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**Local Leadership Workgroup Kick Off Meeting**

July 29, 2015

1:00 p.m. – 4:00 p.m.

**Agenda**

1. **Welcome, Introductions**
2. **Discuss Meeting Purpose and Outcomes**

* The Local Leadership Management Strategy was completed at the end of June. Now that the strategy is complete, we need to start talking about implementation and begin drafting the Workplan.
* At this meeting, we will walk through the Management Approaches, prioritize actions to be included in the Workplan, discuss expectations and a timeline for the new workgroup, and ask for volunteers to join the workgroup.

1. **Highlight CBP Timeline for Development of Workplan**

Materials: Workplan Development Timeline

* The Management Strategy is our strategy approach to increasing the knowledge and capacity of local officials from now until 2025. The Workplan will lay out our specific activities over the next two years.
* Key dates in workplan development:
  + November 2 – Preliminary draft is due
  + December 18 – Draft due to Management Board
  + January 22- March 8 – 45-day public input period
  + April 30 – Final Workplan due; this coordinates with the two year water quality milestones, which also have measures and actions that are important influences in the Workplans

1. **Brainstorming Workplan Priorities – Voting for 2 Year Workplan Priorities**

Materials: Workplan Template; Summary Management Approaches Document

* Meeting attendees participated in a polling session to gauge the group’s priority activities to be included in the Workplan. Each attendee was able to vote for three activities, considering the questions:
  + In the next two years, what are the most important actions that we can take to accomplish these management approaches?
  + What is the critical path, and which actions need to take place first?
* Results of the polling process are available to anyone who would like access. The activities that received the highest number of votes (three or more) are:
  + Management Approach #1:Develop, enhance and expand training and leadership programs
    - Incorporate economics and innovation into new and existing leadership programs
    - Develop circuit rider for water resources new and existing leadership programs
    - Expand generalized training (community based training)
  + Management Approach #2: Increase peer to peer knowledge transfer to local officials
    - Activity: Share recommendations from early adopters – target willing communities
  + Management Approach # 3: Improve transfer of knowledge to locals
    - Conduct local and regional visioning sessions to identify local priorities
    - Identify local organizations (including universities, community colleges) to assist with knowledge transfer; cultivate relationships to achieve broader Bay program goals
    - Identify techniques to address knowledge gaps

1. **Forming the Local Leadership Workgroup**

* Development of the Workplan requires participation from key stakeholders and partners in the Chesapeake Bay Program. We are looking for people with expertise in this subject matter and the ability to fund Workplan activities.
* Volunteers to join the workgroup:
  + Andy Fellows
  + Phillip Stafford
  + Rhonda Manning
  + Greg Evans
  + Matthew Pennington
  + Mary Gattis
  + Nissa Dean
  + Bevin Buchheister
  + Julie Winters (suggested by Carin)
  + Jaqueline Goodall (suggested by Andy Fellows)
  + Sarah Taylor Rogers (suggested by another meeting attendee)
* The next workgroup meeting will be Wednesday, August 19 from 10am-2pm.
* **ACTION:** Develop a system of document sharing for the workgroup to utilize to share information before the meeting.
* **ACTION:** Provide a synthesis of how we’re working on each of the four management approaches to the workgroup members before the meeting.

1. **Wrap up and schedule first workgroup meeting**

**Attendance:**

Greg Evans, VA DOF

Andy Fellows, Mayor of College Park and EFC

Candace Donoho, MD Municipal League

Sarah Jane Taylor-Rogers, UMD

Mike Foreman, VA DCR

Reggie Parrish, EPA

Bevin Buchheister, CBC

Samantha Watterson, CRC

Carin Bisland, EPA

Julie Winters, EPA

Phillip Stafford, MD DNR

Nissa Dean, ACB

Pamela Shellenberger, York County Planning Commission

Suzanne Etgen, WSA

Janine Burns, LGAC

Katie Maloney, Maryland Building Industry Association

Matthew Pennington, WV

Amy Handen, NPS

Alana Hartman, WV

Tom Leigh, Queen Anne’s County Planning Commission and CBT

Greg Allen, EPA

Mary Gattis, ACB

Diane Davis, DC DOE

Shannon Williams, Capital Region Water

Charlotte Katzenmoyer, Lancaster, PA

Heidi Bonnaffon, Wash COG,

Erik Michelson, Anne Arundel County, MD Department of Public Works

Rhonda Manning, PA DEP