

**Enhance Partnering, Leadership and Management Goal Implementation Team**  
**Quarterly Meeting – Winter 2019**  
**Meeting Agenda**



**Date:** December 3, 2019

**Time:** 10:00 a.m. to 3:00 p.m.

**Location:** CBPO Fish Shack, Annapolis, MD 21403

**Webinar:** <https://zoom.us/j/9732013186>

**Conference Line:** 929-205-6099

**Meeting Page:** [GIT 6 Winter '19 Quarterly Meeting](#)

Dave Goshorn (Chair), DNR	Cassandra Davis, NY DEC	Ann Jennings, VA OSNR
Carin Bisland (Vice Chair), U.S. EPA	Sarah Diebel, U.S. DOD	Jennifer Pauer, WV DEP
Greg Allen (Coordinator), U.S. EPA	James Edward, U.S. EPA	Matthew Pennington, WV EPRPDC
Chantal Madray (Staff), CRC	Rachel Felver, ACB	Kristin Saunders, UMCES
Katherine Antos, D.C. DOEE	Annabelle Harvey, CRC	Jennifer Star, ACB
Greg Barranco, U.S. EPA	Kirk Havens, VIMS	Doreen Vetter, U.S. EPA
Jessica Blackburn, ACB, CAC	Carl Hershner, VIMS	Stephen Williams, DE DNREC
Elliott Campbell, DNR	Mark Hoffman, CBC	Jill Whitcomb, PA DEP

Agenda Item, Discussion Lead, and Desired Outcome	Time	Materials, Notes, and <a href="#">Action Items</a>
<b>I. Order of the Day, Announcements &amp; Introductions</b> <i>(Discussion Lead: Dave Goshorn)</i>  <i>Review actions and decisions from the previous GIT 6 meeting and outline the objectives for this meeting. Review updates and announcements from Goal Team members.</i>	10:00 – 10:10	<b>Materials:</b> See below for list of “complete” vs. “in-progress” (in notes)  <b>2020 Meeting Dates:</b> <ul style="list-style-type: none"> <li>Wednesday, March 18<sup>th</sup> – Spring 2020</li> <li>Wednesday, June 17<sup>th</sup> – Summer 2020</li> <li>Wednesday, September 16<sup>th</sup> – Fall 2020</li> <li>Wednesday, December 16<sup>th</sup> – Winter 2020</li> </ul>

<p><b>II. Organizational Analysis Update and Exercise</b>  <i>(Discussion Lead: Greg Allen)</i></p> <p><i>Review survey results and improve team's understanding of what we are setting out to accomplish (Workplan 2.1)</i></p>	10:10 – 10:45	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li><b>Survey Results</b> <a href="https://www.surveymonkey.com/results/SM-L9Z6K6SW7/">https://www.surveymonkey.com/results/SM-L9Z6K6SW7/</a></li> </ul> <p><b>ACTION:</b> <b>Greg Allen</b> will draft a one-pager on how to proceed with forming a small group to help plan an effective discussion on CBP Organization Analysis with the CBPO Director, Dana Aunkst. This plan will be shared with GIT 6 members and Dana Aunkst before the agenda needs to be distributed for the December 3 GIT 6 meeting. Components of the CBP Organizational Analysis may overlap with the CBP Branding Strategy. <i>In Progress (July 2019 Meeting)</i></p> <ul style="list-style-type: none"> <li>Pending survey results and discussion with Rachel on overlap with CBP Branding Strategy</li> </ul> <p><b>DECISION:</b> <b>Goal Team 6 members</b> will rank their top 10-ish “Areas of Focus” keywords/phrases in the above-mentioned survey and discuss next steps at the December 3 meeting using MenteeMeter and form a Priority Matrix. <i>In Progress</i></p> <ul style="list-style-type: none"> <li>There will be room in the survey for respondents to add keywords/phrases, as well as additional comments</li> <li>Survey respondents will be asked to focus on what will improve the effectiveness of the partnership and help implement the Watershed Agreement.</li> </ul> <p><b>ACTION:</b> <b>Greg Allen</b> and <b>Chantal Madray</b> will discuss survey feedback with Dana Aunkst to get his input and discuss Branding Strategy overlap with Rachel Felver</p> <ul style="list-style-type: none"> <li><b>Greg</b> and <b>Chantal</b> will then work on identifying what our organization is currently doing, with regard to organizational analyses, what we can measure, and what interventions we can take (to present to GIT 6 at a future meeting)</li> </ul>

<p><b>III. Biennial Strategy Review System Updates</b> (<i>Workplan 1.1</i>)</p> <p>A) <i>General SRS Update (Discussion Lead: Dave Goshorn), 15 minutes</i></p> <p>B) <i>Status of revisions to Management Strategies and Logic &amp; Action Plans, using ChesapeakeDecisions (Discussion Lead: Laurel Abowd), 15 minutes</i></p> <p>C) <i>SRS Facilitation Support Update (Discussion Lead: Kristin Saunders and Carin Bisland), 15 minutes</i></p> <p>D) <i>Progress on completing metric and expected response columns (Discussion Leads: Carl Hershner and Kirk Havens), 15 minutes</i></p>	<p>10:45 – 11:45</p>	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>ChesapeakeDecisions <a href="https://www.chesapeakebay.net/decisions">https://www.chesapeakebay.net/decisions</a></li> </ul> <p><b>ACTION:</b> Doreen Vetter will report back to group in December on Chesapeake Decision user data/analytics. <i>In Progress</i></p> <p><b>ACTION:</b> Laurel Abowd and Chantal Madray will work with Doreen Vetter on where to archive past SRS cycle documentation <i>In Progress (Laurel and Chantal will set up a meeting for SRS archive documentation when Doreen returns)</i></p> <ul style="list-style-type: none"> <li>Laurel: (idea) The CBP Outcome pages can house this documentation and state the year/cycle info. and link to past info.</li> </ul> <p><b>ACTION:</b> Carin Bisland will request that Sherry Witt observe the November Management Board Quarterly Progress Meeting and then follow-up with her, David Goshorn, Dana Aunkst and CBPO staff afterward regarding the possibility of her facilitating future MB Quarterly Progress Meetings (QPM)</p>
<p><b>Lunch</b></p>	<p>11:45 – 12:15</p>	
<p><b>IV. CBP DEIJ Assessment and Strategy Update</b> (<i>Discussion Lead: Tuana Phillips</i>)</p> <p><i>The Diversity Workgroup has been working with Skeo Solutions to develop a Diversity, Equity, and Inclusion (DEI) Strategy for the Chesapeake Bay Program. Tuana will present a summary of the draft recommendations from Skeo and ask the group to help identify opportunities for GIT 6 involvement.</i></p>	<p>12:15 – 12:45</p>	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>DEIJ Assessment and Draft Strategy Update</li> <li>DEIJ Assessment Themes</li> <li>DEIJ Strategy Recommendations</li> </ul>
<p><b>V. Update on Executive Council Directives Process – Revisions</b> (Discussion Lead: Dave Goshorn)</p> <p><i>The Management Board assigned GIT 6 the task of codifying the directive process for PSC approval in the Fall. GIT 6 Chair will present revised document at December Management Board Meeting.</i></p>	<p>12:45 – 1:15</p>	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>Revised Directives Decision Making Process document from Dave Goshorn</li> </ul> <p><b>DECISION:</b> GIT 6 approves, with revisions, the document describing the process for signing Executive Council Directives. The revised document will be brought to the Management Board for their approval at the December 12 meeting <i>In Progress</i></p> <p><b>ACTION:</b> Dave Goshorn will <b>1)</b> add language defining/clarifying what a “directive” is [voluntary], <b>2)</b> adjust signature timeframe to “one month,” <b>3)</b> add language that PSC must poll members at the PSC meeting on their signatory’s position on the Directive as per the CBP consensus continuum, <b>4)</b> remove “supermajority” language from Option #2, <b>5)</b> send revisions to GIT 6 members, and <b>6)</b> take revised document with BOTH options to December PSC meeting, noting that GIT 6 recommends Option #1</p>

		<ul style="list-style-type: none"> <li>○ If PSC members say “yes,” they are agreeing to get EC member signatures. If they do not, then they are “standing aside.”</li> <li>○ Revised language will be sent to GIT 6 by November 6 with responses due back by November 20.</li> <li>○ Draft will be sent to MB members for review no later than November 27.</li> </ul>
<p><b>VI. Updating Agreement Watershed Agreement Goals and Outcomes</b> (Discussion Lead: Carin Bisland)</p> <p><i>Carin will present a draft approach for how any changes to the Outcome language could be reflected and documented.</i></p>	1:15 – 1:45	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• Documenting Modified Outcomes Conceptual</li> </ul> <p><b>ACTION:</b> <b>Carin Bisland</b> will write up a process for updating agreement outcomes that is consistent with the approach previously approved by the Management Board and currently reflected in the Governance Document. A change in outcome language could be reflected in both ChesapeakeProgress and ChesapeakeDecisions. A draft will be emailed to GIT 6 by November 6. Members will have two weeks (November 20) to respond. A revised draft will be shared (November 27) with the Management Board in advance of the December 12 meeting. <i>In Progress (July 2019 Meeting)</i></p> <p><b>DECISION:</b> <b>GIT 6</b> does not need to direct attention to the <b>Public Access</b> and <b>SAV</b> requested revisions right now, pending future Management Board decisions</p> <p><b>ACTION:</b> <b>Laurel</b> will add <b>Diversity</b> and <b>Land Use Methods and Metrics’</b> requested revisions to next PSC agenda</p> <p><b>ACTION:</b> <b>Dave Goshorn, Doreen Vetter</b> and <b>Chantal Madray</b>, with help from Diversity and Land Use Methods and Metrics Outcome groups, will draft a document for the PSC that states: <b>1)</b> the requested <b>Diversity</b> and <b>Land Use</b> Outcome changes and <b>2)</b> justifications for such changes and how those changes will be reflected in the Bay Program’s documentation [Chesapeake Decisions and Chesapeake Progress] <i>These changes need to be approved, but its up to us how we document this (Carin’s powerpoint).</i></p> <p><b>ACTION:</b> Once approved by the PSC, <b>Chantal Madray</b> and <b>Laurel Abowd</b> will work with <b>Doreen Vetter</b> to add a second sentence under “decision” for each outcome that says that the PSC approved the <b>Diversity</b> and <b>Land Use</b> requested change, mark it as resolved, and link it to Chesapeake Progress [Engaged Communities&gt;Stewardship&gt;Management Strategy Section]</p> <ul style="list-style-type: none"> <li>○ Change of language will appear in “Outcome” language at the top and will note what old language was under Management Strategy section and/or L&amp;A plan section at bottom with links to the appropriate meeting info where decision was made).</li> </ul>

		<p><b>DECISION:</b> <b>GIT 6</b> is waiting on the result of the <b>Fish Passage</b> Outcome discussion at October Management Board Meeting. <b>Complete</b></p> <ul style="list-style-type: none"> <li>○ Recommended to PSC change in Fish Passage outcome, In Progress (pending PSC approval)</li> </ul>
<p><b>VII. Updating Governance Document</b> (Discussion Lead: Carin Bisland)</p> <p><i>Carin will discuss recommended language to replace the current language for quorum (Workplan 3.1)</i></p>	1:45 – 2:15	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>• Revised Table with Log of Revisions</li> <li>• Carin’s Recommendations</li> </ul> <p><b>ACTION:</b> After reviewing the Quorum language in the Governance Document, <b>Carin Bisland</b> will present recommended revisions to item #1 [see revised Log of Revisions] at the December 3<sup>rd</sup> GIT 6 Quarterly Meeting for member review.</p>
<p><b>VIII. Local Leadership Workgroup Updates</b> (<i>Discussion Lead: Laura Cattell Noll</i>)</p> <p>A) <i>Update on current and planned workgroup activities. Questions for the group (Workplan 2.3)</i></p> <p>B) <i>Present progress on GIT Funding projects.</i></p> <p><b>FY 16</b> Local Official Watershed Education and Capacity Building (<i>Discussion Lead: Laura Cattell Noll</i>)</p> <p><b>FY17</b> Cross-Outcome Curriculum Development (<i>Discussion Lead: Laura Cattell Noll</i>)</p>	2:15 – 2:35	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>IX. Budget and Finance Workgroup</b> (<i>Discussion Leads: Elliott Campbell and Jim Edward</i>)</p> <p>A) <i>Update on current and planned workgroup activities. If applicable, discuss needs that GIT 6 can assist with (Workplan 2.4)</i></p> <p>B) <i>Present progress on GIT Funding projects.</i></p> <p><b>FY 17</b> Fund and Invest Forum Update (<i>Discussion Leads: Laurel Abowd and Kristin Saunders</i>)</p>	2:35 – 2:55	<p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>DECISION:</b> When the new BFWG Coordinator is hired, the <b>BFWG</b>, and a <b>small group of GIT 6 members</b>, will review the workgroup’s charge and determine what its members have the capacity to do moving forward.</p>

<b>X. Wrap-up and Adjourn</b> ( <i>Discussion Lead: Dave Goshorn</i> )	2:55 – 3:00	<b>Next Meeting</b> → March 18, 2019 @ CBPO Fish Shack (Annapolis, MD)
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#### Completed Actions/Decisions

- **ACTION:** **Chantal Madray** will work with **Greg Allen** to translate Organizational Analysis “Areas of Focus” slide into a survey via Survey Monkey **Complete**
- **ACTION:** **Chantal Madray** will add publication dates next to the references on the Organizational Analysis “Areas of Focus” PowerPoint slide **Complete**
- **ACTION:** At Thursday, Oct. 10<sup>th</sup> Coordinators/Staffers meeting, **Laurel Abowd** will remind group to share the Quarterly Progress Meeting planning timeline link with workgroup members and GIT Chairs, prior to preparing for a QPM. **Complete**
- **ACTION:** At Thursday, Oct. 10<sup>th</sup> Coordinators/Staffers meeting, **Laurel Abowd** will ask how groups are doing on columns 5 & 6. She will remind them that Kirk and Carl have offered to help, if needed. **Complete**
- **ACTION:** **Chantal Madray** and **Laurel Abowd** will check to see how **Blue Crab Management** is marked in Chesapeake Decisions and add that it is “retired” for “x” reasons [see Management Board Meeting notes below]. Determine how to document/link in Chesapeake Progress and vice versa. **Complete, already documented in ChesapeakeDecisions with the following language “In November of 2017—upon reviewing [Blue Crab Management Outcome: Evaluation of Allocation-based Management Framework—the Management Board accepted the Blue Crab Management Outcome as complete.](#)”**
- 2017 Watershed Implementation Plans: See Management Board meeting notes below. **Complete, already documented in Chesapeake Decisions with the following language “The Management Board did not agree to consider this outcome retired, but did agree to allow the GIT to refrain from developing a corresponding two-year work plan and instead focus on making progress toward the 2025 Watershed Implementation Plan (WIP) outcome.”**
- **ACTION:** **Chantal Madray** will update Log of Goals/ Outcomes Revisions accordingly. **Complete**
- **ACTION:** **Chantal Madray** will update Log of Gov Doc Revisions accordingly. **Complete**

#### Remaining Actions/Decisions

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