## CBP Goal Implementation Team

## Enhanced Partnering, Leadership, and Management


## Meeting Agenda

##

**Date:** April 3, 2012

**Time:** 1:00pm-3:00pm

**Location:** Conference Call, Room 305A at CBPO

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

**Code:** 267-5715

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Members Roll Call:**

|  |  |  |
| --- | --- | --- |
| Greg Allen, EPA  | Kathryn East-Fausnaugh, USFWS | Rich McEntee, USGS |
| Greg Barranco, EPA | Mike Foreman, VA DCR, **Chair** | Jennifer Pauer, WV DEP |
| Carin Bisland, EPA, **vice-Chair** | Pat Gleason, EPA | Scott Phillips, USGS (STAR Liaison) |
| Pat Buckley, PA DEP | Kirk Havins, VIMS (STAC Liaison) | Marel Raub, CBC |
| Brian Burch, EPA | Carl Hershner, VIMS | John Schneider, DE DNREC |
| Diane Davis, DC DOE | Jackie Lendrum, NY | Nita Sylvester, EPA |
| Kevin Debell, EPA | Lori Mackey, EPA | Doreen Vetter, EPA |
| Sarah Diebel, DOD | Michael Mason, EPA | Tim Wilke, CBP/CRC |
| Jessica Blackburn, ACB (CAC Liaison) | Brent McCloskey, MdDNR |  |

|  |  |  |
| --- | --- | --- |
| **Others Attending:** |  |  |

 |  |  |
| **Agenda Item** **and Desired Outcome** | Time | Background Docs, Notes, and Action Items |
| **Introductions**  | 1:00-1:05 |  |
| **GIT 6 Workplan Review*** Brief review of changes based on last meeting comments
 | 1:05–1:30 | 2012 GIT 6 Workplan V4.docx |
| **Decision Framework*** Review draft of GIT 6 DFIW work placed into the framework
* Discuss overall progress with other GITs on DF implementation
 | 1:30 – 2:30 | Decision framework for the DFIW.docx |
| **Action Items, Wrap-up, Next Meeting** | 2:30 – 2:45 |  |

**Meeting Minutes & Summary**

Attendance: See graph. Green indicates attendance.

**GIT 6 Workplan Review Discussion:**

* Track changes version of the workplan available online. Please submit any comments by April 13th.
* Carl: Need to clarify if “improving meeting management” charge could be lumped into or affected by decision framework.
* Carl: Should we still have “provide superior information technology support” as a goal? If so who would Brian Burch report to? STAR has a workgroup that does similar technical work to this. Should this area be folded into STAR? We need to determine if STAR could better deliver technical support to the GITs than GIT6 could.
* Carin: Make a category of things GIT6 needs to be updated on; a comprehensive list of all projects, actions, and charges that pertain to or are significant to GIT6. This list should include things GIT6 should be “in the know” of even if GIT6 is not the lead.
* Greg Allen: Supportive & administrative functions are core to the role & function of the goal team.
* Doreen: When I see this I key in on “promote transparency” in the mission. ChesapeakeStat can help fulfill some of these functions.
* Carl: Who controls the resources for IT at the bay program? Who needs to be privy of decisions?
* Carin: STAC has a large role in IT. We are still dealing with governance issues with IT, and how it should be governed.
* Carin: GIT6’s role is to identity problems and fixes within the governance or operation of the bay program, and bring it to the MB.
* Carin: The GIT mission as it currently stands breaks into two main points/areas (1) Governance (2) Management (adaptive)
* Carl: What exactly is considered to fit under “governance”?
* Carin: Address current governance issues; we already have 3 large projects ongoing in this area. GIT6’s governance focus is not just the organizational structure, but it is also focused on improving decision making.
* Nita: Would like to see the creation of an action team to reevaluate the governance document, and update it to reflect adaptive management, and other significant changes.
* Carl agreed to put together a draft by the end of the week.
* Greg Allen: Bottlenecking concerns with decision making if GIT6 is always required to wait for MB approval.
* Carin: Want to see GIT6 more involved in the creation and management of MB and PSC agendas.
* Carl: GIT6 could be an organization that “leaves fingerprints everywhere” but ultimately does not make the decisions.
* Carin: Our ultimately goal should be to tighten up the governance document and clearly define GIT6’s new roles.

**Decision Framework Discussion:**

* Every GIT managed to successfully complete some portion of the decision framework by the March 30th deadline.
* The updates from each GIT will be included in the April 11th Management Board conference call meeting’s Program Update report.
* Nita: Optimistic that GITS are further along than expected.
* Nita: DFIW will meet again on April 20th to discuss in detail what will be presented to the May 9th Management Board regarding GIT progress with the implementing the new decision framework.
* The GITs are also still working to get their information uploaded to ChesapeakeStat.
* Carl needs a list of “emergent issues” to help brainstorm and define the new direction and role of GIT6.
* The next DFIW meeting will be April 20th; it will be a face to face meeting that will run from 10am-2pm.

**Draft of Decision Framework for Decision Framework Discussion (GIT6’s entry):**

* Monitoring and Assess Performance is the most crucial area and will be most taxing on GITs.
* Greg Allen: Current Governance document does not address management gaps. It needs to be updated to show gaps and current management efforts to address them.
* Carl will send his comments to Nita by April 17th to help prepare for the April 20th meeting.
* Tim Wilke will be responsible to input content on ChesapeakeStat. Uploads will start on April 20th.

**Action Items:**

* Carl will update GIT6 workplan with his comments. These will be sent back by April 17th.
* Carin will dedicate the April 12th coordinator/staffer meeting to discussion and reports from each GIT regarding their progress implementing the new decision framework.
* Greg Allen: Current Governance document does not address management gaps. It needs to be updated to show gaps and current management efforts to address them.
* Carl will send his comments to Nita by April 17th to help prepare for the April 20th meeting.
* Tim Wilke will be responsible to input content on ChesapeakeStat. Uploads will start on April 20th.
* Carl needs a list of “emergent issues” to help brainstorm and define the new direction and role of GIT6.
* The next DFIW meeting will be April 20th; it will be a face to face meeting that will run from 10am-2pm.
* Carin: Make a category of things GIT6 needs to be updated on; a comprehensive list of all projects, actions, and charges that pertain to or are significant to GIT6. This list should include things GIT6 should be “in the know” of even if GIT6 is not the lead.