

Randy Erickson

From: Jared Thompson [Jared.Thompson@arkansas.gov]
Sent: Thursday, July 17, 2008 10:04 AM
To: Randy Erickson
Cc: Renee Mallory; Bernard Bevill; David D. Snellings, Jr.; Katia Gray; Nichole Sanders, PH.D; Robert Pemberton; Steve Mack; Tammy Kriesel; Valerie Whitehead
Subject: Arkansas Performance Improvement Plan
Attachments: RCPIP 07-17-2008.doc

Importance: High

Randy,

Attached is the 2nd Quarter Performance Improvement Plan (PIP) as required for our Heightened Oversight Call on July 30, 2008.

Please provide call information for this meeting at your earliest convenience.

If you have any questions regarding the PIP, please contact me.

Thank you for your continued guidance and assistance.

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"Provide reasonable assurance of adequate protection, not absolute assurance of perfect protection."---
Edward McGaffigan, NRC Commissioner

<<RCPIP 07-17-2008.doc>>

Performance Improvement Plan and Progress Report
APRIL 28, 2008
Radioactive Materials Program
Arkansas Department of Health

Recommendation	Task	Milestones	Assigned To	Anticipated Completion Date	Status	Actual Completion Date
1. State evaluate current and future staffing needs and business processes to develop and implement a strategy that improves the effectiveness and efficiency of the Program to ensure its continued adequacy and compatibility.	A. Identify staff shortages and obtain adequate staff.	1. Conduct hiring interviews and complete hiring for 100% of vacant positions.	Thompson/Bevill	03/31/2008	Secretary Position filled on July 14, 2008. All technical and support positions are currently filled for the first time since 2005.	03/09/2008
		1. Develop an ongoing annual training program.	Thompson	11/30 of each calendar year to approve for the upcoming year.	Completed and approved for calendar year 2008	11/26/07
	B. Ensure training courses for technical/professional development.	2. Assure implementation of annual training program with quarterly status reports to administration.	Thompson/Bevill	4/15/08	Quarterly report dated July 11, 2008.	
		3. Branch Chief will meet with RAM staff quarterly to discuss program issues and status reports.	Mallory	4/30/08 and quarterly thereafter.	Quarterly Meeting – July 16, 2008.	
	C. Perform internal training for each staff member in accordance with RAM policy 07.0 in order that each individual becomes qualified inspectors/license reviewers. (See attached policy)	1. Each trainee will receive at least one inspection with accompaniment by a qualified inspector each month until ability to conduct inspections is determined.	RAM Trainees and Inspectors/Thompson	Initiated on 12/19/2007. On-going.	Whitehead/Pemberton/Sanders/Kriesel had at least 1 accompaniment inspection per month during quarter as part of on-the-job training. A total of 16 accompanied inspections were performed during the quarter.	
		2. Expectations of progress will be developed for each trainee towards becoming qualified inspectors.	Thompson/Bevill	3/31/08, 6/30/08	Progress reports completed and reviewed with staff.	03/31/2008 06/30/2008
		3. Quarterly status reports will be submitted to administration.	Thompson/Bevill/Mallory	4/15/08 and quarterly thereafter.	On-going with bi-weekly monitoring.	
		4. Branch Chief will meet with RAM staff quarterly to discuss program issues and	Mallory	4/30/08 and ongoing.	Quarterly Meeting – 07/16/2008.	

		status reports.				
	D. Ensure retention by improving salary structure.	1. Establish new entry-level salary for new HPs.	Mallory/Smith	10/07	Completed.	10/31/07
		2. Elevate current staffs salaries to new entry-level salary.	Mallory/Smith	11/07	Completed.	11/15/07
		3. Modify and implement HP training salary plan to increase the reward for professional development.	Bevill/Mallory/Smith	7/1/08	Training salary plan is being discussed, evaluated and developed by management.	
		4. Prepare legislation to increase RAM Program Fees for 2009 Arkansas General Assembly Session	Bevill/Mallory/Smith.	06/30/2009	Legislative Package prepared for approval by ADH Management.	
		E. Establish indicators to establish RAM program performance in inspections and licensing to ensure public health and safety.	Inspectors/Thompson	1/1/08 and quarterly thereafter	11 core inspections completed this quarter. One inspection was postponed	
		2. At least 10 priority 4 and 5 inspections will be conducted quarterly.	Thompson/Bevill	1/1/08 and quarterly thereafter.	14 inspections completed this quarter.	
		3. As inspections are completed in 1 and 2 above, at least 3 backlog inspections will be completed base on priority and due date.	Inspectors/Thompson	1/1/08 and quarterly thereafter	2 Core and 8 Other backlog inspections completed this quarter.	
		4. Quarterly status reports will be submitted to administration.	Thompson/Bevill	4/15/08 and quarterly thereafter	On-going with bi-weekly monitoring	
		5. Branch Chief will meet with RAM staff quarterly to discuss status reports.	Mallory	4/30/08 and ongoing	Quarterly Meeting – 07/16/2008	
		1. Two full-time and one part-time RAM staff will be dedicated to the licensing program.	Thompson	Initiated on 11/1/07	Gray and Sanders have primary licensing duties. Snellings is the part-time reviewer.	04/01/2008
II. Department develop and implement an action plan to reduce the licensing renewal backlog	A. Reduce the licensing renewal backlog.					

		2. At least three renewal licenses will be reviewed each month. Note: Program anticipates an increase in the number of licenses reviewed as staff becomes experienced and qualified.	Thompson	Initiated on 12/15/07	An average of three renewal-licensing actions were completed each month this quarter.	
		3. Quarterly status reports will be submitted to administration.	Thompson/Bevill/Mallory	4/15/08 and quarterly thereafter	On-going with bi-monthly monitoring	
		4. Branch Chief will meet with RAM staff quarterly to discuss status reports.	Mallory	4/30/08 and ongoing	Quarterly Meeting – 04/21/2008	

July 17, 2008