MEETING MINUTES

Meeting Date: 4/02/25 Meeting Start: 10:00AM (EST)

Meeting Location: Lawrence Livermore National Lab + Virtual

Meeting Attendees: **SEE ATTACHMENT**

Previous Meeting Minutes: Not Read

Jessica Yockers (QA P&P Chair) welcomed those in attendance.

Jessica presented an overview of what to expect for today’s series of presentations

**PRESENTATIONS:**

**OPEXShare – Maria Dikeakos (DOE-HQ)**

**Brain Based Learning Principles – Becky Chance (NREL)**

**SKIL – Self-guided, Knowledge-driven, Innovative Learning – Amy Moy & Mark Kinnan (SNL)**

**Change Management – Kimberly Jeskie (ORNL)**

**Using Predictive Modeling to Reduce Safety and Security Risk – Yun Yao (SNL)**

Slides from the presentation will be provided with meeting minutes distribution. Slides from the last presentation will not be available due to sensitive matter.

**Old Business:**

* None

**New Business:**

* None

**Brainstorm of topics for future consideration – Facilitated by Curtis Blackwell (SNL):**

* Competency – How do we improve our workforce?
* Changes from DOE Orders – How do they affect our sites?
* Sometimes the same people put on multiple hats (How do you balance role saturation, avoid task saturation, job creep)
* HMIS (Hanford) – An NCR in an electronic system – How it works (Fall – 2025)
* Understanding the relation between functional partners (Quality, Procurement, Engineering, Operations, etc.)
* Understanding how OPEXShare tools are applied, how can we do better?
* Using AI to document WPC documents (Leveraging AI for quality practices)
* Creating data driven results
* How to simplify information/requirements
* DOE O 414.1E Software Non-Safety Requirements
* Performing Effectiveness Reviews

If you have a topic for discussion or know of a good presenter on a relative topic, then please contact Jessica Yockers, Curtis Blackwell or John Verderber

**P&P Charter Statement**

* The Policy and Procedures (P&P) Community of Practice (CoP) facilitates success of the Energy Facility Contractors Group (EFCOG) and its members by identifying and examining current issues and challenges facing the DOE complex—providing guidance and tools for programmatic corrections and improvement.
* This CoP focuses on program-level quality topics such as quality culture development, trending and measurement of quality, and updates to complex-wide requirements. The group will deliver tools (e.g. crosswalks, templates), white papers, and best practices; collaborating with other QA CoP groups on applicable P&P projects to better target specific needs and increase value added.

FALL 2025 MEETING: Location TBD – Most likely will be Virtual

Meeting concluded at 4:00 PM (EST)

**Action Item Table**

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| --- | --- | --- | --- | --- | --- |
| Item | Task No. | Activity | ResponsiblePerson | ECD | Status |
|  |  | NONE |  |  |  |

ATTACHMENT

List of Attendees

Jessica Yockers, SNL – Chair

Curtis Blackwell, SNL – Co-Vice-Chair

Brenden Spetzler, NREL – Co-Vice-Chair

John Verderber – H2C - Secretary

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| Addison, Carolina – LLNLAngel, Linda – HLMIBarnes, Brandalin – LLNLBonano, Elsa – SNLCaparimo, Gabrielle – LBNLChance, Becky – NRELCurtis, Mary – FNALDeaton, Yevonne – DOE-HQDiGrazia, Tom – FNALDikeakos, Maria – DOE-HQDonnelly, Megan - Dubois, Larry – LANLFenner, Jolane – UCORGe, Larry – SLACHarvey, Beth – ANLHayes, Jaime – RSI Entech/Legacy Management SupportHorning, Jeff – LLNLHouk, Sharon – ANLInenaga, Andrew – SLACJeskie, Kimberly – ORNLJones, Amanda – LLNL | Kellian, Egan - Kinnan, Mark – SNLLeftwich-Vann, Roberta – LBNLMarinovic, Hrvoje – SNLMcKeown, Garvey – DOE-HQMcMullen, LeAnn – ICETMoy, Amy – SNLNakasaki, Steven – LLNLParmar, Sonia – LLNLPeloquin, Michael – H2CPeterson, Suzanne – LLNLPhillips, Katie – ICETPrice, Regina – DOE-HQReynolds, Joy – AmentumRowell, Thomas – LLNLStiles, Aaron – LLNLStover, RonThornton, GregTipps, Mike – H2CTrent, Brandon – UCORUgur, Arda – LLNLYao, Yun – SNL |
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| Legend:ANL – Argonne National LabBNL – Brookhaven National LabBWXT – BWX TechnologiesCPCCo – Central Plateau Cleanup CompanyDOE – Department of EnergyEMCBC – FNAL – Fermi National Accelerator LabH2C – Hanford Tank Waste Operations & ClosureHLMI – Hanford Laboratory Management and IntegrationHMIS – Hanford Mission Integration SolutionsICET – Institute for Clean Energy TechnologyLANL – Los Alamos National LabLBNL – Lawrence Berkley National LabLLNL – Lawrence Livermore National LabNNSS-MSTS – Nevada National Security Sites – Mission Support Test ServicesNREL – National Renewable Energy LabORRCC – Oak Ridge Reservation Cleanup ContractorOREM – Oak Ridge Office of Environmental ManagementORNL – Oak Ridge National LabSNL – Sandia National LabSRS – Savannah River SiteUCOR – United Cleanup Oak RidgeY12 – Pantex |  |