Submit any supply orders immediately.
 - c. Budget status FY 2018 (John)
 - [REDACTED]
 - Continuing resolution until December 8.
 - d. Budget status FY 2019 (John)
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - f. Other issues (All)
 - None

Comment [SD1]: Exemption #5's deliberative process privilege – advisory opinion regarding FMSHRC's upcoming budget.

Comment [SD2]: Exemption #5's deliberative process privilege – contains predecisional deliberations regarding FMSHRC's upcoming budget and intra-agency consultative opinion from OMB.

Comment [SD3]: Exemption # 2 – exclusively discusses internal performance reviews for FMSHRC personnel.

Management Meeting September 2017

4. Issues from Denver (Judge Manning) and Pittsburgh (Judge Lewis)

- None

5. Next meeting: October 17, 2017, 3:00 pm ET

6. Headquarters issues

a. Filing and Distribution

- None

b. HR/IT issues

- None