

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

Date: January 5, 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: <http://epawebconferencing.acms.com/git6/>



Members In Attendance:

Greg Allen, EPA	Kristen Fleming, MD DNR	Kristin Saunders, UMCES
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)	Phillip Stafford, MD DNR
Jessica Blackburn, ACB (CAC Liaison)	Carl Hershner, VIMS	Doreen Vetter, EPA
Bevin Buchheister, CBC	Nicole Lehmer, CRC	Samantha Watterson, CRC
Diane Davis, DC DOE	Jackie Lendrum, NY DEC	Julie Winters, EPA
Sarah Diebel, DOD	Reggie Parrish, EPA	Kristen Wolf, PA DEP
Andy Fellows, EFC/LLWG Chair	Jennifer Pauer, WV DEP	

Agenda Item, Discussion Lead and Desired Outcome	Time	Materials, Notes, and Action Items
Introductions (Discussion Lead: Mike Foreman)	1:00-1:05	<p>Summary of Action Items from December Meeting:</p> <ul style="list-style-type: none"> • Decision: In moving forward with using Sharepoint, when we would like to share a document to collaborate on, you will be sent a link to allow you to collaborate on a single document. • Complete: If you have any comments or feedback on the proposal, contact Greg Allen (allen.greg@epa.gov) ASAP or before COB tomorrow, December 3. • Complete: Any comments on the GIT 6 work plan should be sent to Sam (Watterson.samantha@epa.gov). Otherwise this is the approved work plan through June. If there is something you want to work on, don't hesitate to let us know. • Decision: We will revisit the GIT 6 work plan every two months and evaluate each key action's completion. • Complete: If you would like to be included in the pilot launch of MOST, email Andy Fellows (afellows@umd.edu).

		<ul style="list-style-type: none"> • <u>Decision:</u> There will be a discussion of GIT 6 membership criteria on the January agenda. • <u>In progress:</u> GIT6 staff will gather information on status on FY14 projects and their products.
GIT 6 Membership Criteria (Discussion Lead: Carin Bisland) <i>Discussion to formalize the membership criteria for GIT 6, which will be presented to the MB for approval and linked in the Governance Document.</i>	1:05-1:35	<ul style="list-style-type: none"> • <u>Materials:</u> <ul style="list-style-type: none"> ○ Governance Document ○ Water Quality Membership Criteria Example ○ Draft GIT 6 Governance
Advisory Committee Review (Discussion lead: Mike Foreman) <i>Discussion of Advisory Committees' role in GIT planning and activities.</i>	1:35-1:50	
GIT Funding Updates (Discussion Lead: Greg Allen) <i>Updates on FY14 GIT Funding Projects, FY15 projects' status, and FY16 budget and process.</i>	1:50-2:05	<ul style="list-style-type: none"> • <u>Materials:</u> <ul style="list-style-type: none"> ○ FY14 GIT Funding Summary
Discussion and Approval of Revised Budget and Finance Workgroup Proposal (Discussion Lead: Greg Allen) <i>At their December conference call, the MB requested that GIT 6 refine the proposal for the Budget and Finance Workgroup to reflect the MB discussion. GIT 6 will discuss and agree to changes in the proposal to take back to the MB at their 1/14/16 meeting.</i>	2:05-2:35	<ul style="list-style-type: none"> • <u>Materials:</u> <ul style="list-style-type: none"> ○ Revised Work Group Proposal
Updates (Discussion Lead: Greg Allen and Carin Bisland) <ul style="list-style-type: none"> • Cross-GIT Collaboration Efforts • Strategy Management System/CBP Performance Assessment • Governance Document Revision Process for 2016 	2:35-2:55	<ul style="list-style-type: none"> • <u>Materials:</u> <ul style="list-style-type: none"> ○ List of Governance Document Revisions

<ul style="list-style-type: none"> • Local Leadership Work Plan • GIT Chairs updates • Other GIT6 member updates 		
Action Items, Wrap-up, Next Meeting (Discussion Lead: Mike Foreman)	2:55-3:00	<ul style="list-style-type: none"> • Next Meeting: Tuesday, February 2, 1pm-3pm