

## Meeting Minutes

August 11, 2016

Via phone conference hosted by Ohio EPA/OCAPP, Central Office, Columbus

**CAP members Present:** John Pierko, Ty Baker-Baumann, Kara Allison

**Absent:** Jeffrey Morris, Laurie Stevenson

**Non-member participants:** Todd Nein, Brent Goetz, Dan Sowry

**Roll Call:** Dan opened the meeting at 10 a.m. followed by introductions and roll call.

**Welcome and announcements:** Dan kicked the meeting off by introducing himself (Assistant Chief of OCAPP) and Brent Goetz (OCAPP Supervisor). Dan informed the group that he would be taking Laurie Stevenson's role as the Ohio EPA representative on the panel and that Brent Goetz would be taking Rick Carleski's role as the planner/organizer of the meetings.

**Update on CAP activities:** Brent introduced the idea of revitalizing the panel so that it could better aid OCAPP in connecting with and assisting small businesses.

**Ombudsman update:** Todd provided an overview of recent efforts by OAQDA

**OCAPP updates:** Dan provided updates regarding the E3 Awards program changes and the Compliance Conference and provided an overview of what OCAPP does and the services that OCAPP can provide to small businesses, for the benefit of the newer members to the panel. This discussion expanded to challenges that OCAPP faces, specifically to reaching difficult businesses or business sectors and earning their trust in utilizing OCAPP services. This discussion led to a few very helpful ideas from the panel. Ty suggested utilizing other state and local agencies, such as safety councils to reach businesses and advertise the services that OCAPP can provide. Todd suggested utilizing other associations such as the NFIB, chamber of commerce and other trade groups to reach out and advertise OCAPP services. Kara suggested testimonials from businesses who have benefited from OCAPP services including allowing the businesses to act as a reference that others could contact directly. Kara offered to be a reference and suggested that other panel members may be willing to act as a reference as well.

Brent concluded the meeting by reiterating the idea of modifying the panel to better serve OCAPP, keeping in mind the function that OCAPP serves in assisting Ohio's businesses and some of the challenges such as reaching businesses in need and providing them with the services that they really need. Specifically, changes to the panel that we would like to consider are who is involved (can we have non-panel members tied in to provide input), frequency and duration of the meetings, how we have these meetings (in person, conference call, etc.), what should the agendas focus on so that we are

discussing topics and issues that the panel could be of best use to OCAPP, other methods that the panel can function/communicate and be a resource (social media, chat rooms, etc.), and any other ideas for changes to make the panel a more effective tool.

**Agenda & Next Meeting:**

- The panel will consider the questions outlined in the last bullet point and bring ideas to the next meeting, which will be held in person at Ohio EPA.
- Ty will provide OCAPP with safety council contacts.
- Three potential meeting dates will be proposed and the group will respond ranking them in order of 1 to 3.
- OCAPP will consider ideas provided by panel members and consider ways to implement those ideas.

**Adjournment:**

The meeting adjourned at ~11:30 a.m.

Respectfully submitted,

Brent Goetz, OCAPP Supervisor/CAP Secretariat