

NEMI

IAQ Services Program Status and Financial Report

for the

Labor Management Committee

April 1994

**Program Status Report
Indoor Air Quality Services Program**

April 1994

I. Program Planning and Administration

Activities Undertaken

Dick Peck attended Midwest Regional meeting with NEMI staff. Discussed variety of subjects including the indoor air quality and energy management projects in developmental stage.

Dick Peck initiated conference call with NEMI Regional Directors.

Dick Peck met with Jim Golden, Louise Graham, Alex Willman and Sue Cummings to be updated on all NEMI projects.

Dick Peck met with Louise Graham and Alex Willman to discuss and be updated on all NEMI projects involving IAQ.

Dick Peck conversed with Bill Bradfield of NEMI's Michigan office to have delivered a response from Blue Cross/Blue Shield on how their cafeteria filtration is working out.

Dick Peck had various meetings with Jim Golden to discuss the operations of NEMI and the IAQ services program.

Alex Willman explained the background and current status of the NEMI IAQ program to Dick Peck, the new NEMI executive director.

Alex Willman conducted follow-up IAQ planning activities with Jim Golden concerning the OSHA proposed IAQ regulation and federal IAQ activities.

Alex Willman provided information for the next SPG meeting to Dick Peck and Eli Howard.

Jim Golden met with Dick Peck, RE: NEMI's participation in the IAQ services program and his role as Executive Director.

Jim Golden discussed with SMWIA General President Arthur Moore his replacement on the Labor Management Committee. Arthur Moore appointed the new NEMI Executive Director, Dick Peck, to the LMC.

Jim Golden attended the LMC meeting at the Hay Adams Hotel.

Jim Golden arranged and attended the introductory luncheon for Dick Peck with John Sroka, Executive Director, and Dennis Bradshaw, NEMI liaison for SMACNA.

Jim Golden arranged for and attended an introductory/planning meeting for Dick Peck with Jim Savarese and Bob Curtis.

Jim Golden attended NEMI IAQ meeting called by Dick Peck with Alex Willman, Eli Howard, Sue Cummings, Louise Graham and Lori Weston.

Jim Golden arranged with Dick Peck and Jim Savarese the plans for a May Strategic Planning Group (SPG) meeting in Williamsburg, VA.

Activities Planned

Dick Peck will conduct conference call with Regional Directors on May 4th to discuss current projects within NEMI.

Dick Peck will conduct conference call with Regional Directors for updates on May 18th.

Dick Peck will attend the Strategic Planning Group meeting in May.

Alex Willman will review with Dick Peck and Jim Golden the relevant action items planned for the SPG meeting on May 10.

Alex Willman will provide information to Dick Peck and Jim Golden concerning the EPA, OSHA and ETS issues raised at the NCIAQ conference in Tampa on May 4th - 6th.

Alex Willman will attend an IAQ sheet metal industry meeting on the proposed OSHA IAQ regulations and provide the results to Dick Peck and Jim Golden.

Jim Golden will continue to work with Dick Peck to familiarize him with the LMC program.

Jim Golden will respond to any activity request from Dick Peck and Jim Savarese.

Jim Golden will attend the SPG meeting in Williamsburg, VA.

II. Marketing, Public Relations and Industry Promotion

Activities Undertaken

Dick Peck met with SMWIA Western States Council executives. Discussed NEMI energy and indoor air quality program.

Dick Peck met with John Sroka and Dennis Bradshaw of SMACNA to introduce himself.

Dick Peck met with General President Arthur Moore, Larry Cassidy and John O'Connor of SMWIA.

Dick Peck met with Jim Savarese, Jim Golden and Bob Curtis to discuss NEMI IAQ program.

Dick Peck was appointed to the Labor Management Committee.

Alex Willman and Dick Peck met with representatives of Detroit Edison to explain the NEMI IAQ and energy program.

Alex Willman provided answers to follow-up questions from Virginia Power on the NEMI IAQ and energy program.

Alex Willman met with Dick Peck and Sue Cummings regarding the participants at the BOMA annual convention.

Alex Willman conducted follow-up discussions with the South Georgia Medical Center.

Alex Willman made a presentation on the NEMI IAQ National Training Fund to Tulane/Xavier.

Alex Willman made a presentation at the Fred Schneider Company concerning the NEMI IAQ/energy program.

Alex Willman made an IAQ/energy presentation at the PEPCO "Spotlight on Savings" seminar for building owners.

Alex Willman provided information on the capabilities of NEMI to provide IAQ assistance and mitigation for Brian Christopher of the Alice Hamilton Training Foundation.

Alex Willman and Eli Howard attended a national video teleconference sponsored by DOE, EPRI and Virginia Power to learn how a new HVAC technology for schools will address IAQ concerns.

Jim Golden attended the AFL-CIO Building Trades Conference at the Washington Hilton.

Jim Golden had discussions with Dennis Bradshaw on NEMI IAQ plans for the hospitality industry, RE: Upsurge of anti-smoking proposals.

Activities Planned

Dick Peck will meet with SMWIA Indiana State Council. Plan to discuss the NEMI program (energy and indoor air quality).

Dick Peck will meet with SMWIA Metropolitan Association and New England Councils to discuss NEMI program in Hartford, CT.

Alex Willman will deliver two presentations at the National Coalition on Indoor Air Quality (NCIAQ) conference, "Healthy Buildings 94".

Alex Willman will meet with the NEMI Southeast regional staff to develop a presentation to the Vice President of facilities of the Independent Life office building in Jacksonville FL.

Alex Willman will continue with discussions on the NEMI IAQ/energy program for the South Georgia Medical Center.

Jim Golden will attend the New England Conference of Sheet Metal Workers in Hartford, CT.

Jim Golden will arrange a meeting with a newly elected business manager, Charles Henson, of SMWIA Local 100, covering the jurisdiction of the district, Maryland and Virginia with Dick Peck.

Jim Golden will continue to work with Dick Peck and NEMI staff toward our IAQ objectives.

III. Public Affairs and Government Relations

Activities Undertaken

Dick Peck sent letters out to various Senators/Congressmen regarding Senator Waxman's bill.

Dick Peck requested SMWIA General President Arthur Moore send letters out to various Senators/Congressman regarding Senator Waxman's bill. This was done.

Eli Howard delivered a presentation to a hearing held by the Maryland Occupational Safety and Health board concerning the NEMI recommendations for a comprehensive IAQ approach.

Alex Willman provided information from the NEMI IAQ productivity study to the deputy director of EPA's IAQ division.

Alex Willman continued discussion with the DOE Federal Energy Management Program concerning federal energy/IAQ audits.

Alex Willman participated in a meeting of the AFL-CIO on the proposed OSHA IAQ regulation.

Alex Willman made a presentation at the regional AFGE health and safety conference on IAQ.

Alex Willman provided information on the availability of the NEMI IAQ productivity study to the EPA project manager of their Building Alliance program.

Jim Golden met with and discussed the Waxman Bill with SMWIA legislative staff and NEMI staff.

Jim Golden met with and discussed Waxman and Kennedy Bills with Jim Savarese.

Jim Golden discussed Maryland public meetings, RE: Work place smoking ban, with Jim Savarese and John Jarvis.

Jim Golden attended SMWIA annual legislative luncheon.

Jim Golden arranged for Carl Bretall, SMWIA Business Agent Local 100 of Baltimore, to testify at Maryland public hearing in Catonsville.

Activities Planned

Jim Golden will attend Maryland public hearing.

Jim Golden will meet with Congressman Joe Kennedy's staff, RE: Resurrecting his IAQ bill vs. Waxman's efforts.

Alex Willman will provide information to the LMC on the loss of productivity developed by the EPA health and safety member of the AFGE local located at the EPA's Waterside Mall office building.

Alex Willman will meet with Bob Axelrad of EPA's Indoor Air Division at the NCIAQ conference in Tampa.

IV. Instructor, Technician & Contractor Training

Activities Undertaken

Alex Willman finalized the announcement brochures and schedule dates and locations for the advanced IAQ seminars.

Jim Golden Discussed with Dick Peck the NEMI plans to upgrade contractor and technician training.

Activities Planned

Alex Willman will be coordinating a promotional campaign for the advanced IAQ seminars with the NEMI regional directors.

Jim Golden will be discussing NEMI's IAQ roll at the SMWIA General Convention in August with Dick Peck.

V. Engineering and Pilot Projects

Activities Undertaken

Alex Willman continued discussions with Virginia Power concerning the opportunities for energy/IAQ upgrades at the Arlington office building complex.

Alex Willman continued discussions with Virginia Power concerning the opportunities for energy/IAQ upgrades at the Ballston Office Towers.

Alex Willman continued coordination efforts with NEMI Southeast regional director for th Monroe County schools.

Alex Willman reviewed the draft TADS the Independent Life office building in Jacksonville FL for IAQ/energy issues.

Alex Willman reviewed the NEMI technical analysis of the Fresno County Office of Education building for IAQ issues.

Activities Planned

Alex Willman and Eli Howard will continue to provide energy and IAQ technical oversight with NEMI Southeast for the 16 Monroe County, FL schools.

VI. Special Projects

Activities Undertaken and Planned

Jim Golden distributed letter from Blue Cross/Blue Shield Michigan, RE: Their satisfaction with the cafeteria filtration project a NEMI contractor installed to accommodate smokers, at the LMC meeting.

Jim Golden discussed with Eli Howard incorporating the Blue Cross/Blue Shield information into his Maryland testimony.

MONTHLY BUDGET FUNDING
MONTH ENDING 05-31-94
INDOOR AIR QUALITY SERVICES PROGRAM - CYCLE IV

TASKS	12-MONTH BUDGET	BUDGET REQUEST YTD	ACTUAL SPENT YTD	ESCROW	MONTHLY REQUEST 05-94
A1. GOVERNMENT RELATIONS					
General & Administrative	36,420	12,185	12,185	0	3,035
Travel Related Expenses	20,640	6,880	6,880	0	1,720
Salary & Fringe Benefits	31,860	10,620	10,620	0	2,655
Professional Services	16,332	5,444	5,444	0	1,361
Strategic Planning Meetings	24,324	8,108	8,108	0	2,027
Supplies	1,200	400	400	0	100
SUBTOTAL	130,776	43,637	43,637	0	10,898
B1. PUBLIC AFFAIRS					
General & Administrative	35,760	11,920	11,920	0	2,980
Travel Related Expenses	27,528	9,176	9,176	0	2,294
Salary & Fringe Benefits	31,872	10,624	10,624	0	2,656
1-800-Hotline	2,124	708	708	0	177
SUBTOTAL	97,284	32,428	32,428	0	8,107
C1. STATE PROJECTS & PROGRAMS					
General & Administrative	35,208	11,736	11,736	0	2,934
Travel Related Expenses	30,480	10,160	10,160	0	2,540
Salary & Fringe Benefits	53,652	17,884	17,884	0	4,471
Supplies	408	136	136	0	34
SUBTOTAL	119,748	39,916	39,916	0	9,979
D1. TRAINING					
Travel Related Expenses	7,860	2,620	2,620	0	655
Salary & Fringe Benefits	52,488	17,496	17,496	0	4,374
Supplies	408	136	136	0	34
SUBTOTAL	60,756	20,252	20,252	0	5,063
E1. INDUSTRY RELATIONS					
General & Administrative	17,088	5,696	5,696	0	1,424
Travel Related Expenses	8,844	2,948	2,948	0	737
Salary & Fringe Benefits	13,212	4,404	4,404	0	1,101
Professional Services	6,180	2,060	2,060	0	515
Supplies	708	236	236	0	59
SUBTOTAL	46,032	15,344	15,344	0	3,836
F1. ADMINISTRATIVE SUPPORT					
	45,396	15,132	15,132	0	3,783
TOTAL EXPENSES	499,992	166,709	166,709	0	41,666

FINANCIAL SUMMARY
FOR THE MONTH AND YEAR TO DATE ENDING 04-30-94
INDOOR AIR QUALITY SERVICES PROGRAM - CYCLE IV

----- CURRENT PERIOD ----- YEAR-TO-DATE ----- TOTAL
ACTUAL BUDGET VARIANCE ACTUAL BUDGET VARIANCE BUDGET

	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	TOTAL BUDGET
INCOME	41,666	41,666	0	148,932	148,932	0	500,000
EXPENSES							
A1. GOVERNMENT RELATIONS							
General & Administrative	3,035	3,035	0	12,140	12,140	0	36,420
Travel Related Expenses	1,720	1,720	0	6,880	6,880	0	20,640
Salary & Fringe Benefits	2,655	2,655	0	10,620	10,620	0	31,860
Professional Services	1,361	1,361	0	5,444	5,444	0	16,332
Strategic Planning Meetings	2,027	2,027	0	8,108	8,108	0	24,324
Supplies	100	100	0	400	400	0	1,200
SUBTOTAL	10,898	10,898	0	43,592	43,592	0	130,776
B1. PUBLIC AFFAIRS							
General & Administrative	2,980	2,980	0	11,920	11,920	0	35,760
Travel Related Expenses	2,294	2,294	0	9,176	9,176	0	27,528
Salary & Fringe Benefits	2,656	2,656	0	10,624	10,624	0	31,872
1-800-Hotline	177	177	0	708	708	0	2,124
SUBTOTAL	8,107	8,107	0	32,428	32,428	0	97,284
C1. STATE PROJECTS & PROGRAMS							
General & Administrative	2,934	2,934	0	11,736	11,736	0	35,208
Travel Related Expenses	2,540	2,540	0	10,160	10,160	0	30,480
Salary & Fringe Benefits	4,471	4,471	0	17,884	17,884	0	53,652
Supplies	34	34	0	136	136	0	408
SUBTOTAL	9,979	9,979	0	39,916	39,916	0	119,748
D1. TRAINING							
Travel Related Expenses	655	655	0	2,620	2,620	0	7,860
Salary & Fringe Benefits	4,374	4,374	0	17,496	17,496	0	52,488
Supplies	34	34	0	136	136	0	408
SUBTOTAL	5,063	5,063	0	20,252	20,252	0	60,756
E1. INDUSTRY RELATIONS							
General & Administrative	1,424	1,424	0	5,696	5,696	0	17,068
Travel Related Expenses	737	737	0	2,948	2,948	0	8,844
Salary & Fringe Benefits	1,101	1,101	0	4,404	4,404	0	13,212
Professional Services	515	515	0	2,060	2,060	0	6,180
Supplies	59	59	0	236	236	0	708
SUBTOTAL	3,836	3,836	0	15,344	15,344	0	46,032
F1. ADMINISTRATIVE SUPPORT	3,783	3,783	0	15,132	15,132	0	45,396
TOTAL EXPENSES	41,666	41,666	0	166,664	166,664	0	499,992
INCOME OVER/UNDER EXPENSES	0	0	0	(18,332)	(18,332)	0	