## CBP Goal Implementation Team

## Enhance Partnering, Leadership, and Management

## Meeting Agenda

## 

**Date:** June 3, 2015

**Time:** 1:00pm – 3:00pm

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

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

**Code:** 410-267-5731

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | Chris Becraft, MD DNR |  |  |  |  | | --- | --- | --- | |  |  |  | | | | |  |  |
| **Agenda Item,** **Discussion Lead and Desired Outcome** | **Time** | **Background Docs, Notes, and Action Items** |
| **Introductions** (Discussion Lead: Mike Foreman) | 1:00-1:05 | **Summary of Action Items from May Meeting:**   * **Complete:** A list of potential topics for the face-to-face meeting will be sent to the GIT for feedback. * **Complete:** A poll will be sent to GIT6 members for available dates for the face-to-face.   **Updates:**   * Several key leaders from MD DNR were recently released: Kristin Saunders, Frank Dawson, Darlene Pisani and Tom O’Connell. Their outstanding support of the CBP organization is recognized by this GIT and they will be missed. * GIT Chairs met recently to continue discussions of how they will operate as a group. |
| **Continued Discussion of Governance Document Updates** (Discussion Lead: Carin Bisland)   * Update on remaining issues on the Governance Document that were resolved at the Management Board and PSC Meetings. * Discussion of next steps moving forward:   + Making the necessary edits to the Governance Document.   + Request for GIT6 members to review document for editorial improvements   + Coordinating with GITs to link all charters/governance documents.   + Opportunities to support GITs. | 1:05-1:35 | * Governance Document Revision in Progress * Summary of Revisions * The PSC approved all of the changes to the Governance Document with a few small modifications. The changes are all reflected in the Summary of Revisions document. * **Action:** The Governance Document will be updated by Samantha and delivered to the MB and PSC through Nick, the MB Chair. * Based on the changes, the goal teams are going to be required to develop criteria for membership. Additionally, existing governing documents for the goal teams and advisory committees must be linked. * **Action:** Mike will initiate communication with the goal team chairs to begin supporting actions required by changes to the Governance Document. |
| **Face to Face Meeting Planning** (Discussion Lead: Mike Foreman)   * Discussion of objectives and possible agenda items for face to face meeting in late summer 2015. * Location. | 1:35-1:55 | * **Action:** In order to establish a date for the face to face meeting, all goal team members need to share their availability via the poll sent out by Samantha. * List of possible agenda items for the face to face meeting this fall:   + Review team mission   + Opportunities to facilitate the cross coordination of goal teams/management strategies   + Local Leadership Workplan Development   + Establishing a Local Leadership Workgroup   + Local Leadership Synthesis Project Report   + Budget/Finance Workgroup   + ChesapeakeStat   + Independent Evaluator   + Annual performance review   + Governance Document   + GIT6 Projects for FY15 GIT Funding – could be late on the agenda because by that time we’ll know our priorities for this group. * Objective of this meeting: establish strategic direction for the goal team’s activities over the next year. * At the July GIT6 meeting, we will continue discussing the draft agenda and have a date confirmed. * **Action:** Kristen Wolf will connect with PA State Parks for a free meeting space. |
| **Local Leadership Management Strategy and Workplan Update** (Discussion Lead: Reggie Parrish)   * Update on the comments received during the public comment period. * Planning for the drafting of the workplan. * Update on the Local Leadership Synthesis Project. | 1:55-2:25 | * Summary of comments made on the Local Leadership Management Strategy * The comments received on the management strategy are summarized as follows:   + Lacks detail and needs to include more specific and targeting actions   + Needs more emphasis on cross-outcome collaboration   + Edit the document for clarity and readability   + Seek input from local officials before developing the workplan * Management Strategies are out for internal partner review and approval until June 15. * We have until COB on June 16 if any changes come in from internal partners. * Partners at the meeting reported that their agencies don’t anticipate having any fatal flaws with the Local Leadership management strategy. * **Decision:** A standing Local Leadership Workgroup will be important in effectively developing the workplan and ensuring cross outcome collaboration. * **Action:** An invitation to join the Local Leadership Workgroup will be sent by Mike Foreman to signatory representatives and to other stakeholders who can contribute to the workplan. Reggie will draft the invitation. * By the July meeting, we would like to have confirmed who the jurisdictional/signatory reps are on the workgroup. * Bevin provided an updated on the Local Leadership Synthesis Project. Ten programs have been identified on which to do in-depth research. Don Baugh has interviewed nine out of ten so far. * Summary of local officials’ needs: basic literacy on Bay issues and how local officials fit in, roles of the many different levels of government, new skills (e.g., negotiation), and a sense of community and network (sharing and collaboration). * The group is on pace with their timeline for work. They will provide a report with recommendations in August. * **Action:** Bevin will send a summary of her Local Leadership Synthesis Project update in writing. * **Action:** Julie Winters will send out the summary on Chesapeake NEMO. |
| **ChesapeakeStat Discovery Process Results** (Discussion Lead: Doreen Vetter)   * Presentation of results from discovery process. | 2:25-2:45 | * Research is being done for Chesapeake Progress, which is a tool to track progress towards the Watershed Agreement (i.e., goals, outcomes, management strategies, and funding). * The target audience for this product are our oversight groups (public, internal, and federal). * A discovery process showed that users need a high level summary of progress being made and to know the connections between areas of our work. * Next steps: developing content strategy, site architecture, design, web development. |
| **Updates** (Discussion Lead: Greg Allen and Carin Bisland)   * CBP Performance Assessment brainstorm meeting on May 20 – to be rescheduled * Independent Evaluator/Chesapeake Bay Accountability Act * Budget/Finance Workgroup * FY15 GIT Support award | 2:45-2:55 | * Performance Assessment will be on the July GIT 6 meeting. * Whenever the meeting date is established for brainstorming on the annual performance review, the whole Goal Team will be notified. * The structure of requirements for the independent evaluator called for in the Chesapeake Bay Accountability and Recovery Act has caused the identification of funding mechanisms to be difficult. EPA is exploring a couple of viable funding options. The timeline for the actual evaluations doesn’t go into effect until the EC nominates various independent evaluator candidates. More updates to come next month. * The Budget/Finance WG is on hold because Kevin DeBell is on detail. * Proposals are being reviewed for organizations to administer the FY15 GIT funding. |
| **Action Items, Wrap-up, Next Meeting** (Discussion Lead: Mike Foreman) | 2:55-3:00 | * **Next Meeting:** Tuesday, July 7, 1pm-3pm. * **Summary of Action Items:**   + The Governance Document will be updated by Samantha and delivered to the MB and PSC through Nick, the MB Chair.   + Mike will initiate communication with the goal team chairs to begin supporting actions required by changes to the Governance Document.   + In order to establish a date for the face to face meeting, all goal team members need to share their availability via the poll sent out by Samantha.   + Kristen Wolf will connect with PA State Parks for a free meeting space.   + An invitation to join the Local Leadership Workgroup will be sent by Mike Foreman to signatory representatives and to other stakeholders who can contribute to the workplan.   + Bevin will send a summary of her Local Leadership Synthesis Project update in writing.   + Julie Winters will send out the summary on Chesapeake NEMO. |