

Meeting Minutes

October 5, 2016

Via phone conference and in person at Ohio EPA CO hosted by Ohio EPA/OCAPP, Central Office,
Columbus

CAP members	Present: John Pierko (in person), Kara Allison, Jeffrey Morris (in person), Dan Sowry (in person) Absent: , Ty Baker-Baumann
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Non-member participants: Mike Kelly (in person), Brent Goetz (in person), William Hayes
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Roll Call: Brent opened the meeting at 9:30 a.m. followed by introductions and roll call.

Welcome and announcements: Brent kicked off the meeting by welcoming those who attended in person as well as those who joined by phone. The agenda was then highlighted and the meeting started.

Update on CAP activities: Brent discussed various ideas for the future vision for the CAP, including:

1. Who should be involved in future meetings
 - Group is to email any ideas for individuals or a general group to pull a panel member from to fill one open spot that we are trying to get filled. Some ideas were a person who can help with communication/getting the word out about Ohio EPA's regulatory assistance opportunities, an industry lobbyist, someone with a lot of experience in industry who has a lot of good or not so good experience with environmental regulations.
 - Outside of an appointment member the general idea of making these meetings more of an open invite to non-panel members was discussed. The idea would be that this is a "window" into the agency for Ohio's small businesses and representatives of Ohio's small businesses to utilize. CAP members could invite people to participate, those people could invite others, Ohio EPA could invite businesses that we have interactions with. The overall goal would be to grow this into a large diverse group where anyone could attend and participate. We would still keep the key panel members and that core group would serve a higher function with respect to the direction and function of the panel.
 - John suggested that Dan and/or Brent speak at December's American Council of Engineering Companies (ACEC) meeting.
2. The group agreed that quarterly 2hr meetings are ideal, unless demand necessitates something different in the future
3. Discussed was the idea of having a standing open invite to come to Ohio EPA Central Office for future meetings or to call into a bridge line. So every quarterly meeting would have a conference room at Ohio EPA. If people were going to come to Ohio EPA for an in person

meeting then they would need to notify the meeting organizer so that the security desk was expecting them. Every quarterly meeting would have a bridge line reserved and those who could not attend in person could dial into the bridge line.

4. The group agreed to follow up with an email providing their idea for an overview of the “perfect” 2hr agenda for future meetings. Again the hope is that future meetings serve as a “window” into the agency for small businesses and their representatives to suggest ways that Ohio EPA could better assist in regulatory compliance. Ohio EPA hopes to gain greater perspective from the regulated community, so that future rules can be better focused, current rules can be better communicated, and the right sectors of the regulated community can be reached with the overall goal of making regulatory compliance more clear and easier for Ohio’s small businesses to maintain. The group agreed that reviewing newsletters and publications for content was not the best use of the group, however, directing efforts for the subject matter and following up on the bigger concept for these things was a good use. The idea of having a someone who is skeptical of the concept of regulatory assistance from Ohio EPA speak at a future meeting and explain their perspective was presented. This idea was further expanded to Brent putting together an email to send to all of the CAP members which explained OCAPP and the services provided and then explained the CAP and offered an open invite to attend, which the panel members could forward on.

Ombudsman update: No update provided

OCAPP updates: Mike discussed The [Encouraging Environmental Excellence \(E3\) Program](#), Ohio EPA's awards program to recognize an organization's exceptional achievements in environmental stewardship. Any business, industry, trade association, professional organization or local government of Ohio can be recognized for their commitment to environmental excellence. Suggestions relevant to the E3 awards program were a map of the E3 awards winners and a winner logo that they could add to their social media (website/facebook) that would link to the program website. Brent discussed “getting ahead of the regulations”, a focus of the Compliance Assistance Program to be more proactive to new and changing regulations, both in providing direction in the interest of Ohio’s businesses and in communicating upcoming changes that could impact businesses.

Agenda & Next Meeting:

- members of the panel are to provide either specific individuals or a general type of individual to focus on when trying to fill a current vacancy on the panel.
- members of the panel are to provide a general overview of what they think the perfect 2hr agenda for future meetings.
- John will arrange for Brent and/or Dan to speak at Decembers ACEC meeting and follow up with Brent.
- Brent will put together an email providing a brief overview of OCAPP services, an explanation of the CAP, and an open invite that CAP members can forward on to get more participation in the next meeting.
- Brent will follow up with a charter for the direction of future CAP meetings, a date for the next CAP meeting and as the date nears, an agenda for the next CAP meeting.

- Ohio EPA will take the information provided by the panel members as a result of this meeting and use it to develop a charter for the CAP that will include direction, goals, and roles of individuals involved. With the new direction an agenda will be developed for the next meeting, which will take place after the 1st of the year.

Adjournment:

The meeting adjourned at ~11:30 a.m.

Respectfully submitted,

Brent Goetz, OCAPP Supervisor/CAP Secretariat