

Recordkeeping Committee Meeting Minutes

Spring Conference - 2009

Date: April 22, 2009

Time: 7:00 AM

Place: Hilton Alexandria Mark Center, Alexandria, VA

Members Attending: Keith Williams - Intec
Matt Batis - Allegheny Energy Supply LLC
Pat Bush - Westar Energy, Inc.
Craig Ellis - Progress Energy
Mark Kulow - Indianapolis Power and Light
Sanita Walker-Resper - PHI
Shelly Killingsworth – Kansas City Power and Light
Linda.DeBorde – Center Point Energy
John Dugan – Northeast Utilities
Chuck Kelly - EEI

Members Absent: Scott Murphy - Exelon Corp
James B. Lancour - Consultant
Rick Hoffman – American Electric Power

Recorded By: Keith Williams

Agenda Items:

- Approval of Survey Data
The recent survey data was approved by the committee. It was determined that a last minute correction submitted by a survey participant would not be included in the printed report. However, the committee requested that the spreadsheets be adjusted to reflect the change.
- Status of Survey Report
A status report was provided on the current production agenda. We are currently on schedule. The projected ship date is May 22, 2009. The spreadsheets will be posted.
- Review of Definitions
The definitions used for Company Type and System Headquarters will be reviewed by the committee. Keith Williams will provide the existing definitions to committee members. The committee will recommend changes prior to the next meeting so they can be approved and included in the next survey.
- Motor Vehicle Data
Pat Bush will provide the definitions of a Motor Vehicle Accident from existing standards to committee members. The committee will provide their recommendations prior to the next meeting so that any required changes can be approved and included in the next survey.
- Injury Detail Data
Summary reports and a comprehensive spreadsheet will be developed. The reports and spreadsheet will be provided to the committee for review and comment. Once approved, they will be posted and available for participants to download. Next year the reports will appear on the CD.

- Job Classification Sections

Two job titles will be added to the survey. Next year the survey will include a data collection sections for Sub-Station Electricians and Generation Electricians. Hours will no longer be a mandatory field for Job Classification sections. Instead, a calculated field will be created to estimate hours. The calculated field will multiply the number of workers by 2000 to estimate hours.

- Other Recommendations for the Next Survey (Application)

The following recommendations were reviewed and approved by the committee:

- Prevent the establishment of multiple accounts (mandate a unique user name)
- Prevent the omission of contact information(mandatory contact data fields)

- Recordkeeping Webinar

The committee has requested that an online webinar be developed and presented to instruct participants in completing the survey. The webinar should be conducted in mid-February.

Next Meeting:

The next meeting will be held at the Fall Occupational Safety & Health Committee Conference, on Monday October 5th, 2009, at the Loews Lake Las Vegas Resort, Henderson, NV.