

COMPLIANCE ADVISORY PANEL

Meeting Minutes

August 14, 2014

Via WebEx hosted by Ohio EPA/OCAPP, Central Office, Columbus

CAP members	Present: Steve Bowser, Jeff Morris Absent: Laurie Stevenson: Kara Allison, James Pilcher, Bill Hayes
Others present:	Rick Carleski, Ohio EPA/OCAPP; Todd Nein, Ombudsman/OAQDA

Note: The May 8, 2014 CAP meeting was canceled.

Welcome and Roll call: Rick opened the meeting at 10:06 a.m. followed by introductions and roll call.

Update on CAP activities: Rick reported no comments were received for the February 20, 2014 minutes, so they became final and are posted on the CAP web site. The next CAP meeting is scheduled for Thursday, November 13. There has been no news on filling the three vacant CAP appointments. Per Ohio EPA's Director's Office, very few appointments occur prior to an election, so expect no further appointment news until after the November election.

OCAPP updates: Rick reported Ohio EPA's Encouraging Environmental Excellence (E3) Awards program presented its first-ever Gold Level, six Silver Level, and nine Bronze Level awards this spring. OCAPP performs comprehensive reviews on all E3 applications and makes recommendations to Director Butler, who presents the awards. OCAPP will proceed with reviewing 12 new Silver Level applications received for the next annual cycle. The 2013 annual program report to U.S. EPA Headquarters is due on August 18. The report summarizes the compliance assistance and ombudsman activities and budget expenditures. Rick will send copies of the submitted report to CAP members.

In June, the Agency's Recycling and Litter Prevention Grant program joined OCAPP. The program, formerly housed in the Division of Materials and Waste Management, was transferred from the Department of Natural Resources to Ohio EPA in 2012. The program awards grants for market development projects that facilitate the recycling and beneficial reuse of materials that often end up in landfills. OCAPP is working on internal processes to integrate this grant program into our compliance assistance, pollution prevention, and outreach activities. Finally, Ohio EPA's 2014 Compliance Assistance Conference is scheduled for September 23-24 in Columbus. OCAPP has a big role in organizing the conference, printing the manual, serving as breakout session speakers, and answering compliance questions.

Ombudsman update: Todd reported the Ohio Air Quality Development Authority experienced some delays with their legal counsel in amending their administrative rules to modify their loan program to increase grant limits to \$30 K or 30% of project costs to attract more applicants to the program. As before, OAQDA will act as a conduit financier through traditional private banking institutions. The OAQDA plans to complete the rule changes this fall.

OCAPP services descriptions and examples: Rick brought up onscreen and described examples of OCAPP staff e-mail correspondence with customers, site visit follow-up letters, emission calculations and

other attachments, and internal staff consultation e-mails. Through varying levels of detail and comprehensiveness, the examples gave a brief overview of the extent of assistance provided and the language OCAPP uses to communicate often complex and confusing regulations to our customers as well as communicating internally on behalf of a company. CAP members felt seeing and hearing the example descriptions provided valuable insight as to the depth of OCAPP's assistance. Rick further described the attendee surveys for the bi-monthly webinars and the Ohio EPA customer service survey as additional tools to accumulate customer feedback. OCAPP has received many positive comments and testimonials in the Agency survey. Rick offered to send a summary of the survey results with today's minutes. Rick reiterated that OCAPP followed past CAP member recommendations to include such testimonials on our program brochure and web site.

Agenda & Next Meeting: The next meeting is scheduled for **10 a.m. – noon on Thursday, November 13, 2014 via WebEx, hosted by Ohio EPA/OCAPP.** Agenda to include:

- Recap of Ohio EPA Compliance Assistance Conference
- Discussion of 2013 Annual Report to U.S. EPA
- OCAPP and OAQDA updates

Adjournment: The meeting adjourned at 11:15 a.m.

Respectfully submitted,

Rick Carleski, OCAPP Supervisor/CAP Secretariat