

COMPLIANCE ADVISORY PANEL

Meeting Minutes

August 8, 2013

Via conference call hosted by Ohio EPA, Central Office, Columbus

CAP members	Present: Kara Allison, James Pilcher, Bill Hayes Absent: Laurie Stevenson, Steve Bowser
Others present:	Rick Carleski, Mike Kelley, Ohio EPA/OCAPP-Central Office; Todd Nein – Ohio Air Quality Development Authority (OAQDA)

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

Status of June 6, 2013 meeting minutes: Rick reported no comments were received for the June 6 minutes, so they are final and will be posted on the CAP web site. All other information on the CAP web site is current.

Update on CAP member appointments: Rick reported there has been no recent movement on appointments. Kara's appointment expired on July 31, 2013, leaving four appointments vacant. Kara and Bill remain on the CAP voluntarily. For convenience, Rick suggested future CAP meetings be conducted via conference call until all appointments are filled. The CAP agreed.

Feedback from 2013 Ohio EPA Compliance Assistance Conference, May 21-22: Mike reported the attendee survey results have been compiled and overall feedback was very good. The CAP expressed interest in viewing a summary of the survey results. The inaugural E3 Silver Award recognition ceremony was well received by the six awardees. In addition, separate audio recordings of each presentation were made by each presenter for improved clarity over live recordings. The recordings are in the final stage of editing and will be placed on the conference web site with other presentation materials for public access. Bill recommended that OCAPP promote the archived recordings web site and track the number of views, if possible.

OCAPP update: Mike reported OCAPP is currently evaluating three Bronze level and eight Silver level applications for the Agency's E3 Award Program. The Ohio EPA fared well in the recent state budget, with no cuts to current services or staffing levels. OCAPP's funding is stable for the biennium.

OCAPP completed its seventh webinar "*Hazardous Waste ID Numbers – What You Need to Know*" on July 24. The staff expert from the Division of Materials and Waste Management gave the presentation and attendee evaluations were very positive. The next webinar will be in late September. The Ohio EPA recently launched a new, unified customer service survey. OCAPP and other Ohio EPA divisions will promote the survey on an ongoing basis. In late June, OCAPP welcomed Tamara Girard as our new compliance assistance specialist at our Northeast District Office.

Ombudsman update: Todd reported the recent state budget allocated \$ 900K (first year) and \$1 million (second year) to expand OAQDA's grant program for small businesses. The program, funded by a portion of Title V emission fees, has been accumulating funds but has had few applicants under the

current funding constraints and economic conditions. OAQDA is working on rule amendments to increase grant limits to \$30 K or 30% of project costs initially, and \$50 K or %50 thereafter to attract more applicants to the program. As before, OAQDA will act as a conduit financier through traditional private banking institutions. James asked if both new and retrofit equipment projects will be eligible for the program and Todd said that is correct.

The plan is to complete the administrative rule changes by late October and work with business trade groups to promote the modified grant program. OCAPP will also assist with marketing the program to small businesses.

OCAPP services descriptions and demonstrations: Rick suggested this item be tabled for the next meeting since the intent was to share hard copy documents and web page demonstrations in a live setting. The CAP agreed to focus the next meeting on this topic and narrowed it to discussing on-site compliance assistance and pollution prevention assessments and associated follow-up. Rick agreed to send example site visit letters and P2 assessment reports for CAP members to review in advance of the next call.

Agenda & Next Meeting: The next meeting is scheduled from **10 a.m. – noon on Thursday, November 14, 2013 via WebEx, hosted by Ohio EPA/OCAPP.** Agenda to include:

- In-depth display and discussion of OCAPP on-site services and correspondence.
- Conduct meeting via WebEx to share and view documents.

Action items:

- Mike/Rick will forward 2013 Compliance Conference attendee survey results summary.
- Rick will forward select examples of site visit correspondence to review prior to the next meeting.

Adjournment: The meeting adjourned at 11:00 a.m.

Respectfully submitted,

Rick Carleski, OCAPP Supervisor/CAP Secretariat