

CHAPTER 75-2 ENVIRONMENTAL STEERING COMMITTEE

75-2.1 Introduction..... 1
75-2.2 Requirements/Responsibilities..... 1
75-2.3 Membership..... 2
75-2.4 Method of Operation..... 3

75-2.1 Introduction

Purpose: This chapter describes the Environmental Steering Committee (ESC), its purpose, membership, and responsibilities.

History: In the 1993 Appropriation Report, The Congress indicated that the Indian Health Service (IHS) annually should set aside from Maintenance and Improvement (M&I) funding "\$3,000,000... to address potential environmental hazards..." The ESC was established to manage these funds and general environmental audit/remediation policies and programs for the IHS health care facilities program.

In FY-2000, Congress set aside M&I funding "not to exceed \$500,000... for demolition of Federal buildings..." and management of the demolition funds was assumed by the ESC.

75-2.2 Requirements/Responsibilities

The Environmental Steering Committee will:

- Provide technical expertise regarding environmental issues as they relate to health facilities programs;
- Develop guidance on operational matters related to environmental issues and programs as they relate to health care facilities;
- Develop guidance pertaining to environmental audits, findings, and remediation;
- Develop guidance pertaining to demolition funds;
- Develop guidance and provide technical review of reports, special studies, findings, and policies;
- Determine priority ranking and guidance for environmental actions;
- Determine priority ranking and guidance for demolition actions;
- Distribute, track, validate, and apportion the funding set asides for the purposes indicated;
- Develop guidance to comply with environmentally related laws, regulations, and policies; and
- Settle any disputes about the validity of findings, serving as a 'court of last resort.'

75-2.3 Membership

The Steering Committee will consist of a Chairman and up to eight members, at least two of whom must be from IHS Headquarters and at least four of whom must be from an Area office, Service Unit or field location. In addition, at least four of these members must have health care facilities expertise and at least three must have environmental expertise. See Table A, "Environmental Steering Committee Membership."

Table A, Environmental Steering Committee Membership

<p>The Environmental Steering Committee will be composed of</p> <p>A. Individuals representing</p> <ul style="list-style-type: none">• Headquarters at least two members (In addition to the Chairman)• Area/service unit/field offices at least four members <p>B. Who have expertise in the following areas</p> <ul style="list-style-type: none">• Health care Facilities at least four members• Environmental at least three members <p>All four bulleted (•) categories above must have the noted minimum representation. Members may be representative of more than one category, e.g., an Area Facility Manager may count toward both the Area/service unit/field category and the health care facilities program category minimums.</p>

The Chairman of the ESC shall be the Director, Division of Facilities Operations (DFO), Headquarters, or their designee. Member's terms shall be 5 years but members may be reappointed for additional terms. Membership terms shall be staggered. Area members shall be distributed among the Areas. Membership vacancies shall be announced to all Areas and replacement members shall be appointed by the Chairman with concurrence of the Committee.

The filling of Environmental vacancies shall be in consultation with the Director, Division of Environmental Health Services, Headquarters.

The Chairman shall appoint a Recording Secretary who will coordinate meetings and activities of the ESC. Ex officio members may be appointed by the Chairman as needed. The Recording Secretary and ex officio members are not voting members and do not count against the membership stated above.

75-2.4 Method of Operation

The Steering Committee shall develop its own internal procedures relative to its method of conducting business. At a minimum, these shall include:

- Two meetings a year which may be conducted by conference call;
- Meetings shall be open to all who are interested in attending;
- A proposed agenda will be developed and distributed to the members prior to the meeting;
- Minutes of all meetings shall be developed and distributed;
- A quorum (50 percent) shall be present at all meetings for the transaction of any business; and
- Where voting is required or appropriate, action will be determined by simple majority of the membership present.