## CBP Goal Implementation Team

## Enhance Partnering, Leadership, and Management

## Meeting Agenda

## 

**Date:** April 7, 2015

**Time:** 1:00pm – 3:00pm

**Location:** Conference Call, Room 303 at CBPO

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

**Code:** 267-985-6222

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

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| **Members In Attendance:**   |  |  |  | | --- | --- | --- | | Greg Allen, EPA | Matt Fleming, MD DNR | John Schneider, DE DNREC | | Greg Barranco, EPA | Mike Foreman, VA DCR, **Chair** | Ben Sears, NY DEC | | Russ Baxter, VA SNR | Mary Gattis, ACB (LGAC Liaison) | Phillip Stafford, MD DNR | | Carin Bisland, EPA, **vice-Chair** | Kirk Havens, VIMS (STAC Liaison) | Doreen Vetter, EPA | | Jessica Blackburn, ACB (CAC Liaison) | Carl Hershner, VIMS | Samantha Watterson, CRC | | Bevin Buchheister, CBC | Jackie Lendrum, NY DEC | Julie Winters, EPA | | Diane Davis, DC DOE | Reggie Parrish, EPA | Kristen Wolf, PA DEP | | Kevin Debell, EPA | Jennifer Pauer, WV DEP | Andy Zemba, PA DEP | | Sarah Diebel, DOD | Tim Roberts, EPA | Jana Davis, CBT (invited) | |  | Catherine Krikstan, UMCES (invited) | James Davis- Martin, VA DEQ (invited) |  |  |  |  | | --- | --- | --- | |  |  |  | | | | |  |  |
| **Agenda Item,** **Discussion Lead and Desired Outcome** | **Time** | **Background Docs, Notes, and Action Items** |
| **Introductions** (Discussion Lead: Mike Foreman) | 1:00-1:05 |  |
| **Local Leadership Synthesis Project Update** (Discussion Lead: Bevin Buchheister)   * Update on progress made by Environmental Leadership Strategies on the local leadership synthesis project. | 1:05-1:10 | * The purpose of the project is to gather information on existing local leadership development programs to determine if it is necessary to develop and implement a leadership development program in the watershed. * The team is reviewing 20 leadership programs related to environmental leadership. Local leaders from MD, VA, PA, and DC are being interviewed in 1 hour phone appointments to help the team understand potential obstacles in implementing a program. Interviews will be completed by April 25. * Products of this project will include: 8-10 page document identifying the 10 most promising programs and 3 recommendations for leadership development programs with an estimated cost of each. * **Action:** If you have a recommendation for a leadership program that the project team should review, please email Bevin by Friday, April 10. |
| **Chesapeake Stat Update** (Discussion Lead: Doreen Vetter and Guy Stephens)   * Re-designed Chesapeake Stat was launched in early March. * Update on the work underway for Chesapeake Progress. | 1:10-1:25 | * The Chesapeake Stat re-launch occurred in March, and the team has received positive feedback thus far. * Work on Chesapeake Progress is underway. Before the watershed agreement was completed, an early round of user group research was conducted as well as multiple rounds of interviews and small focus group discussions. Now that the watershed agreement is complete, a second round of user group “discovery” is underway. The last of the three focus group meetings is scheduled for next week. * Catherine Krikstan and Guy Stephens have been attending the focus group meetings to gain additional insight into user needs for Chesapeake Progress. They have found that users understand the three Chesapeake Stat products and what they will be used for. |
| **Governance Document Presentation to Management Board** (Discussion Lead: Carin Bisland)   * The Action Team has completed their review of the Governance Document and plans to present options and recommendations to the Management Board on April 9. | 1:25-2:10 | * Governance Document * Summary of Issues and Resolutions * CAC letter to PSC on Dec. 10, 2014 * When the Governance Document was accepted as an interim version in July 2014, a list of issues was collected for several months, and an *ad hoc* group within GIT 6 reviewed the issues and developed options and recommendations to address the issues. * GIT Chairs were recently given the opportunity to provide their input on the issues related to GIT operations and governance. * The Governance Document Action Team sought the goal team’s feedback on these options and recommendations and made several changes to the options and recommendations. * Carin will be presenting these options and recommendations to the Coordinators and Staffers on April 8 and to the Management Board on April 9. |
| **Action Items, Wrap-up, Next Meeting** (Discussion Lead: Mike Foreman) | 2:55-3:00 | * **Next Meeting:** Tuesday, May 5. * **Summary of Action Items:**   + **Action:** If you have a recommendation for a leadership program that the project team should review, please email Bevin by Friday, April 10.   + **Action:** The June GIT 6 meeting will likely be moved from June 2 to June 3 from 1pm-3pm. If this time change creates a conflict for you, email Samantha by COB, Friday April 10. |