

## COMPLIANCE ADVISORY PANEL

### Meeting Minutes

August 11, 2011

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

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

Note: The two prior quarterly meetings of 2011 were cancelled.

**Call to Order:** Anne Tyler, CAP Chair, opened the meeting at 10:05 a.m. followed by introductions and roll call. Anne requested a volunteer to assume to role of Chairperson and Kara Allison volunteered.

**Approval of November 4, 2010 meeting minutes:** The CAP approved the minutes of the November 4, 2010 meeting without corrections. Rick will post them on the CAP web page.

**Update on CAP member appointments and CAP web page:** Rick reported Charles Marshall's term expired on June 19, 2011 and Bob Terry's will expire on September 11, 2011. Thus, in mid-September the four CAP appointments for small business representatives will be vacant. The latest Summary of Appointments is on the CAP web page. Per Tracy Freeman, Ohio EPA legislative liaison, the offices of Rep. Budish and Sen. Niehaus recently acknowledged the need to make their appointments. There has been no response from Sen. Cafaro's office.

The National CAP and Joan Rogers, U.S. EPA's Small Business Ombudsman, are working to send a letter directly to individual state legislators to remind them to make their CAP appointments. Rick provided the relevant info for Ohio's legislators. Anne Tyler and Charles Marshall asked if it was appropriate to have their respective trade organizations to contact the appropriate legislators directly. The Ohio EPA is open to this approach since appointing CAP members is the responsibility of the legislators.

Mark Grant, Illinois NFIB, is a member of the Illinois CAP and is the Region 5 representative on the National CAP. Mr. Grant has expressed interest in contacting the Ohio CAP members.

**New Director Scott Nally and Governor's Ohio EPA directives:** Laurie reported new Agency director Scott Nally is emphasizing improvements to electronic business process, including a large scale "electronic filing cabinet" project for internal/external document management. This includes improving Agency web pages and online materials for education and outreach. He has made progress consolidating internal waste regulatory divisions and in developing a streamlined enforcement policy.

Director Nally is very supportive of OCAPP and sees compliance assistance as fundamental to the Agency's business. He is an advocate of expanding OCAPP's services to a larger universe of businesses and supports legislative action to make all OCAPP information confidential. Laurie stated OCAPP's desire is to reserve the on-site, intensive paperwork assistance to small business. Bill Hayes agreed, saying larger businesses have the resources to manage their environmental compliance.

Director Nally initiated a 35-member Streamlining and Efficiency Task Force to solicit suggestions for improving Agency processes. Laurie and Rick were on the team that digested and organized over 1,300 internal and external suggestions. Rick paged through the Task Force Report (April 2011) and highlighted suggestions contained in the Compliance Assistance category. OCAPP will be responsible for evaluating and implementing these suggestions.

Director Nally directed OCAPP to increase the marketing of its services. In April, OCAPP began an outreach plan to send letters and make phone contacts to market OCAPP services. Round 1 (business and trade organizations) and Round 2 (small business development, SCORE, and SBA offices) are complete. Round 3 will be waste water treatment plants, solid waste districts, and health departments.

**Update on Auto Body Environmental Results Project:** Rick reported the third phase of the project has begun and U.S. EPA will be inspecting shops in all six Region V states starting with Illinois. The inspection results will be compared to our initial baseline compliance assistance visits conducted in 2009 and subsequent outreach efforts evaluated for effectiveness.

**Recap of national conference in Raleigh, NC, May 3-5:** Rick attended the conference that included training and discussions with USEPA staff that authored some of the new federal NESHAP rules that affect small businesses. USEPA is developing outreach tools for these regulations. Dale Kaplan, National CAP Chair, attended and was impressed with the efforts and dedication of the state assistance program staff. This year's conference was shortened due to U.S. EPA's budget situation.

**Updates on OCAPP/CARC activities:** Todd reported Mark Shanahan, Small Business Ombudsman since 1994, retired in May. Todd is acting in Mark's absence as the Executive Director of the Ohio Air Quality Development Authority and Ombudsman. The Clean Air Resource Center recently completed its first loan under a new restricted small business package. The loan covered \$50K of a \$170K project for new pollution control equipment. Rick reported the annual meeting between state assistance programs and EPA Region V staff is scheduled for October. The newly-formed Illinois CAP will attend the meeting to learn about the other state programs and seek input about effective CAP interaction.

Rick discussed the 2010 annual program report for Ohio that was submitted to U.S. EPA headquarters on August 5. It highlighted OCAPP/CARC providing 246 site visits, 194 permit application assists, 51 workshop events, 11 mass mailings, and the launch of three new business-specific web pages designed to consolidate EPA information. Rick announced OCAPP hired Pam Korenewych as our second compliance assistance specialist at our Northeast District Office in Cleveland. This district consistently has the greatest demand for our services. Pam is a 20-year employee with much field experience.

Laurie discussed the planning and OCAPP's role in organizing the 2011 Compliance Assistance Conference to be held on November 7-8. The event is being expanded to two days and will include the basic regulatory sessions as well as more advanced permitting topics and Agency panels. Rick will forward the web link to the conference info.

**Expiring CAP member terms:** This is the final meeting for Anne Tyler and Charles Marshall. Anne and Charles expressed their gratitude for being able to serve on the panel and for the opportunity to provide input on how OCAPP provides assistance to small businesses. Laurie, Mike, and Rick sincerely thanked Anne and Charles for serving multiple terms and for the valuable feedback.

**Agenda & Next Meeting:** The next meeting is scheduled for **Thursday, November 10, 2011.**

NOTE: The next meeting may be conducted via WebEx or in person, pending additional CAP appointments.

*Suggested agenda items for next meeting:*

- Update on CAP appointments
- Update on Auto Body ERP
- Recap of November 2011 meeting with U.S. EPA Region V.
- Updates on OCAPP publications and marketing plan
- Recap of November Compliance Assistance Conference

**Adjournment:** The meeting adjourned at 11:55 a.m.

Respectfully submitted,

Rick Carleski, OCAPP Supervisor/CAP Secretariat