

**CBP Goal Implementation Team  
Enhanced Partnering, Leadership, and Management  
Meeting Summary**

**Date:** January 6, 2015

**Time:** 10:00am-12:00pm

**Location:** Conference Call, Room 305A at CBPO

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

**Code:** 267-985-6222

**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, <b>Chair</b>	John Schneider, DE DNREC
Russ Baxter, VA SNR	Mary Gattis, ACB (LGAC Liaison)	Ben Sears, NY DEC
Carin Bisland, EPA, <b>vice-Chair</b>	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	Lauren Taneyhill, CRC
Sarah Diebel, DOD	Jennifer Pauer, WV DEP	Chris Beacraft, MD DNR

Agenda Item, Discussion Lead and Desired Outcome	Time	Background Docs, Notes, and Action Items
<b>Introductions</b> (Discussion Lead: Mike Foreman)	10:00-10:05	<p>Summary of Action Items from December Meeting:</p> <ul style="list-style-type: none"> <li><b>In Progress:</b> 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 for decision making and membership issues and develop options for MB. Volunteers for the workgroup: Carin Bisland, Greg Allen, Bevin Buchheister, Mary Gattis, Jessica Blackburn, and Mike Foreman.</li> <li><b>Incomplete:</b> 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.</li> <li><b>Incomplete:</b> Kevin will revise the Finance and Budget Workgroup proposal document based on the discussion at our last meeting, and will distribute this for another review by GIT 6 by Dec. 19.</li> </ul>

<p><b>Formation of the Governance Document Action Team</b> (Discussion Lead: Greg Allen)</p> <ul style="list-style-type: none"> <li>• Discussion of the workgroup Action Team formation.</li> <li>• Discussion of a process for developing revisions.</li> </ul>	<p>10:05-10:35</p>	<ul style="list-style-type: none"> <li>• Governance Document Log of Revisions and Actions</li> <li>• There has not yet been an initial meeting for the action team to begin addressing these issues. This meeting will be set for some time in the second half of January.</li> <li>• <b>Action:</b> A doodle poll will be sent to action team volunteers to set the first meeting date.</li> </ul>
<p><b>Local Leadership Management Strategy Updates</b> (Discussion Lead: Reggie Parrish)</p> <ul style="list-style-type: none"> <li>• Status update on planned steps for drafting the management strategy.</li> </ul>	<p>10:35-11:05</p>	<ul style="list-style-type: none"> <li>• Current draft Local Leadership Management Strategy</li> <li>• Local Leadership Update PowerPoint Slides</li> <li>• The December 3 workshop participants provided quality recommendations that were included in the management approach section of the draft MS. Moving forward, these approaches must be prioritized.</li> <li>• The MS was submitted as draft for internal review on December 15.</li> <li>• <b>STAC suggests that MS drafting team prioritize the factors influencing first and prioritize the management approaches with respect to the most important factors influencing.</b> This provides an opportunity to model for the rest of the GITs to identify approaches that are addressing the issues that are more important.</li> <li>• Technical support from TetraTech is now available through the FY14 GIT funding. This contractor support can be used for three task areas: <ul style="list-style-type: none"> <li>1. Meeting facilitation.</li> <li>2. Formatting of MS and other editorial support.</li> <li>3. Resource estimation, cost-benefit analysis, and metrics.</li> </ul> </li> <li>• <b>Action:</b> GIT members are asked to review the management approach section and prioritize the 7 management actions, linking them to prioritized factors influencing. Provide feedback to Reggie by January 13.</li> <li>• <b>Action:</b> Anyone interested in being a part of the workgroup to finalize the MS by drafting, reviewing, or tracking the progress should contact Reggie by January 13.</li> <li>• <b>Action:</b> Any other comments/feedback on the current draft MS can be sent to Reggie ASAP so that it can be incorporated for discussion at MB retreat on January 15-16.</li> </ul>
<p><b>Chesapeake Accountability and Recovery Act Update</b> (Discussion Lead: Kevin DeBell)</p> <ul style="list-style-type: none"> <li>• Discussion of the implications of the recently passed law including the</li> </ul>	<p>11:05-11:35</p>	<ul style="list-style-type: none"> <li>• <a href="https://www.congress.gov/bill/113th-congress/senate-bill/1000">https://www.congress.gov/bill/113th-congress/senate-bill/1000</a></li> <li>• Summary of the bill</li> <li>• The Chesapeake Accountability and Recovery Act of 2014 was signed into law on December 18, 2014.</li> <li>• The bill is relatively short but has a significant impact on the Bay Program Partnership, in particular two GIT6 workgroups: the new Finance Workgroup and the Evaluator Function Workgroup.</li> </ul>

independent evaluator and budget issues.		<ul style="list-style-type: none"> <li>The bill makes the White House Office of Management and Budget (OMB) responsible for providing a financial report that includes an interagency cross cut budget and detailed accounting of federal funds. The report is to include expenditures of state funds to the greatest extent possible.</li> <li>The bill also requires EPA to establish an independent evaluator for restoration activities in the Watershed. The Evaluator Function workgroup will help with developing a process for the nominations and bring this to the EC in June.</li> <li>This bill does not only impact EPA, it impacts the whole Partnership and could influence the work of the Bay Program.</li> <li>STAC suggests that the Partnership connect the work associated with this bill to the ongoing development of MS. The Program is already identifying the factors influencing as well as reviewing all ongoing activities that are related to the outcomes. This will become the inventory of things that will need to be tracked.</li> <li>ChesapeakeStat users have requested that funding information be included on that tool. Combining the response to this law with existing work within the program will maximize the efforts.</li> <li><b>Action:</b> The Evaluator Function Workgroup will be scheduling a meeting to reconsider their path forward based on the bill. Anyone interested in joining can contact Greg Allen.</li> </ul>
<b>Management Board Retreat</b> (Discussion Lead: Greg Barranco) <ul style="list-style-type: none"> <li>Overview of 2-day January Management Board Retreat</li> <li>Update on status of MS initial drafts</li> </ul>	11:35-11:50	<ul style="list-style-type: none"> <li>The MB is scheduled to meet on January 15-16 at the Hyatt in Cambridge, MD.</li> <li>A block of government rate rooms (\$124/night) have been reserved at the hotel. To reserve one of these rooms, call the hotel and tell them that you're with the Chesapeake Bay Program group.</li> <li>Day 1 (10am to 5pm, with an offsite dinner) of the retreat will be focused on addressing general issues in MS development. Retreat activities will allow the MB to identify common challenges and difficulties, things that are working well, and MSs that are ready for early release.</li> <li>Day 2 (8:30am to 3pm) will be focused on current work with monitoring and the needs the Bay Program will have in response to the MS. There will also be additional time to focus on management approaches again.</li> <li>It's possible that there will be a facilitator at the retreat, but it has not been finalized.</li> </ul>
<b>Action Items, Wrap-up, Next Meeting</b> (Discussion Lead: Mike Foreman)	11:50-12:00	<ul style="list-style-type: none"> <li><b>Next meeting:</b> February 3, 2015</li> <li><b>Summary of Action Items:</b> <ul style="list-style-type: none"> <li>A doodle poll will be sent to Governance Document action team volunteers to set the first meeting date.</li> <li>GIT members are asked to review the management approach section and prioritize the 7 management actions, linking them to</li> </ul> </li> </ul>

		<p>prioritized factors influencing. Provide feedback to Reggie by January 13.</p> <ul style="list-style-type: none"> <li>○ Anyone interested in being a part of the workgroup to finalize the MS by drafting, reviewing, or tracking the progress should contact Reggie by January 13.</li> <li>○ Any other comments/feedback on the current draft MS can be sent to Reggie ASAP so that it can be incorporated for discussion at MB retreat on January 15-16.</li> <li>○ The Evaluator Function Workgroup will be scheduling a meeting to reconsider their path forward based on the bill. Anyone interested in joining can contact Greg Allen.</li> </ul>
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