

**2009 SBO/SBEAP National Steering Committee  
Meeting Notes**

**October 6, 2009**

- 1) Welcome, Roll Call
  - Region 1 – Sara Johnson
  - Region 2 – Jim Coyle
  - Region 3 – Terry Polen
  - Region 4 – Steven McKeough
  - Region 5 – Dave Fielder, Renee Bashel, Mike Nelson, Stacy Pfeffer, Katie England, Annette Fulgenzi
  - Region 6 - No representation
  - Region 7 – Dan Nickey
  - Region 8 – Christine Hoefler
  - Region 9 – La Ronda Bowen
  - Region 10 – Joan Meitl
  - EPA – Angela Suber, Joan Rogers, Seth Heminway,
  - Vision Technologies: Audrey Zelanko, Adrienne Fagler
  
- 2) Housekeeping- Annette
  - a. Those taking notes for NSC meetings should complete the draft minutes within one week of the call. Annette will send the draft minutes to all NSC members for review and the final minutes will be emailed before the next call.
  
- 3) Asbestos and Small Business Ombudsman Update – Joan
  - a. EPA was asked to investigate webinar capabilities to provide “marketing” session to SBEAPs.
    - i. Procurement Request prepared to fund this effort.
    - ii. Joan will coordinate with Katie England and Annette to set up webinar. Facilitators will have an opportunity to practice using the software prior to presenting to the group.
  - b. Fall 2009 Small Business Bulletin dedicated to the State SBEAP's is in the final stages of review. Bulletin is expected to be posted this month.
  - c. Annual ASBDC Conference was held in Orlando, Sept. 14-17 – Angela and Joan attended
    - i. Over 1100 participants
    - ii. 8:00 am – 8:30 pm exhibit hall open
    - iii. An abundance of sessions and roundtable discussions
    - iv. Next year’s conference will be in San Antonio, TX, September 21-24, 2010.
  - d. National Conference Update – Working on a grant program
    - i. This process takes time so there will likely be no conference until in the Fall 2010
    - ii. Dan noted that this would be in new fiscal year for most states whose fiscal years are July 1-June 30.

- 4) NCAP Updates – Renee
  - a. Group approved updated NCAP guidelines (final is posted on-line)
  - b. Trying to fill Region 7, 9, and 10 NCAP positions.
    - i. Dan noted that Nebraska is interested in filling Region 7 position.
  - c. Tool Kit/Implementation Guide – working on draft
    - i. Guide will define roles of EPA and NCAP
  - d. The group is working on identifying a schedule to rotate members off of NCAP so not all terms expire at once.
  
- 5) OECA Updates – Seth
  - a. Regional framework effort ongoing – trying to get through management
  - b. ECOS Fall meeting was held in Montana, Sept. 21-24
    - i. Lisa Lund & Steve Chester spoke briefly about the ECOS, SBEAPs, OECA, and OSBP working together with the Environmental Assistance Network at USEPA to foster compliance assistance throughout the various media programs and improve coordination.
  
- 6) Climate Change – Terry
  - a. Mandatory reporting bill announced
  - b. Survey 16 states that have reporting program
  
- 7) Technical – Dan
  - a. Dan Nickey and Barbara Johnson are new co-chairs of subcommittee.
  - b. 6W rule – EPA is looking for comments and possible issues with rule, which will be discussed on next technical call.
  - c. Collected updates from each region on outreach efforts conducted for area source rules.
  - d. 6H – Is there a standardized exemption petition form? NO
    - i. All facilities must notify first, then petition for exemption
    - ii. Could be different if state accepted delegation of rule
    - iii. USEPA is working on a standard form for petitioning out-will check on the status
  
- 8) Multi-Media – Dave
  - a. ECOS meeting – try to expand SBEAP to multi-media
  - b. Compliance assistance is good, but enforcement is the priority for EPA
  - c. Can we convince EPA and others that:
    - i. Compliance Assistance + Enforcement = ☺ Results
    - ii. Will try to sell the benefits of assistance as a compliment to enforcement and improved efficiency in overall environmental protection effort
  
- 9) Measurement – Katie
  - a. Katie England New Chair of subcommittee
  - b. In the process of asking members to update participation
    - i. Do you want to continue?

- ii. Anyone new want to join?
- c. Review the measurement tracking survey
- d. Will schedule a conference call this month

10) Promotional – Mike

- a. Ask members
  - i. Do you want to continue?
  - ii. Anyone new want to join?
- b. List of items to review on the next call
  - i. Revise state report template
  - ii. Revise brochure template

11) Awards – no one on the call to provide updates

Other comments

- 12) Annette announced that Region 5 will hold a regional meeting in November and also provide ERP training at that time.
- 13) Dan announced that Region 7 will also hold a meeting in November.