



**Operations Management Committee**  
**Meeting Minutes**  
 July 14, 2010

**Attendees:** Michael Hicks, Pat MacNeil, Scott Underwood, Kirk Nelson, Jerome Thierry, Don Dodson, Sue Hammerlaund, Jerry Washington, Ken Rieger, Joe Green, Steve Meissner, Michael Edwards, Christina Jurado

**Excused:** Michael Kleiner, Linda Wright,

**Absent:**

<b>Agenda Item</b>	<b>Discussion</b>	<b>Actions</b>	<b>Responsible Party</b>	<b>Follow-Up Action/Date</b>
<b>Welcome and Introductions</b> Kirk Nelson				
<b>Approval of June 9, 2010 Minutes</b> Kirk Nelson	Meeting minutes were reviewed and motion to approve was granted	Minutes approved	Committee members	
<b>Duty Officer Manual -- Review</b>	A lengthy (page by page) discussion was on the Duty Officer Manual. This was a review of the current manual. Notes were taken by Steve Meissner.	Steve Meissner will incorporate committee recommendations into next manual	Steve Meissner	By 09/8/2010
<b>Next Meeting September 8, 2010</b>	West Los Angeles			