## CBP Goal Implementation Team

## Enhance Partnering, Leadership, and Management

## Meeting Agenda

## 

**Date:** July 7, 2015

**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/>

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| **Members In Attendance:**   |  |  |  | | --- | --- | --- | | Greg Allen, EPA | Sarah Diebel, DOD | John Schneider, DE DNREC | | Greg Barranco, EPA | Mike Foreman, VA DCR, **Chair** | Ben Sears, NY DEC | | Russ Baxter, VA SNR | Mary Gattis, ACB (LGAC Liaison) | Phillip Stafford, MD DNR | | Chris Becraft, MD DNR | Kirk Havens, VIMS (STAC Liaison) | Doreen Vetter, EPA | | Carin Bisland, EPA, **vice-Chair** | Carl Hershner, VIMS | Samantha Watterson, CRC | | Jessica Blackburn, ACB (CAC Liaison) | Jackie Lendrum, NY DEC | Julie Winters, EPA | | Bevin Buchheister, CBC | Reggie Parrish, EPA | Kristen Wolf, PA DEP | | Diane Davis, DC DOE | Jennifer Pauer, WV DEP | Andy Zemba, PA DEP | | Kevin Debell, EPA | Tim Roberts, EPA |  |  |  |  |  | | --- | --- | --- | |  |  |  | | | | |  |  |
| **Agenda Item,** **Discussion Lead and Desired Outcome** | **Time** | **Materials, Notes, and Action Items** |
| **Introductions** (Discussion Lead: Mike Foreman) | 1:00-1:10 | **Summary of Action Items from June Meeting:**   * **In Process:** The Governance Document will be updated by Samantha and delivered to the MB and PSC through Nick, the MB Chair. * **In Process:** Mike will initiate communication with the goal team chairs to begin supporting actions required by changes to the Governance Document. * **Complete:** In order to establish a date for the face to face meeting, all goal team members need to share their availability via the poll sent out by Samantha. * **Complete:** Kristin will connect with PA State Parks for a free meeting space. * **In Process:** An invitation to join the Local Leadership Workgroup will be sent by Mike Foreman to signatory representatives and to other stakeholders who can contribute to the workplan. * **Complete:** Bevin will send a summary of her Local Leadership Synthesis Project update in writing. * **In Process:** Reschedule brainstorm session for annual performance review. |
| **Local Leadership Workgroup Kick Off** (Discussion Lead: Reggie Parrish and Bevin Buccheister)   * A Local Leadership Workgroup is being established to develop the workplan and ensure cross-outcome collaboration. * A kick off meeting has been scheduled for July 29, 1pm-4pm. * Update on Local Leadership Synthesis Project. | 20 min | * **Materials:**   + Final Local Leadership MS   + Workplan Template * **Important Dates for Workplan Development:**   + **July 23:** MS publically announced   + **July 29:** Local Leadership Workgroup kick off meeting   + **November 2:** first draft due to MB for progress check-in on November 12   + **December 18:** draft due to MB for a 4 week review   + **January 14:** MB meeting; fatal flaw discussion   + **January 22-March 8:** 45 day public input period   + **March 8-25:** GITS review/summarize comments and revise workplans   + **March 25:** revised drafts due to MB for April 14 MB meeting   + **April 14:** MB meeting; discuss final changes and accept as complete   + **April 22:** final revisions due from GITs   + **April 30:** workplans final and posted on web |
| **Face to Face Meeting Update** (Discussion Lead: Carin Bisland)   * The Face to Face meeting has been scheduled for September 2 at the Susquehanna River Basin Commission office in Harrisburg, PA. | 30 min | * **Materials:**   + List of Meeting Objectives * **Meeting Logistics:**   + **Location:** Susquehanna River Basin Commission (4423 N. Front Street Harrisburg, PA 17110-1788)   + **Date/Time:** Wednesday, September 2,tentatively 10am-3pm   + **Meeting webpage:** <http://www.chesapeakebay.net/calendar/event/22256/> |
| **FY15 GIT Funding Process Updates** (Discussion Lead: Greg Allen)   * $900,000 in EPA funding has been allocated to the GITs for use on special projects. * Discussion of developing a process for distributing the funds. * Brainstorming GIT6 proposal priorities. | 30 min | * **Materials:**    + Process Timeline and Guidelines   + Project Proposal Form |
| **Updates** (Discussion Lead: Greg Allen and Carin Bisland)   * Governance Document Status * CBP Performance Assessment * Indicators Framework Action Team * Other GIT6 member updates | 15 min | * **Materials:**   + Updated Governance Document |
| **Action Items, Wrap-up, Next Meeting** (Discussion Lead: Mike Foreman) | 2:50-3:00 | * **Next Meeting:** Tuesday, August 4, 1pm-3pm. |