

## COMPLIANCE ADVISORY PANEL

### Meeting Minutes

February 11, 2010

Via WebEx online conference hosted by Ohio EPA, Central Office, Columbus

<b>CAP members</b>	<b>Present:</b> Anne Tyler, Bob Terry, Charles Marshall, Kara Allison <b>Absent:</b> Bill Hayes, Laurie Stevenson
<b>Others present:</b>	Rick Carleski, Mike Kelley, Ohio EPA/OCAPP; Todd Nein, OAQDA

Note: This is the third CAP meeting conducted via webinar format using WebEx® software.

**Call to Order:** Anne Tyler, CAP Chair, opened the meeting at 10:05 a.m. followed by introductions and roll call.

**Approval of November 12, 2009 meeting minutes:** The CAP approved the minutes of the November 12, 2009 meeting without corrections.

**Update on CAP member terms and 2010 meeting schedule:** Rick stated Tracy Freeman, Ohio EPA legislative liaison, contacted Rep. Batchelder's office (Anne's re-appointment) and Sen. Cafaro's office (vacant position) recently and has not received a response. Anne stated she would resend her request to Rep. Batchelder. Kara is seeking re-appointment from the governor.

*2010 meeting schedule:* Because November 11 is Veteran's Day, the CAP agreed to move the meeting to November 4. The next CAP meeting will be in person on May 13.

**Discussion of revisions to CAP fact sheet, mission and goals:** The CAP members reviewed the fact sheet and recommended the following changes:

- Add text to explain that in Ohio, OCAPP performs Small Business Assistance Program compliance assistance function mandated by the Clean Air Act;
- Add bullet to Mission about working with National CAP on comments to federal rules;
- Add bullet to Mission about commenting on select Ohio EPA rules having significant small business impact.

Rick agreed to draft and send fact sheet changes to CAP members. CAP members discussed ways of submitting comments to Ohio EPA as an "Interested Party" during the rulemaking process. Before the next meeting, CAP members agreed to sign up for electronic Ohio EPA rule notices. To help CAP members, Rick agreed to pre-screen the many rule notices for those with small business impact.

**Updates on Auto Body Environmental Results Project:** Rick reported training occurred in November in Chicago. All six Region 5 states and U.S. EPA attended to finalize data collection questions and site visit protocols for the project. Ohio needs to conduct 38 baseline visits as our share of the regional auto body shop population. OCAPP conducted the first baseline visit on February 5 and will continue through the end of March. The outreach phase will then follow for the rest of 2010, based on the needs identified through the baseline visits. OCAPP recently consolidated much of body shop-related compliance information into a separate web page for convenience.

**Environmental Stewardship Awards update and news for 2010:** Mike reported that Ohio EPA presented the 2009 Environmental Stewardship Awards to six companies on December 10, with First Lady Frances Strickland attending. See OCAPP's Winter 2010 newsletter for a recap of the winners. One of the winners, Dull Homestead, is a small business. OCAPP will be soliciting the next round of applications in March. There will be added marketing efforts towards small businesses through trade organizations, chambers of commerce, local "green" organizations, and district office referrals. OCAPP will also offer pre-application review and/or one-on-one assistance to help small businesses understand how to complete the award nomination form.

**Update on OCAPP compliance assistance efforts, web page changes:** Rick reported OCAPP's dry cleaning compliance calendar mailing in December was very successful. OCAPP mailed 605 calendars and supplied the Ohio Cleaners Association with 350 copies for their members and other marketing efforts. OCAPP also included district office inspectors and a number of dry cleaning suppliers in the distribution. To help auto body shops, OCAPP consolidated much existing information into a single web page for convenience.

Ohio EPA's fifth Compliance assistance conference is scheduled for May 5. OCAPP is the main sponsor and coordinates with various Ohio EPA divisions for the event. The agenda includes much of the same content as previous conferences, with special emphasis on interaction with expert Ohio EPA personnel and "how-to" tips on dealing with the Agency.

Todd reported OAQDA recently issued a \$50,000 bond to Highlander Cleaning Service in Newark for new dry cleaning equipment. OAQDA continues to work on creating is small business loan program for special low-interest loans up to \$50,000.

**Action items:** 1) CAP members sign up for Ohio EPA rulemaking notices. Rick will forward the web page and sign up instructions; 2) Rick will revise the CAP fact sheet.

**Agenda & Next Meeting:** The next meeting is scheduled for **Thursday, May 13, 2010 at Ohio EPA.**

*Suggested agenda items for next meeting:*

- Finalizing revisions to CAP fact sheet
- Updates on Ohio EPA Compliance Assistance Conference and Auto Body ERP.
- Update and CAP feedback on Ohio EPA rulemaking notices
- Guest speaker (topic TBA)

**Adjournment:** The meeting adjourned at 11:42 a.m.

Respectfully submitted,

Rick Carleski, OCAPP Supervisor/CAP Secretariat