

**CBP Enhance Partnering, Leadership and Management Goal Implementation Team**  
**Budget & Finance Workgroup**  
**Meeting Agenda**

**Date:** July 27, 2016

**Time:** 1:00pm – 3:00pm

**Location:** CBPO Room 305A

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

**Code:** 410-267-5731

**Meeting Website:** <http://www.chesapeakebay.net/calendar/event/23869/>

**Adobe Connect Link:** <https://epawebconferencing.acms.com/budgetfinancewg/>



**Members In Attendance:**

Greg Allen, EPA	Amy Handen, NPS
Kate Baker, Chesapeake Conservancy	Nicki Kasi, PA DEP
Greg Barranco, EPA	Nicole Lehmer, CRC
Jamie Baxter, Chesapeake Bay Funders Network	Paul Marchetti, PA IIA Pennvest
Jessica Blackburn, Alliance, CAC	Dan Nees, UMD Environmental Finance Center, Chair
Dr. Elliott Campbell, MD DNR	Jake Reilly, NFWF
Jana Davis, Chesapeake Bay Trust	Kristin Saunders, UMCES
Sarah Diebel, DoD	Julie Winters, EPA, Coordinator
Jim Edward, EPA, Vice-Chair	
Emily Freeman, CRC	

Agenda Item, Discussion Lead and Desired Outcome	Time	Materials, Notes, and <b>Action Items</b>
<b>Introductions</b> (Discussion Lead: Dan Nees) <i>A recap of action items from previous meeting, including progress made and next steps.</i>	1:00-1:10	<b>Summary of Action Items from June 22 Meeting:</b> <ul style="list-style-type: none"> <li><b>ACTION:</b> Julie Winters will make suggested revisions to workgroup's draft Charge. A summary of these revisions will be included with Program Updates at the July 14, 2016 Management Board meeting. <b>Complete.</b></li> <li><b>ACTION:</b> Dan Nees, Julie Winters, and Kristin Saunders will draft a workplan outlining tasks, timelines, and resources necessary to fulfill the workgroup Charge. This will be completed by the next Budget &amp; Finance workgroup meeting on July 27, 2016. <b>In progress.</b></li> <li><b>ACTION:</b> Jim Edward will facilitate a meeting/conference call for the six signatory states and OMB on June 29, 2016 from 1-3 pm to discuss the OMB/EPA budget data request. <b>Complete.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>ACTION:</b> Discuss the use of the Maryland CBIG chart as a standard template for States to send to GITs to track Watershed Agreement progress. Recommend including the chart/template in the 2017 grant guidance. <i>In progress.</i></li> <li>• <b>ACTION:</b> If requested, the workgroup will draft a response to the Environmental Finance Symposium's recommendations report around how the workgroup can assist in the implementation of suggested recommendations. Jim Edward will act as Chair on this action. <i>Not started.</i></li> </ul>
<b>Budget Data Request Process</b> (Discussion Lead: Carin Bisland) <i>Debrief from June 29, 2016 Management Board jurisdiction members OMB Request conference call, and check in with States on reporting progress (due to OMB July 26, 2016).</i> <i>Provide non-federal workgroup members with a general overview of the request process, expectations for involvement by the Budget and Finance Workgroup, and how the OMB's current request differs from previously used models.</i>	1:10 – 1:40	<b>Materials:</b> <ul style="list-style-type: none"> <li>• EPA CBARA submission (DRAFT)</li> </ul>
<b>Workplan Development</b> (Discussion Lead: Dan Nees, Kristin Saunders) <i>Present the draft workplan to the full workgroup. Solicit feedback and reach consensus to approve the workplan.</i>	1:40 – 2:25	<b>Materials:</b> <ul style="list-style-type: none"> <li>• Budget and Finance Workgroup Charge</li> <li>• Budget and Finance Workgroup Timeline/Workplan (2016-2017) (DRAFT)</li> <li>• Management Strategy Biennial Review Operational Plan (DRAFT)</li> </ul>
<b>Executive Council Preparation</b> (Discussion Lead: Carin Bisland) <i>Formalize the role, including timeline(s), of the Budget and Finance Workgroup in responding to the Environmental Finance Symposium Recommendations Report.</i>	2:25 – 2:45	<b>Materials:</b> <ul style="list-style-type: none"> <li>• Environmental Finance Symposium Report and Recommendations DRAFT (EMBARGOED)</li> </ul>
<b>Updates</b> (Discussion Lead: Dan Nees) 1. White House Roundtable on Chesapeake Bay Natural Resources Investment, July 19, 2016	2:45 – 2:50	
<b>Action Items, Wrap-up, Next Steps</b> (Discussion Lead: Dan Nees, Emily Freeman) <i>A review of next steps, actions items and next agenda.</i>	2:50 – 3:00	<ul style="list-style-type: none"> <li>• <b>Next Meeting:</b> August 24, 1-3 pm</li> </ul>