

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

**Date:** October 6, 2015

**Time:** 1:00pm – 3:00pm

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

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

**Code:** 267-985-6222

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



**Members In Attendance:**

<b>Greg Allen, EPA</b>	<b>Margaret Enloe, ACB (Comm. WG Liason)</b>	<b>John Schneider, DE DNREC</b>
<b>Greg Barranco, EPA</b>	<b>Mike Foreman, VA DCR, Chair</b>	Ben Sears, NY DEC
Russ Baxter, VA SNR	<b>Mary Gattis, ACB (LGAC Liaison)</b>	Phillip Stafford, MD DNR
<b>Chris Becraft, MD DNR</b>	<b>Kirk Havens, VIMS (STAC Liaison)</b>	Doreen Vetter, EPA
<b>Carin Bisland, EPA, vice-Chair</b>	Carl Hershner, VIMS	<b>Samantha Watterson, CRC</b>
<b>Jessica Blackburn, ACB (CAC Liaison)</b>	<b>Nicole Lehmer, CRC</b>	<b>Julie Winters, EPA</b>
Bevin Buchheister, CBC	Jackie Lendrum, NY DEC	<b>Kristen Wolf, PA DEP</b>
Diane Davis, DC DOE	<b>Reggie Parrish, EPA</b>	<b>Andy Zemba, PA DEP</b>
Sarah Diebel, DOD	Jennifer Pauer, WV DEP	

<b>Agenda Item, Discussion Lead and Desired Outcome</b>	<b>Time</b>	<b>Materials, Notes, and Action Items</b>
<b>Introductions</b> (Discussion Lead: Mike Foreman)	1:00-1:10	<p><b>Summary of Action Items from October Meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> The GIT will ensure that other GITs are developing their own membership criteria to be presented/endorsed by MB.</li> <li>• <b>ACTION:</b> The Indicators Framework PowerPoint for the MB will be distributed to the GIT, and if there are any oppositions, email Carin.</li> <li>• <b>ACTION:</b> Mike will develop a draft workplan for the GIT based on our goals/priorities and we will work from it at the November meeting.</li> <li>• <b>ACTION:</b> At a future meeting, we will look at our current membership, our current mission/goals, and determine what the skillsets we need on our group are as well as the gaps in membership.</li> <li>• <b>ACTION:</b> Margaret will create a presentation about the Communications WG's role in GIT6 and sent it out to the GIT. Anyone who has communications concerns can email Margaret at <a href="mailto:menloe@chesapeakebay.net">menloe@chesapeakebay.net</a>.</li> </ul> <p><b>Summary of Action Items from September Meeting:</b></p>

		<ul style="list-style-type: none"> <li>• <b><u>Complete:</u></b> The updated version of the GIT mission statement will read: “Continually improve the leadership and management of the CBP and assist watershed partners and stakeholders in building their capacity to become environmental leaders in their community.”</li> <li>• <b><u>Complete:</u></b> Invite a member of the Communications Workgroup to join our GIT.</li> <li>• <b><u>Complete:</u></b> Add adaptive management under themes of work.</li> <li>• <b><u>In Process:</u></b> At a future meeting, we will discuss GIT6 membership (i.e., adding more people to the GIT or establishing new workgroups under the GIT).</li> <li>• <b><u>Complete:</u></b> At the October meeting, we will revisit the mission and themes of our GIT and continue the discussion from this face to face meeting.</li> <li>• <b><u>In Process:</u></b> Next year’s process for GIT Chairs making decisions should be brought to the MB.</li> <li>• <b><u>Complete:</u></b> Do not submit the “ChesapeakeDecisions User Research” proposal.</li> <li>• <b><u>Complete:</u></b> Submit the proposal to design a watershed education program for local officials. Bevin will draft the proposal.</li> <li>• <b><u>In Process:</u></b> Engage the Local Leadership WG and have the local leadership baseline as a core component of the Alliance Contract. Carin will talk with Reggie regarding next steps.</li> <li>• <b><u>Complete:</u></b> DECISION on prioritization of GIT Funding proposals: <ul style="list-style-type: none"> <li>○ “Resource/Information Needs Assessment” proposal</li> <li>○ Proposal for a project to follow the Local Leadership Assessment project</li> <li>○ Not to be submitted – “ChesapeakeDecisions User Research” proposal</li> </ul> </li> <li>• <b><u>In Process:</u></b> A small working group will be established to work on developing a strategy management system. Volunteers: Greg Allen, Greg Barranco, Doreen Vetter. We will ask for a STAC representative to be on this group.</li> </ul>
<b>Face to Face Meeting Debrief</b> (Discussion Lead: Mike Foreman) <ul style="list-style-type: none"> <li>• Summary and status of action items.</li> <li>• Debrief and further discussion of GIT mission and vision.</li> </ul>	1:10-1:40	<ul style="list-style-type: none"> <li>• <b><u>Mission Statement:</u></b> “Continually improve the leadership and management of the CBP and assist watershed partners and stakeholders in building their capacity to become environmental leaders in their community.”</li> <li>• <b><u>Themes of Work:</u></b> <ul style="list-style-type: none"> <li>○ “Strategy” (Adaptive) management (e.g., one tool for delivery is ChesapeakeStat)</li> <li>○ Governance of the Partnership</li> <li>○ Local Leadership Development</li> <li>○ Facilitation of GIT Funding</li> <li>○ Performance evaluation of the Partnership</li> <li>○ Cross GIT Collaboration</li> </ul> </li> <li>• <b><u>Materials:</u></b> <ul style="list-style-type: none"> <li>○ Meeting Summary</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>The Cross-Program Coordinator will be a member of GIT6 and will be working to ascertain information from other GITs regarding what their local leadership needs are.</li> <li><b>ACTION:</b> The GIT will ensure that other GITs are developing their own membership criteria to be presented/endorsed by MB.</li> </ul>
<b>FY15 GIT Funding Updates</b> (Discussion Lead: Greg Allen) <ul style="list-style-type: none"> <li>Overview of process and updates on projects selected for funding.</li> <li>Status updates on the four GIT6 proposals.</li> </ul>	1:40-2:10	<ul style="list-style-type: none"> <li><b>Materials:</b> <ul style="list-style-type: none"> <li>Spreadsheet</li> <li>Presentation</li> <li>Current draft of Local Leadership proposal</li> </ul> </li> <li>MB was briefed on the FY15 GIT Funding process at their last meeting. Assuming there will be GIT Funding in FY16, we need to begin the discussion about how the approach distributing funds will be and if it will be any different than this year. The GIT Chairs meeting would be a good venue to begin this discussion.</li> <li>The detailed scope of work for the projects selected for funding is due tomorrow. CBT will send out their RFP, make awards in November or December.</li> <li>Status update on the four proposals discussed at the last meeting: <ul style="list-style-type: none"> <li>Establishing a baseline for Local Leadership – being funded through the LGAC grant</li> <li>Designing a Watershed Education Program of Local Leaders – selected for funding</li> <li>Local Leadership Information Needs – being incorporated into Cross-Program Coordinator position description</li> <li>ChesapeakeStat User Needs – being funded by an alternative source of funding.</li> </ul> </li> </ul>
<b>Local Leadership Workplan Development Updates</b> (Discussion Lead: Reggie Parrish) <ul style="list-style-type: none"> <li>Status updates on the three Local Leadership GIT funding proposals.</li> <li>Report on the Local Leadership synthesis project and Watershed Forum Feedback.</li> </ul>	2:10-2:40	<ul style="list-style-type: none"> <li><b>Materials:</b> <ul style="list-style-type: none"> <li>Final Local Leadership MS</li> <li>Local Leadership Synthesis Report</li> <li>Presentation</li> </ul> </li> <li><b>Important Dates for Workplan Development:</b> <ul style="list-style-type: none"> <li><b>November 2:</b> first draft due to MB for progress check-in on November 12</li> <li><b>December 18:</b> draft due to MB for a 4 week review</li> <li><b>January 14:</b> MB meeting; fatal flaw discussion</li> <li><b>January 22-March 8:</b> 45 day public input period</li> <li><b>March 8-25:</b> GITs review/summarize comments and revise workplans</li> <li><b>March 25:</b> revised drafts due to MB for April 14 MB meeting</li> <li><b>April 14:</b> MB meeting; discuss final changes and accept as complete</li> <li><b>April 22:</b> final revisions due from GITs</li> <li><b>April 30:</b> workplans final and posted on web</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• The CBC report can be found on the webpage for this meeting.</li> <li>• The next steps of this process will be addressed in the project that was selected for this year's GIT Funding.</li> </ul>
<b>Updates</b> (Discussion Lead: Greg Allen and Carin Bisland) <ul style="list-style-type: none"> <li>• CBP Performance Assessment</li> <li>• Indicators Framework Action Team</li> <li>• Other GIT6 member updates</li> </ul>	2:40-2:55	<ul style="list-style-type: none"> <li>• <b>ACTION:</b> The Indicators Framework PowerPoint for the MB will be distributed to the GIT, and if there are any oppositions, email Carin.</li> <li>• <b>ACTION:</b> Mike will develop a draft workplan for the GIT based on our goals/priorities and we will work from it at the November meeting.</li> <li>• GIT6 membership was discussed and it was suggested that the GIT should include representation from each signatory, advisory committee, key federal agency, as well as a Communications Workgroup liaison.</li> <li>• <b>ACTION:</b> At a future meeting, we will look at our current membership, our current mission/goals, and determine what the skillsets we need on our group are as well as the gaps in membership.</li> <li>• <b>ACTION:</b> Margaret will create a presentation about the Communications WG's role in GIT6 and sent it out to the GIT. Anyone who has communications concerns can email Margaret at <a href="mailto:menloe@chesapeakebay.net">menloe@chesapeakebay.net</a>.</li> </ul>
<b>Action Items, Wrap-up, Next Meeting</b> (Discussion Lead: Mike Foreman)	2:55-3:00	<ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> Tuesday, November 3, 1pm-3pm.</li> <li>• <b>Issues for next meeting:</b> <ul style="list-style-type: none"> <li>○ GIT membership definition and criteria</li> <li>○ Comm WG overview</li> <li>○ Discussion based around Mike's draft GIT workplan</li> </ul> </li> </ul>