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FROM: J. C. Ledvina
DATE: October 6, 1988

Interoffice
Communication

SUBJ: MINUTES FROM OCTOBER 5 CAREERS TEAM CONFERENCE CALL.

VISTA

1. Force ranked 8 recommendations from Ed's letter.
 - ' 1. A1 Create a corporate environmental steering team consisting of senior management. This team would develop company policies/goals and assess environmental risks to the company.
 - ' 2. A3 Maintain a back-up environmental position for the larger plants by establishing a technician level position to free the environmental professional from routine tasks.
 - ' 3. C2 Retain core group of environmental professionals by instituting a technical ladder (up to Group 12) for outstanding performance.
 - ' 4. A4 Establish a low-level environmental position in Houston which may be filled by a engineer for 1-2 years to free the environmental professional for training and other duties.
 - ' 5. C1 Incorporate an environmental compliance bonus into gainsharing. Set specific environmental goals.
 - ' 6. A2 Use environmental coordinators in the following:
 - a) auditors for other plants
 - b) assist with program development in other locations
 - c) technical assistance for other locations
 - d) capital planning
 - e) serving as managers on temporary assignment for specific environmental issues
 - ' 7. B1 Additional training/schooling for environmental core group in areas such as environmental law or toxicology.
 - ' 8. B2 Allow for more trade and professional association involvement to provide increased awareness of environmental issues.
2. We selected the top 4 items to be our recommendation. VVV 000012073
3. JCL expand recommendation by October 14. FAX to team members.

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4. For presentation to RDG - Use manpower data as background. DLM will pull together statistical information for presentation.
5. Ed will develop language for Item 2 (A3). FAX to JCL by 10/12.
6. Dave will write opening facts that lead into the recommendations. FAX to JCL by 10/12.

VISTA

J. C. Ledvina

dlj
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Distribution: D. L. Mahler - Baltimore, Ed Taylor - LCVCM,
M. Herzog - Houston

VVV 000012074