

Enhance Partnering, Leadership, and Management GIT Work Plan

November 2015 – June 2016

Mission Statement: 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.

Work Theme	Projects	Key Action	Lead	Timeline	Status (if applicable)	Other Participants
Evaluation and Adaptive Management	Strategy/Adaptive Management	Convene a small workgroup to develop a strategy management system.	Greg Allen	January 2016		Greg Barranco, Doreen Vetter, STAC representative
	Independent Evaluator	Participate in discussions with EPA to determine an approach to meet statutory requirements of CBARA.	Carin Bisland	Ongoing		Greg Allen
	Chesapeake Stat	Launch Chesapeake Progress.	Doreen Vetter	January 2016	In progress, to be completed in January 2016	ChesapeakeStat Team
		Complete discovery research for Chesapeake Decisions.	Doreen Vetter	June 2016		ChesapeakeStat Team
		Begin development and design for Chesapeake Decisions.	Doreen Vetter	unknown		ChesapeakeStat Team
Enhancing/Improving the Partnership's Functionality	Governance of the Partnership	Ensure that GITs develop membership criteria and present to MB, per the 2015 Governance Document update.	Samantha Watterson	June 2016	GITs were reminded about this charge at the 11/5/15 coordinator staffer meeting. GIT 6 to discuss at January 2016 meeting.	All GITs, Diversity Action Team, and Climate Change Workgroup
		Collect suggested revisions and updates to the Governance Document to be kept for annual review and revision.	Samantha Watterson	July 2015- January 2016		Any Partnership stakeholder may offer a suggested revision.
		Convene Governance Document Action Team to review suggested revisions and make any updates.	Samantha Watterson	January 2016		Carin Bisland, Greg Allen, Mike Foreman
		Evaluate new options in web conferencing technology for GIT 6 use.	Samantha Watterson	January 2016		EPA Region 3 IT staff, Megan Thyng

	Meeting Management Improvements	If successful, present these new options to other CBP groups to use to improve meeting management across the partnership.		February 2016		
	Advisory Committee Review	Explore and discuss ways Advisory Committees engage within the Partnership.	Mike Foreman, Jessica Blackburn, Mary Gattis	December 2015 or January 2016		Advisory Committee staff
		Discuss how to approach this issue at a GIT Chair meeting.	Mike Foreman	January 2016		
	Improving internal communication within the Partnership	Promote the use of Sharepoint within GIT 6 and the partnership as a tool for collaboration.	All GIT 6 members	ongoing		
	Facilitation of GIT Funding	Oversee CBT's RFP process for FY15 GIT Funding.	Greg Allen	November 2015-March 2016	In Progress	Advisory Committees
		Solicit feedback on FY15 process from GIT Coordinators and Staffers.	Samantha Watterson	December 2015		
		Solicit feedback on FY15 process from GIT Chairs.	Mike Foreman	December 2015 – January 2016		
		Formulate a proposed process for FY16 GIT Funding.	Greg Allen and Samantha Watterson	January 2016		Nick DiPasquale, Jim Edward, Carin Bisland will approve.
		Request feedback and approval from MB on FY16 GIT Funding process.	Mike Foreman and Carin Bisland			
	Cross-GIT Collaboration	Host and facilitate GIT Chairs' meetings as a forum critical to driving cross-GIT collaboration	Mike Foreman	ongoing		
		Assist cross-GIT coordinator in developing a plan of action to improve cross-GIT collaboration.	Mike Foreman, Carin Bisland	November 2016		Kristin Saunders
GIT 6 Administration	Local Leadership Workgroup	Ensure that this workgroup develops an individual work plan. Track progress.	Greg Allen, Samantha Watterson, Reggie Parrish	Ongoing		

	Budget and Finance Workgroup	Launch work group.	Greg Allen, Samantha Watterson	TBD		Carin Bisland, Mike Foreman, Nick DiPasquale, Jim Edward, Julie Winters
		Ensure that this workgroup develops and individual work plan. Track progress.	Greg Allen, Samantha Watterson	TBD		
	GIT 6 Membership	Draft initial guidance on GIT 6 membership criteria to be discussed with GIT. Reach consensus on who else might be invited to join GIT 6.		January 2016	Initial discussion at November GIT 6 meeting.	
		Present updated mission statement and criteria for membership to MB, per Governance Document protocols.	Mike Foreman and Carin Bisland	February 2016		