

COMPLIANCE ADVISORY PANEL

Meeting Minutes

August 12, 2010

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

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

Note: The CAP meeting scheduled for May 13, 2010 was canceled.

Call to Order: Anne Tyler, CAP Chair, opened the meeting at 10:07 a.m. followed by introductions and roll call.

Approval of February 11, 2010 meeting minutes: The CAP approved the minutes of the February 11, 2010 meeting without corrections.

Update on CAP member terms and 2010 meeting schedule: Rick reported Tracy Freeman, Ohio EPA legislative liaison, received no responses to requests made to Rep. Batchelder's office (Anne's re-appointment) and Sen. Cafaro's office (vacant position). Tracy does not anticipate any progress on appointments until after the November election. Kara is seeking re-appointment from the governor.

2010 meeting schedule: The next meeting is Thursday, November 4. This meeting will be in person at the Ohio EPA offices in Columbus.

Discussion of revised CAP fact sheet and new CAP web page: Rick reported the revisions to the CAP fact sheet that were discussed during the last meeting have been completed. The new version is dated April 2010. All CAP members should have received an e-mail announcing the new CAP web page. Rick displayed the web page and pointed out the various features and links to meeting minutes, enabling statutes, future meeting schedule, and member appointment information. Anne suggested having a more visible and direct small business link on the main Ohio EPA web page similar to OSHA's web site. Please direct any additional comments about the web page to Rick.

Update on Auto Body Environmental Results Project: Rick reported all six Region 5 states finalized data collection questions for the baseline visits. States completed voluntary baseline visits from February through June, with OCAPP completing 38 baseline visits as our share of the regional auto body shop population. An ERP data analysis tool is being used to analyze the baseline results for key compliance issues and needs. The outreach and self-certification phase will follow for the rest of 2010. The compliance date for this rule is January 10, 2011. OCAPP recently consolidated much of its body shop-related compliance information into a separate web page for convenience.

Recap of May Compliance Assistance Conference: Laurie reported the May 5 conference was again a success and followed the basic format of previous events. The event sold out (250 capacity) despite a modest amount of agency promotion through the web site and e-mail listserves. As with previous

conferences, about 10% of attendees represented small business having less than 100 employees. For the first time, breakout sessions were recorded and will be posted on OCAPP's web site.

Attendees praised the reasonable \$75 cost, conference binder and handouts, and the opportunity to interact with Ohio EPA staff. Critical feedback centered on the packed agenda and the desire to stretch the conference over two days for more detailed information.

Update on OCAPP/CARC activities, web page changes: Rick displayed three new web pages for gas stations, auto body refinishing, and dry cleaning industries designed to consolidate OCAPP information and helpful resources. More industry sector pages are planned. In addition, a Testimonials section has been added to the main OCAPP web page, citing actual customer comments about OCAPP's services and interactions. The CAP recommended testimonials be prominent in OCAPP's promotional activities. Please direct any additional comments about the web pages to Rick.

Rick and Mike are preparing the annual report to U.S. EPA that summarizes OCAPP's compliance assistance and outreach activities. The status of the CAP is also part of this report. Rick will forward a copy of the report to CAP members. Mike reported OCAPP is wrapping up site visits to the finalists for Ohio EPA's Excellence in Environmental Stewardship Awards. Final selection of winners is scheduled for September, with the awards presentation in October.

Agenda & Next Meeting: The next meeting is scheduled for **Thursday, November 4, 2010 at Ohio EPA.**

Suggested agenda items for next meeting:

- Guest speaker (topic TBA)
- Updates on Auto Body ERP and Annual Report to U.S. EPA
- Update and CAP feedback on Ohio EPA rulemaking notices
- Post election impact on Ohio EPA & CAP appointments
- Meeting schedule for 2011

Adjournment: The meeting adjourned at 11:38 a.m.

Respectfully submitted,

Rick Carleski, OCAPP Supervisor/CAP Secretariat