## CBP Goal Implementation Team

## Enhanced Partnering, Leadership, and Management

## Meeting Summary

## 

**Date:** December 2, 2014

**Time:** 1:00pm-3:00pm

**Location:** Conference Call, Room 303 at CBPO

**Call-in:** 866-299-3188

**Code:** 410-267-5731

**Adobe Connect Link:** <https://epa.connectsolutions.com/git6/>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Members In Attendance:**   |  |  |  | | --- | --- | --- | | Greg Allen, EPA | Matt Fleming, MD DNR | Tim Roberts, EPA | | Greg Barranco, EPA | Mike Foreman, VA DCR, **Chair** | John Schneider, DE DNREC | | Russ Baxter, VA SNR | Mary Gattis, ACB (LGAC Liaison) | Ben Sears, NY DEC | | Carin Bisland, EPA, **vice-Chair** | Kirk Havens, VIMS (STAC Liaison) | Doreen Vetter, EPA | | Jessica Blackburn, ACB (CAC Liaison) | Carl Hershner, VIMS | Samantha Watterson, CRC | | Bevin Buchheister, CBC | Jackie Lendrum, NY DEC | Kristen Wolf, PA DEP | | Diane Davis, DC DOE | Mike Mason, EPA | Andy Zemba, PA DEP | | Kevin Debell, EPA | Reggie Parrish, EPA | Julie Winters, EPA | | Sarah Diebel, DOD | Jennifer Pauer, WV DEP |  |  |  |  |  | | --- | --- | --- | |  |  |  | | | | |  |  |
| **Agenda Item,** **Discussion Lead and Desired Outcome** | **Time** | **Background Docs, Notes, and Action Items** |
| **Introductions** (Discussion Lead: Mike Foreman) | 1:00-1:05 | Summary of Action Items from October Meeting:   * **Complete:** Reggie will reach out to jurisdictions to invite them to play a larger role in the crafting of the workshop and developing the MS. * **Complete:** Mike will email Al Todd and Jamie Baxter (and copy Kristen and Jessica) to emphasize the continuing collaboration between GITs 5 and 6. * **Complete:** Reggie will expand the purpose section of his outcome plan paper. * **Complete:** Reggie will add municipal association and trade association representatives in the workshop audience. * **Complete:** GIT members may offer Reggie written comments on the workshop planning by Tuesday, Oct. 14. * **Complete:** Reggie will send out a doodle tomorrow. * **Complete:** If you believe that the list of tasks to be included in the work assignments for the GIT MS support contract is incomplete, contact Carin or Mike by Thursday, Oct. 9. |
| **CBP Governance Document Six Month Review** (Discussion Lead: Carin Bisland)   * Discussion of potential revisions that have been recorded. * Discussion of a process for incorporating revisions. | 1:05-2:05 | * CBP Governance Document\_7-16-14 * Governance Document Revisions Log\_11-26-14 * An interim final version of the Governance Document was accepted by the MB in July, and GIT 6 was asked to conduct a six month review of the Governance Document. Over the last five months, potential revisions have been recorded through the shared files on One Drive. These issues and GIT 6’s recommendations will be discussed at the January 2015 MB meeting. * Several new potential revisions were brainstormed and added to the revisions log on One Drive. * There were two themes of issues discussed: decision making and membership within the Program. Change and/or clarification regarding these issues are need within the Governance Document. * On behalf of Jessica Blackburn, Mary announced that CAC will most likely raise the issue of Advisory Committee voting on the MB. * The GIT made decisions on several of the issues. Those decisions have been recorded on the log saved on One Drive. For the issues for which there was no decision made, a workgroup will be formed to develop recommendations for MB * **Action:** GIT 6 will provide recommendations for changes to GD on the issues that were recorded in the revisions log. A small workgroup will be formed to address the Governance Document and develop options for MB. Volunteers for the workgroup: Carin Bisland, Greg Allen, Bevin Buchheister, Mary Gattis, Jessica Blackburn, and Mike Foreman. * **Action:** After the management strategies are completed, we will ask the coordinators and staffers to review their current governance documents/charters to determine if there are any areas in which they do not line up with the CBP governance document. |
| **Review of Planned Presentation for New Finance Workgroup Management Board Proposal** (Discussion Lead: Kevin DeBell)   * Review of planned material. * Requesting GIT 6 comments. | 2:05-2:35 | * 2014 11 25 Financing Workgroup Proposal * Kevin DeBell, the designated chair of this proposed workgroup, presented a template for the formal proposal presentation to the MB. * According to the governance document, GITs are able to form and dissolve workgroups as they need, so this presentation to MB is not necessary for approval, but more about questions regarding whether or not it would be duplicative of other existing groups. * The team discussed the proposal template and how to improve it effectively for a presentation to MB. * There was discussion on possible initial tasks for the workgroup. * **Action:** Kevin will revise the document based on the discussion, and will distribute this for another review by GIT 6 by Dec. 19. |
| **Local Leadership Management Strategy Updates** (Discussion Lead: Mike Foreman)   * Status update on planned steps for drafting the management strategy. | 2:35-2:55 | * Current draft Management Strategy * Local Leadership Workshop Agenda * Jessica Blackburn updated the group on what occurred at the Citizen Stewardship workshop in November. * The Local Leadership Workshop is tomorrow, Dec. 3. There are two facilitators running the meeting and 58 confirmed attendees. * Several members of LL planning team brainstormed points to include in each of the key elements of the MS on November 21. We are due to deliver a draft of the MS for internal review by 12/15. * Lisa Wainger of STAC has provided input on how we can address metric development within the MS. This type of work is not easily measureable. Lisa agreed to work with us through time as we continue to work through MS development. * We need to continue to engage people who are not able to come to the workshop who may be a critical player still. Facilitators will make a concerted effort to draw a small group as a helping, working group for us. * The RFP for the LL synthesis project (GIT Funding project) was released yesterday. Total amount is $19,600. Final decisions will be made after Christmas. The work will be set to be complete by summer or September. |
| **Action Items, Wrap-up, Next Meeting** (Discussion Lead: Mike Foreman) | 2:55 - 3:00 | * **Next meeting:** January 6, 10am-12pm. Please not the change in our normal time. * **Summary of Action Items:**    + **Action:** GIT 6 will provide recommendations for changes to GD on the issues that were recorded in the revisions log. A small workgroup will be formed to address the Governance Document and develop options for MB. Volunteers for the workgroup: Carin Bisland, Greg Allen, Bevin Buchheister, Mary Gattis, Jessica Blackburn, and Mike Foreman.   + **Action:** After the management strategies are completed, we will ask the coordinators and staffers to review their current governance documents/charters to determine if there are any areas in which they do not line up with the CBP governance document.   + **Action:** Kevin will revise the document based on the discussion, and will distribute this for another review by GIT 6 by Dec. 19. |