



NASA Ames Contractor Council
Meeting Minutes
May 3, 2017
Building N200, Jack Boyd Committee Room

<u>Position</u>	<u>Name</u>	<u>Organization</u>	<u>M/S</u>	<u>Phone</u>
NASA Representative	Deb Feng	ARC	200-9	4-0256
President	Kimberly Salazar	SGT	269-3	4-5353
Vice President	Jasmine Ali	Bay Systems	J 28-	510-271-0966
Treasurer	Mike Weiss	Jacobs Technology	227-4	4-3434
Secretary	Elisa Marfise	Booz Allen	Sunnyvale	408 390 0595

Call to Order

- Kimberly Salazar gaveled the meeting to order at 11:03 am

NASA Center Management: Jack Boyd – Ombudsman, NASA Ames

- Jack Boyd spoke about the Ombudsman program at NASA Ames. He also has James Arnold and Lisa Lockyer as alternate ombudsman.
- The program started in 2004 after the Shuttle accident
 - People were worried about coming forward so this was initiated.
- Headquarters wants everyone to know the Ombudsman program exists. It is:
 - A safe place to raise concerns
 - An opportunity to be heard
 - Coaching and facilitation to find resolution among parties
- Confidential, non-formal, neutral, independent and not subject to FOIA
 - Meetings can occur anywhere of the employee’s choosing
- The program sends out Centerwides, publishes articles in the Astrogram and has small signs posted around the center
- Maybe on average 30 folks per year come to talk
- Civil servants, interns, contractors are welcome
- Operates independently from any specific management chain
- Kimberly said we will post the Ombudsman flier on our ACC website

Introductions

- Stan Phillips attended the meeting
 - Manager for Safety & Occupational Health, Code QH spoke briefly during his introduction about Ames and current status in Occupational Safety and Health

- Ames has reapplied for OSHA's Voluntary Protection Program again
 - We withdrew a few years back and are working to reapply again
 - As an FYI, they may be unannounced inspections
- All other attendees provided longer introductions including a short sentence on themselves, their employer name, and their current contract.

Business Items

Vote for Board Member

- Kimberly presented the need to elect a replacement board member for Herb Finger who has officially retired.
- The elected board member needs to be wise about matters of the Council.
- Mike Weiss stated that as a nonprofit we must have a board, we are incorporated by the State of California
- Faten Mansour nominated Saba Hussain.
 - The ACC members approved this vote.

ACC President's Report - Kimberly Salazar

- Kimberly sits on the Ames Exchange Council and they did not meet last month
- She did note that a new electronic charging station is being set up outside Building 200

ACC Vice President's Report - Jasmine Ali

- No Report

ACC Treasurer's Report - Mike Weiss

- Mike reported that we have almost \$14,408 left
- Project next month to be about the same
- We filed our online taxes, Herb Finger completed this for us and has offered to continued doing so since they are complicated
 - Our net assets were around \$32-35,000 over the year
- Jasmine needs to sign form for signature for Checking Account at the bank.

ACC Secretary's Report - Elisa Marfise

- The minutes have new formatting and the ACC voted to approve the minutes with the change to update that the TVM grant was approved
 - Kimberly to send Mike the application. The check has not been written.
- Faten Mansour has updated the roster
- Herb Finger is also working on the mailing list and will give us access

Committee Reports

Small Business – Jasmine Ali / Saba Hussain

- Jasmine and Saba met on the 27th and decided to have the 2nd Annual Showcase on Oct 19, 2017.
- Email to Christine Monroe for formal request for funds

- If there are funds, Building 3
 - They have penciled us in for that date. Saba would work on the SR for this
- If there are not funds, it may be held at Building 232
- If we have Bldg 3, we will open it up for more of a showcase for small businesses
- The discussion was to have a more formal request for this to Christine.
- Logical Innovations Inc, financial contract in Building 232
 - They are a joint venture, have to ask if this is OK
- Jasmine is still looking for Small Business Success Story nominations
 - 1 Success Story that goes out from Ames
 - Deadline for our nomination has already passed (Apr 27)
 - Extend deadline for May 10
 - 10 stories are showcased from the NASA Centers
 - Requirements to be new to the Center, last 3 years
 - Jasmine will send out new form again today
- There is also a large business submission that helps small businesses.
 - We don't have any submissions for this at this time but could use a couple nominations.

Ames Calendar – Faten Mansour

- Faten suggested we need to begin thinking of a new theme. Saba suggested with the new focus on Exploration, this could be a good one.

Marketing Communications – Renee Mitchell

- Saba said Renee is working on the newsletter, photos for Small Business Awards
- Need to identify some people in the photos, they will ask for some help with this.

Public Policy – Neill Callis

- Congress settled on spending bill, exceeded prior Obama administration NASA budget by 1.3 Billion
- Unclear what the GFY 2018 will be like
- Increases have no made it into appropriations bill.

Safety Outreach - Mike Weiss / Linda McCahon

- Linda McCahon and Mike Weiss met with Mike Liu, Deputy Director Safety, Environmental, and Mission Assurance (acting) at NASA Ames Research Center
 - Pledged our assistance towards VPP
 - They spoke about the charter and about safety awards and combining these
- Code Q will give us a monthly safety report
 - Close Calls and Incidents are good to review each month

Golf Tournament – Steve Perry / Paul Pinaula / Saba Hussain

- New volunteer, Kevin Hoyl, nominated by Herb Finger
- Saba and Steve plan to go to the golf course next week to finalize a date
- Date will most likely be the 3rd week of August

Contractor Awards – Sandra Rasmussen

- The award ceremony will be on Nov 9, Time is 2-4pm
- Need someone to talk about an interesting contract as a ‘keynote’

Imagination Foundation – Kimberly Salazar

- We received another grant application from Lyceum of Monterey County
<http://www.lyceum.org/>
 - Assist in Cyber Adventure for 7th and 8th graders, Monterey
 - We funded them last summer. The council would like some photos and feedback from last year’s contribution.
 - The new request was for \$2000
 - Kimberly will request some feedback from last year before ACC will conduct final vote for approval.

New Business

- We need to update the list of Contractors on the Center
- We discussed whether to post openings Job openings, for contractors?
 - Mike said employment links, open positions at each spot
 - Need to ask for the link
- Kimberly met with Deb Feng
 - Deb was interested if the ACC could help conduct a contractor employee survey
 - Mike Weiss asked when civil servants did theirs, could we use similar questions
 - The survey for civil servants starts mid May to be completed by June 22
 - Deb also discussed setting up a carpool system by zip code, no platform for this yet

Adjourning the Meeting

- Kimberly Salazar adjourned the meeting at 12:07pm.

Next Scheduled Meeting

- The next meeting is scheduled for June 7, 2017 in Building N200, Jack Boyd Committee Room, at 11:00 AM.