

Enhance Partnering, Leadership and Management Goal Implementation Team
Winter 2021 Quarterly Meeting
Agenda



Date: December 8, 2021

Time: 10:00 a.m. to 3:00 p.m.

Location: Webex Webinar

Meeting Page: [Click here](#)

Webinar: <https://umces.webex.com/umces/j.php?MTID=m4c3cd6a0a4aa7000c29051c2a3466362>

Meeting number: 2621 244 0112 **Password:** ScgHRU38Dy9 **Access code:** 2621 244 0112

Agenda Item, Discussion Lead, and Desired Outcome	Time	Materials, Notes, and Action Items
<p>I. Order of the Day, Announcements & Introductions <i>(Discussion Lead: Dave Goshorn)</i></p> <p><i>Acknowledge list of 2021 completed actions and decisions from the past quarter, review list of in-progress actions and decisions, and outline objectives for today's meeting.</i></p>	10:00 – 10:10	<p>2022 Meeting Dates:</p> <ul style="list-style-type: none"> • March 16, 2022 • June 8, 2022 • September 7, 2022 • December 14, 2022 <p>ACTION: Greg and Caroline will determine how to link GIT 6 webpage and Chesapeake Decisions to share Biennial Meeting actions and decisions</p> <p>ACTION: GDAT will discuss and, as appropriate, recommend language to GIT 6. Proposed new language will be presented to GIT 6 at December 8, 2021 meeting.</p> <p>ACTION: GIT 6 Leadership (Chairs, Coordinator, and Staffer) will work with DEIJ Action Team leadership to integrate tasks assigned to GIT 6 in the DEIJ Strategy Implementation Plan into the 2022 Workplan.</p> <p>ACTION: Prior to the June 2021 GIT 6 Meeting, GIT 6 Coordinator and GIT 6 Staffer will work with Bo W. and the Diversity Action Team to discuss documents needed for review and who to collaborate with to accomplish tasks assigned to GIT 6.</p> <p>ACTION: Kristin S. will set aside time at next GIT Chairs meeting on March 31 to discuss how to review Workplans and L&A Plans and to identify where groups can benefit from intentional inclusion efforts. Kristin S. will follow up with GIT 6 and the SRS Planning afterward.</p> <p>ACTION: Dave G. and Bo W. will redraft the language of the DEIJ Responsibilities, create a link between the narrative analysis and Logic and Action Plan and send to GIT 6 before the December 8, 2021 quarterly meeting</p>

		ACTION: Greg A. and Carin B. will meet with and brief Michelle and bring the CBP Survey to Management Board
II. Workplan Updates <i>Dave and Greg</i> <ul style="list-style-type: none"> Review GIT 6 Mission Accomplishments in 2021 Discuss items for 2022 <ul style="list-style-type: none"> Consider the GIT 6 role in cross-cutting issues – outcome attainability, DEIJ, infrastructure \$s, climate, other 	10:10 – 10:40	Materials: <ul style="list-style-type: none"> Draft 2022 Workplan Updated 2021 Workplan For 2022, what is GIT6 role in outcome attainability assessment, and other cross-cutting e.g., DEIJ?
III. Governance Document Status and Future Actions <i>(Discussion Lead: Dave Goshorn)</i> <ul style="list-style-type: none"> Annual EC Mtg Requirements Decisions when not all members can be present Election of EC Chair outside of annual meeting (grammatical) Roles of Staff 	10:40 – 11:10	Materials <ul style="list-style-type: none"> Governance Document Version 4.X for GIT 6 Review
IV. Technology Time-Out	11:10 – 11:20	
V. Local Leadership Workgroup Updates <i>(Discussion Lead: Shannon Moore, Heidi Bonnafon, and Laura Cattell Noll)</i> <ul style="list-style-type: none"> New leadership GIT Funding Feedback on meeting dates and topics for 2022 	11:20 – 12:00	Materials: <ul style="list-style-type: none"> 2021 Project Table 1 summary LLWG Update Presentation
VI. Lunch	12:00 – 12:45	
VII. GIT 6 DEIJ Responsibilities <i>(Discussion Lead: Dave Goshorn and Bo Williams)</i> -Governance Document -GIT 6 Membership – Recruiting and role for at-large member -Supporting CBP on organizational initiatives related to DEIJ	12:45 – 1:45	Materials: <ul style="list-style-type: none"> GIT 6 Membership criteria

-Common understanding of the action -What is GIT 6's action in 2022 in coordination with Diversity workgroup and the DEIJ Coordinator?		
VIII. General Updates <ul style="list-style-type: none"> • CBP Survey of the Culture of Trust (<i>Greg Allen – 10 min</i>) • GIT Funding (<i>Greg Allen – 10 min</i>) 	1:45 – 2:05	Materials:
IX. Wrap-up and Adjourn	2:05 – 2:20	Next Meeting → March 16, 2022 (Happy Birthday Dave Goshorn!)

2021 COMPLETED ACTIONS & DECISIONS

ACTION: **Chantal Madray** will include Cummings and Bromiley's (1996) Organizational Trust Inventory (OTI) paper in the email with this quarter's actions and decisions for member reference. *Complete*

ACTION: **GIT 6 members** will review the draft Data Collection and Communication Plan and provide comments/feedback **by Wednesday, September 23** to **Chantal Madray** (madray.chantal@epa.gov). *Complete*

ACTION: **Chantal Madray** will share final Table 1 project descriptions with GIT 6 members to review in advance of the Sept. 29 Project Review & Scoring Meeting. *Complete*

ACTION: **GIT 6 members** will review the project overview videos and submit their scores to **Chantal Madray** (madray.chantal@epa.gov) **by Friday, September 25**. Scores will be recorded using the criteria scoring sheet, compiled, and averaged to come up with a final "GIT 6 score" for each FY20 GIT Funding project idea. *Complete*

ACTION: **Chantal Madray** will share **Kaitlyn May's** edits to the Governance Document, which aligns the language in the document with the language in ChesapeakeDecisions for member reference. *Complete*

DECISION: GIT 6 approves the LLWG Chair/Vice Chair succession plan for February 2021-2023.

DECISION: **GIT 6 members** approve playing a role in the action team that will oversee the implementation of the DEIJ Strategy.

ACTION: At the September 17 Management Board meeting, **Dave Goshorn** will inform the Management Board that GIT 6 is willing to participate in the action team that will oversee the implementation of the DEIJ Strategy. *Complete*

- If other GITs are unable to participate in the action team, **Dave Goshorn** will propose the idea of a GIT 6 representative for all GITs, who will report back to the larger group. *Complete*

ACTION: **Jake Solyst** will work with the Web Team to revise the Agreement as Amended (Jan. 2020) to meet accessibility standards by/before the Management Board Meeting on September 17 *Complete as of 11/5—Announce to GIT 6*

- Management Board members will be notified that these approved amendments have been made and posted online during the Business Meeting portion of the September 17 meeting

ACTION: **Doreen Vetter** and her team will assist with archiving the original Agreement and ensuring that all places where the Agreement is currently linked online is updated with the Amended version. *Complete as of 11/5—Announce to GIT 6*

DECISION: **BFWG Leadership** will discuss whether the Workgroup still needs to review its charge, determine whether Workgroup membership meets its charge, and assess Workgroup capacity (budget vs. finance). *Complete*

- The BFWG will report back on the outcome of this discussion at December GIT 6 meeting

ACTION: GIT 6 Staffer and Coordinator, **Chantal Madray and Greg Allen**, will initiate and facilitate the formation of the Governance Document Action Team (GDAT), which will be comprised of GIT 6 volunteers. *Complete*

- **Volunteers:** **Dave Goshorn, Carin Bisland, Greg Allen, and Jessica Blackburn.**
- The GDAT will, in collaboration with the DEIJ Action Team, address the DEIJ language changes proposed by SKEO as well as how to best incorporate state and federally recognized tribes in the Bay Watershed. *Ongoing (see DEIJ Strategy Implementation Plan)*

ACTION: **Chantal Madray** will share **Kaitlyn May's** edits to the Governance Document, which aligns the language in the document with the language in ChesapeakeDecisions for member reference. *Complete (edits ready when document is ready to go through editing process)*

DECISION: GIT 6 will hold on bringing recommended quorum language revisions and SRS language revisions to the Management Board. GIT 6 will work toward recommended DEIJ revisions first. All recommended revisions will be brought to the Management Board together at a future date. *Ongoing (see Current Governance Document Log of Revisions)*

ACTION: **LLWG** will update their QPM materials so that the “asks” of the Management Board are more specific and actionable. *Complete*

DECISION: On future GIT 6 meeting agendas, Workgroup updates will appear first (after introductions/order of the day). *Complete*

ACTION: **GIT 6 Coordinator** will work with **GIT 6 Staffer** to archive completed 2020 Workplan tasks and replace them with future efforts in 2021 Workplan (see actions below for details) *Complete*

ACTION: Make “Workplan Review” a standing agenda item until 2021 Workplan is complete. *Complete*

ACTION: **GIT 6 Leadership** will incorporate facilitation of the GIT Funding Program into 2021 Workplan and share draft with Goal Team 6. *Complete*

NOTE (Added after GIT 6 Meeting): **GIT 6 Members** will be copied on email sent to GIT Funding stakeholders when requests are made for comment on any proposed changes to the GIT Funding Program. GIT 6 can expect such communication during April-May 2021. *Complete*

ACTION: BFWG Leadership will report back to GIT 6 with a revised Charge at the June 2021 meeting. *Complete*

ACTION: Replace “completed” 2020 Workplan items with relevant items from 3rd Cycle Planning Spreadsheet.

- **Greg A./Caroline** refer to changes made to SRS docs in GIT 6 2021 workplan. *Complete*

ACTION: GIT 6 Leadership will incorporate DEIJ into 2021 Workplan and share draft with Goal Team 6 by April 15, 2021. *Complete*

ACTION: Kristin Saunders and Greg Allen will determine a date for the scoring meeting. *Complete*

ACTION: GDAT will recognize at September 23, 2021 MB meeting that “other” issues are under review for possible presentation to MB in 2022 *Complete*

ACTION: Laura Cattell Noll will work with a contractor on module development and reach out to LGAC members for feedback *Complete*

ACTION: BFWG Coordinator will work with **CAC Coordinator** to set up a meeting with Charlie Stek on Restoration Economy GIT Funding Concept in preparation for possible submission this cycle. Martha update? NCEE? *Completed* Note: It was decided that the project was not suitable for GIT funding.

ACTION: Biennial Planning Team Coordinator and **Management Board Staffer** will find and/or write-up and publish key actions and decisions from the March 2019 and 2021 Biennial Meeting. This will be posted on Chesapeake Decisions (CD) and/or the GIT 6 webpage. *Complete*

- **Carin B.** will talk to **Doreen V.** to determine whether it is appropriate to have these records on CD. *Complete*
- **Doreen V.** suggested linking from Ches Decisions to the calendar page from the biennial meeting or the SRS section of the GIT6 page. *Complete*
- **Greg and Caroline** work with Doreen and then Guy if needed. *Complete*

ACTION: Dave Goshorn will collate the comments/actions from today’s meeting and work with **GIT 6 Co-Chair, Coordinator, and Staffer** (Leadership) to draft 2021 Workplan to share with it with the GIT at least 2 weeks prior to our June 2021 meeting. *Complete*

- GIT 6 leadership meeting will be held to format 2022 workplan and present at the December 8, 2021 meeting. **Caroline J.** will post the 2022 workplan to the GIT 6 webpage 2 weeks prior to the meeting. *Complete*

ACTION: Revise Data Collection and Communication Plan to reflect comments and feedback received. **GIT 6 Coordinator** will contact **STAC Coordinator** about getting a few social scientists to review the Plan and distribute the survey. Add these actions in the 2021 Workplan:

- Revise Data Collection and Communication Plan *Complete*
- STAC invited review *Complete*
- After Plan is revised, brief Management Board Chair and present to Management Board for approval
- Distribute survey via CBP SurveyMonkey account
- Anticipate questions like: How did you decide on “trust” as a measure that we wanted to start with? What happens when you get the results? What can partners expect as follow-ups?
- Add a response section to the survey