

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

**Date:** November 3, 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/>



**Members In Attendance:**

<b>Greg Allen, EPA</b>	<b>Kristen Fleming, MD DNR</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>Carin Bisland, EPA, vice-Chair</b>	Kirk Havens, VIMS (STAC Liaison)	<b>Doreen Vetter, EPA</b>
<b>Jessica Blackburn, ACB (CAC Liaison)</b>	Carl Hershner, VIMS	<b>Samantha Watterson, CRC</b>
<b>Bevin Buchheister, CBC</b>	<b>Nicole Lehmer, CRC</b>	<b>Julie Winters, EPA</b>
Diane Davis, DC DOE	Jackie Lendrum, NY DEC	Kristen Wolf, PA DEP
Sarah Diebel, DOD	<b>Reggie Parrish, EPA</b>	Andy Zemba, PA DEP
<b>Margaret Enloe, ACB (Comm. WG Liaison)</b>	<b>Jennifer Pauer, WV DEP</b>	

<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)	1:00-1:05	<p><b><u>Summary of Action Items and Decisions:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>DECISION:</u></b> Advance the Budget WG in a broader context than just GIT Funding. A main goal of this workgroup will be to address the prioritization of GIT needs and identify funding sources. We must go to the MB to approve this and to ask for volunteers and a leader. Key people and organizations to invite: Lori Mackey and organizations outside of CBP that can advise (e.g., NFWF, rep from Bay Funders Network).</li> <li>• <b><u>ACTION:</u></b> GIT 6 will review the charge for the Budget WG at the next meeting to determine whether updates are needed.</li> <li>• <b><u>DECISION:</u></b> One criteria for membership is that all GIT 6 WG chairs will be members of GIT 6.</li> <li>• <b><u>ACTION:</u></b> Invite Andy Fellows to be a member of GIT 6.</li> <li>• <b><u>ACTION:</u></b> LL WG needs to establish their membership criteria.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>ACTION:</b> Reggie to send Margaret information on the Local Leadership strategy and workplan and CBC report for consideration of how the communications groups can participate.</li> <li>• <b><u>ACTION:</u></b> Thirty minutes on next meeting for launch of Chesapeake Progress.</li> </ul>
<p><b>Discussion of GIT 6 Membership Criteria</b> (Discussion Lead: Carin Bisland)</p> <ul style="list-style-type: none"> <li>• Discussion of GIT 6 membership and mission statement to be presented to the MB.</li> </ul>	1:05-1:35	<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>○ Membership discussion guide</li> </ul> </li> <li>• <b><u>Notes:</u></b> <ul style="list-style-type: none"> <li>○ Per the July 2015 Governance Document revision, each GIT needs to clarify the membership on their GITs and WGs. There is not criteria that works across GITs, and we must develop GIT 6’s membership criteria to present to the MB.</li> <li>○ <b><u>DECISION:</u></b> Advance the Budget WG in a broader context than just GIT Funding. A main goal of this workgroup will be to address the prioritization of GIT needs and identify funding sources. We must go to the MB to approve this and to ask for volunteers and a leader. Key people and organizations to invite: Lori Mackey and organizations outside of CBP that can advise (e.g., NFWF, rep from Bay Funders Network).</li> <li>○ <b><u>ACTION:</u></b> GIT 6 will review the charge for the Budget WG at the next meeting to determine whether updates are needed.</li> <li>○ <b><u>DECISION:</u></b> One criteria for membership is that all GIT 6 WG chairs will be members of GIT 6. <ul style="list-style-type: none"> <li>▪ <b><u>ACTION:</u></b> Invite Andy Fellows to be a member of GIT 6.</li> </ul> </li> <li>○ <b><u>ACTION:</u></b> LL WG needs to establish their membership criteria.</li> <li>○ Cross-GIT coordinator will be key member of GIT 6.</li> <li>○ There is a need to add a member with expertise in evaluation and organizational dynamics.</li> </ul> </li> </ul>

<p><b>GIT 6 Workplan</b> (Discussion Lead: Mike Foreman)</p> <ul style="list-style-type: none"> <li>Discussion of a workplan for GIT6 activities</li> </ul>	<p>1:35-2:05</p>	<ul style="list-style-type: none"> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>If a meeting is scheduled to assess Advisory Committee operation and improvements, Advisory Committee Chairs need to be consulted in the scheduling process.</li> <li>The GIT discussed the work plan and made revisions. We will reevaluate the work plan at December meeting.</li> </ul> </li> <li><b>Materials:</b> <ul style="list-style-type: none"> <li>Draft GIT Workplan</li> </ul> </li> </ul>
<p><b>Communications WG and GIT6</b> (Discussion Lead: Margaret Enloe)</p> <ul style="list-style-type: none"> <li>Overview of Communications WG activities and opportunities to collaborate with GIT6.</li> </ul>	<p>2:05-2:25</p>	<ul style="list-style-type: none"> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>Margaret provided an overview of the Communications Office and Workgroup scope and activities.</li> <li>The Communications Office is hiring an Outreach Coordinator to work on communications issues across GITs. This position will start in February.</li> <li>ACTION: Reggie to send Margaret information on the Local Leadership strategy and workplan and CBC report for consideration of how the communications groups can participate.</li> </ul> </li> <li><b>Materials:</b> <ul style="list-style-type: none"> <li>Presentation</li> </ul> </li> </ul>
<p><b>Local Leadership Workplan Development Updates</b> (Discussion Lead: Reggie Parrish)</p> <ul style="list-style-type: none"> <li>Andy Fellows is the new chair of the Local Leadership Workgroup.</li> <li>Workgroup meeting on Nov. 3.</li> <li>Draft workplan was submitted on Nov. 2.</li> </ul>	<p>2:25-2:40</p>	<ul style="list-style-type: none"> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>A draft of the workplan was submitted to the MB yesterday.</li> <li>The significant challenge is that there is a massive amount of information about ongoing activities. We have devised an approach that focuses on gap analysis and the management approach related to key knowledge and baseline and metrics.</li> <li>A revised draft of the workplan is going to be sent to the WG members in 7-10 business days, and we are asking the WG members to be very engaged in helping to draft.</li> <li>The next workgroup meeting will be the first or second week in December in anticipation of the Dec. 18 drafts for MB review.</li> <li>A project to design a watershed education is being funded through FY15 GIT Funding for \$75,000.</li> </ul> </li> <li><b>Materials:</b> <ul style="list-style-type: none"> <li>Draft workplan</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> </ul> </li> </ul>

		<ul style="list-style-type: none"> <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>
<b>Updates</b> (Discussion Lead: Greg Allen and Carin Bisland) <ul style="list-style-type: none"> <li>• CBP Strategy Management System Planning</li> <li>• Indicators Framework Action Team</li> <li>• GIT Chairs and Cross-GIT Collaboration</li> <li>• FY15 GIT Funding update and FY16 Process</li> <li>• Other GIT6 member updates</li> </ul>	2:40-2:55	<ul style="list-style-type: none"> <li>• <b>Notes:</b> <ul style="list-style-type: none"> <li>○ The Indicators Framework AT meeting is Thursday, 11/5. They are going to present to MB next week.</li> <li>○ The FY15 GIT Funding RFP going out by the end of November through CBT with awards made in January. There is a MB agenda item next week to discuss how to fund projects that didn't get selected.</li> <li>○ Cross-GIT Collaboration position description has closed. Trying to onboard someone ASAP.</li> <li>○ <b>ACTION:</b> Thirty minutes on next meeting for launch of Chesapeake Progress.</li> </ul> </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, December 1, 1pm-3pm.</li> </ul>