

Enhance Partnering, Leadership and Management Goal Implementation Team
Quarterly Meeting – Fall 2019
Meeting Agenda



Date: October 8, 2019

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

Location: University of Maryland Center for Environmental Science (UMCES), IAN Office, Conference Room A,
 429 4th Street, Annapolis MD 21403

Webinar: <https://zoom.us/j/9732013186>

Conference Line: 1-929-205-6099

Meeting ID: 973-201-3186

Meeting Page: [GIT 6 Quarterly Meeting - Fall 2019](#)

Members

Dave Goshorn (Chair), DNR	Cassandra Davis, NY DEC	Ann Jennings, VA OSNR
Carin Bisland (Vice Chair), U.S. EPA	Sarah Diebel, U.S. DOD	Jennifer Pauer, WV DEP
Greg Allen (Coordinator), U.S. EPA	James Edward, U.S. EPA	Matthew Pennington, WV EPRPDC
Chantal Madray (Staff), CRC	Rachel Felver, ACB	Kristin Saunders, UMCES
Katherine Antos, D.C. DOEE	Annabelle Harvey, CRC	Jennifer Star, ACB
Greg Barranco, U.S. EPA	Kirk Havens, VIMS	Doreen Vetter, U.S. EPA
Jessica Blackburn, ACB, CAC	Carl Hershner, VIMS	Stephen Williams, DE DNREC
Elliott Campbell, DNR	Mark Hoffman, CBC	Jill Whitcomb, PA DEP

Agenda Item, Discussion Lead, and Desired Outcome	Time	Materials, Notes, and Action Items
I. Order of the Day, Announcements & Introductions <i>(Discussion Lead: Dave Goshorn)</i> <i>Review actions and decisions from the previous GIT 6 meeting and outline the objectives for this meeting. Review updates and announcements from Goal Team members.</i>	10:00 – 10:10	Materials: <ul style="list-style-type: none"> GIT 6 Actions and Decisions (July 2019), see below for complete list 2020 Meeting Dates: <ul style="list-style-type: none"> Wednesday, March 18th – Spring 2020 Wednesday, June 17th – Summer 2020 Wednesday, September 16th – Fall 2020 Wednesday, December 16th – Winter 2020
II. Organizational Analysis <i>(Discussion Lead: Dave Goshorn)</i> <i>Update on CBP Survey Affinity Analysis (Workplan 2.1)</i>	10:10 – 10:30	Materials: <ul style="list-style-type: none"> Organizational Analysis List of Key Words
III. Biennial Strategy Review System <i>(Workplan 1.1)</i> <ul style="list-style-type: none"> A) <i>General SRS Update</i> <i>(Discussion Lead: Dave Goshorn)</i>, 15 minutes B) <i>Status of revisions to Management Strategies and Logic & Action Plans, using ChesapeakeDecisions</i> <i>(Discussion Lead: Laurel Abowd)</i>, 20 minutes C) <i>SRS Facilitation Support Update</i> <i>(Discussion Lead: Kristin Saunders and Carin Bisland)</i>, 20 minutes 	10:30 – 11:45	Materials: <ul style="list-style-type: none"> ChesapeakeDecisions https://www.chesapeakebay.net/decisions
Lunch	11:45 – 12:15	
III. Biennial Strategy Review System [continued] <i>(Workplan 1.1)</i> <ul style="list-style-type: none"> D) <i>Progress on completing metric and expected response columns</i> <i>(Discussion Leads: Kirk Havens and Carl Hershner)</i> 	12:15 – 12:45	Materials: <ul style="list-style-type: none">
IV. Executive Council Directives Process – Revisions	12:45 – 1:15	Materials:

<p><i>The Management Board assigned GIT 6 the task of codifying the directive process for PSC approval in the Fall. GIT 6 Chair will present revised document at October Management Board Meeting.</i></p>		<ul style="list-style-type: none"> Revised Directives Decision Making Process document
<p>V. Updating Agreement Watershed Agreement Goals and Outcomes (Discussion Lead: Dave Goshorn)</p> <p><i>Possible changes to goals or outcomes as result of September MB Quarterly Meeting for Healthy Watersheds cohort. Review other outcomes identified previously for possible revision.</i></p>	1:15 – 1:45	<p>Materials:</p> <ul style="list-style-type: none"> A) PowerPoint, Process for GIT-Led Changes to Goals and Outcomes B) Table with Log of Revisions
<p>VI. Updating Governance Document (Discussion Leads: Dave Goshorn and Carin Bisland)</p> <p><i>Design and implement approach to ensure that current Governance Document is updated no later than September 2020 (Workplan 3.1)</i></p>	1:45 – 2:15	<p>Materials:</p> <ul style="list-style-type: none"> Table with Log of Revisions
<p>VII. Local Leadership Workgroup Updates (<u>Discussion Lead</u>: Laura Cattell Noll)</p> <p>A) <i>Update on current and planned workgroup activities. Review relevant section(s) of GIT 6 work plan to determine if additional or revised actions/performance targets should be included. If applicable, discuss needs that GIT 6 can assist with (Workplan 2.3)</i></p> <p>B) <i>Present progress on re-starting GIT Funding projects.</i></p> <p>FY 16 Local Official Watershed Education and Capacity Building (<u>Discussion Lead</u>: Laura Cattell Noll)</p> <p>FY17 Cross-Outcome Curriculum Development (<u>Discussion Lead</u>: Laura Cattell Noll)</p>	2:15 – 2:35	<p>Materials:</p> <ul style="list-style-type: none">
<p>VIII. Budget and Finance Workgroup (<u>Discussion Leads</u>: Jim Edward, Elliott Campbell)</p> <p>A) <i>Update on current and planned workgroup activities. Review relevant section(s) of GIT 6 work plan to determine if additional or revised actions/performance targets should be included. If applicable, discuss needs that GIT 6 can assist with (Workplan 2.4)</i></p> <p>B) <i>Present progress on re-starting GIT Funding projects.</i></p> <p>FY 17 SRS Finance, Fund and Invest Forum (<u>Discussion Leads</u>: Laurel Abowd, and Kristin Saunders)</p>	2:35 – 2:55	<p>Materials:</p> <ul style="list-style-type: none"> FY17 GIT Funding Proposal 12

IX. Wrap-up and Adjourn (<i>Discussion Lead: Dave Goshorn</i>)	2:55 – 3:00	Next Meeting → Tuesday, December 3, 2019 @ CBPO Fish Shack (Annapolis, MD)
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In Progress

- **ACTION: GIT 6** is seeking volunteers to conduct an affinity analysis on the GIT SRS surveys. This analysis would show a clear connection to between the pain points identified in the surveys and the improvements being made through ChesapeakeDecisions. **Greg Allen** will share information on how to conduct this analysis. Surveys are available on the March 13, 2019 Biennial SRS meeting calendar page: [Complete](https://www.chesapeakebay.net/what/event/2019_biennial_SRS_meeting_day_one) https://www.chesapeakebay.net/what/event/2019_biennial_SRS_meeting_day_one
- **ACTION: Greg Allen** will draft a one-pager on how to proceed with forming a small group to help plan an effective discussion on CBP Organization Analysis with the CBPO Director, Dana Aunkst. This plan will be shared with GIT 6 members and Dana Aunkst before August 26, a month before the agenda needs to be distributed for the fall 2019 GIT 6 meeting. Components of the CBP Organizational Analysis may overlap with the CBP branding strategy. *In Progress*
- **ACTION: Kirk Havens, Carl Hershner and Dave Goshorn** will lead an agenda item on completing Logic and Action Plan metric and expected response columns at an upcoming coordinator and staffer meeting. The examples created for the July GIT 6 meeting will be an important component of this learning opportunity. *Complete*
- **ACTION: Dave Goshorn** will draft a description for Management Board members of the metric and expected response columns in the Logic and Action Plans. This document will be prepared for the September 19 Management Board members and shared with GIT 6 members for comment in advance. *Complete*
- **ACTION: Dave Goshorn** will write up a process for updating agreement outcomes that is consistent with the approach previously approved by the Management Board and currently reflected in the Governance Document. A change in outcome could be reflected in both ChesapeakeProgress and ChesapeakeDecisions. Draft process as per discussion at July 23 GIT meeting will be circulated for review no later than August 21 in order for review by GIT 6 and submission to Management Board by two weeks prior to September Management Board meeting.

Other

- **DECISION: GIT 6 approves, with revisions**, the document describing the process for signing Executive Council directives. The revised document will be brought to the Management Board for their approval in the fall. *In Progress*
- **DECISION: The Budget and Finance and Local Leadership Workgroups** will provide updates on any outstanding GIT Funding projects at the fall 2019 GIT 6 meeting. *In Progress*