

**Log of Revisions and Actions for the
CBP Governance Document
(updated 9/27/16)**

Topic/Name	Date	Section/ Page #	Issue	Next Step(s)	Recommendation/Resolution
Governance issues related to GIT and STAR workgroups	5/3/16	12	Membership; decision making; authorities; level of independence from GIT; leadership.	Develop a matrix showing governance of GITs/STAR and reach decision (at GIT-level) on whether this should be carried over to WG's. GIT6 will make recommendation to MB.	
Decision making Revisit use of voting at GIT level	5/3/16	12; 16	Availability of voting as valid decision procedure. Use of consensus vs. super-majority.	Kristin Saunders will send a message to GIT Chairs to solicit feed-back regarding any issues revolving around decision-making at the GIT level.	
PSC timeline	6/1/16	7	(Proposed) PSC should receive meeting agendas and materials sooner – agenda 3 weeks in advance, materials 2 weeks in advance.		Recommend to the MB that PSC Timeline in the Governance Document is updated so that members receive the agenda 3 weeks in advance, and materials 2 weeks in advance. Also recommend that if materials are not received on time, the item will be removed from the agenda. Recommend a similar structure for Management Board, Goal Implementation Teams, and Workgroups, so that members receive the agenda 2 weeks in advance, and materials 1 week in advance.

PSC Member Alternate (Membership & Meeting Attendance)	6/1/16	8	Address representation at meetings when neither the member nor the alternate can be in attendance.		<p>Membership: Members should have a permanent standing sub-alternate to fill in when neither the member nor the primary alternate are able to attend the meeting.</p> <p>Meeting Attendance: In the case where neither the member nor the alternate can attend the meeting, written notice of alternative representation is required prior to the meeting.</p>
Chair/Vice-Chair Salary	6/1/16		Document does not address conflict of interest when Chair/Vice-Chair salary comes from EPA/CBPO.	Carin will bring this issue back to Nick and other EPA decision-makers for clarification on how this issue could be resolved.	Chair/Vice-Chair can/will recuse themselves from any decision(s) that will impact the grant which funds their salary.
Voting Member Eligibility	6/8/16		Can a GIT/WG Chair or Vice-Chair hold a position as a voting member of that group, or are they a neutral member?		GITs should use their discretion and membership protocols to decide whether or not a Chair/Vice-Chair is a voting member.
Management Board response(s) to all Advisory Committees	6/13/16	9	Previous issue – Management Board responds to all Advisory Committees, not just STAC.		Language revised to read, “Expected to respond to Advisory Committees’ (STAC, CAC, LGAC) recommendations, in writing...” COMPLETE.
Complete cleanup of the document	6/13/16		There are a number of revisions to be made in order to clarify statements/wording and streamline the document.	In progress. Will bring a final version to GIT6, and subsequently MB, once all revisions have been addressed and final cleanup of document has been completed.	

Managing distribution lists	6/13/16		Comment that email distribution lists are too extensive. Proposal to consider distributing communication/ information on a “need-to-know” basis.	<p>Carin, Nicole spoke with IT team. Had content/ process questions that we must answer first for them to have a better understanding of format(s) we could use.</p> <p>GITs and workgroups should review their membership criteria and apply to member lists to distinguish who is an active member; who is an interested party; and if they have representation from all of the teams, jurisdictions, etc. that they want/need.</p>	
Elimination of Action Teams as a governing body, and addition of Panels	6/13/16	10	Comment to consider scaling back on number of teams/groups now that GITs and workgroups are fully formed. Suggestion to include description of protocols for Panels, panel reports, and associated policy issues.	<p>Discuss the use of Action Teams at all levels, not just MB.</p> <p>Use the CBP website to determine how GITs are defining workgroups, action teams, panels, etc. – how are these groups operating, and does this impact what they are called?</p>	A link to the BMP Protocol document is provided at the end of the Governance Document, under <u>Protect and Restore: Water Quality GIT (GIT 3) BMP Protocols</u> .
Governance of STAR in relation to Goal Teams and Management Board	6/13/16	12	More clarification and consistency in the governance protocols of STAR. Should mirror GITs.	Review revisions from Scott Phillips to ensure it is consistent with the governance of GITs.	
Process for Agenda development with deadlines	6/13/16	15	No current discussion/ specific process for how to develop agendas. Consider	Discuss this topic at upcoming Coordinator-Staffer meeting(s).	Recommended that GITs and workgroups use the following general

			revisions such as agenda template; clear deadlines for comments and materials; timelines for circulation; options for when deadlines are not met.	GIT6 and the Budget & Finance Workgroup are working congruently to create standard templates for things like MB agendas, budget data reporting, etc.	<p>process in the development of agendas and meeting materials:</p> <ul style="list-style-type: none"> • Coordinator(s)/Staffer(s) develop draft agenda • Send draft agenda to Chair/Vice-Chair • Review agenda in pre-brief meeting • Post and send agenda to group members • Post and send associated materials as received
Specific inclusion of “deletion” as a revision option for goals and outcomes	6/13/16	16	“Deletion” should be explicitly stated as a revision option.		Deletion should be included in revision options for Goals and Outcomes, with the provision that Goals and Outcomes are only deleted if they are completed.