

2009 SBO/SBEAP National Steering Committee
Meeting Notes
Sept. 1, 2009

Participants: Julie Churchill, Ky Asral, Terry Polen, Dipesh Fifadara for Adrienne Fagler (RIV Small Business Regional Liaison), James Robinson, Kenya Stump, Dave Fiedler, Stacy Pfeffer, Renee Bashel, Annette Fulgenzi, Cathy Colglazier, Dan Nickey, Christine Hoefler, Joan Rogers, Jeanette Brown, Paula Zampieri, Angela Suber, Kimberly Patrick, Karin Koslow, & Audrey Zelanko

1. EPA Asbestos and Small Business Ombudsman (ASBO) Update
 - a. Joan Rogers, ASBO announced the appointment of Esther Vassar as the new SBA National Ombudsman. Joan mentioned that she plans to meet with her in the near future to discuss possible partnerships. The ASBO Program is continuing to build staff. Mr. Samar Chatterjee recently joined the ASBO Team to assist with the hotline calls. Mr. Chatterjee has worked as an Engineer and Consultant for EPA (OSWER's Science Team); and Executive Vice President for a small environmental consulting firm where he conducted environmental impact assessments, safety audits and researched various environmental topics such as waste water treatment systems, environmental management plans, disaster management plans, and hazardous waste remediation, to name a few. Mr. Chatterjee also worked closely with EPA when he was employed as a senior project manager with Battelle Labs.
 - b. Jeanette Brown, Director, Office of Small Business Programs (OSBP) mentioned that there is a window of opportunity to form a FACA for this group? She asked that the group send their thoughts on this issue to Joan or Angela. Jeanette also noted that we need to be more timely in responses for reviews and comments.
 - c. Annette Fulgenzi wants to make sure that every region sends an article for the next Smallbiz Bulletin which will solely highlight the 507 Program. She asked that each NSC Rep ensure that at least one article is submitted from their respective region, but multiple articles would be great and can be used for future editions if we have too many for this edition.
 - d. Paula Zampieri is the ASBO Team Lead for the Smallbiz Bulletin and noted that all articles are due to her by September 15. She is looking for 507 topics, updates, success stories, etc. Paula is also looking for someone to give a short interview to be added as a Bulletin feature. Perhaps the NSC Chair, NCAP Chair, or someone that has been with the program for a long time or a very short time could volunteer. Annette agreed to help if no one else volunteers.
 - e. Joan mentioned that the ASBO is updating contacts and asked everyone to be sure and provide her with any changes to their contact information.
 - f. Annette noted that she has notes for Partnership Working Session that was held at the conference in Kentucky, except for notes from the SBA group. Annette asked if we could track down those notes. Joan said they will look into it.
 - g. Angela Suber mentioned that we are making good progress on 07-08 state program reports. She noted that there are about 10 states who have not responded, and will provide that information to Annette. The ASBO is working on a strategy to get the final 04-06 Report to Congress. Angela also suggested that the Promotional Subcommittee work on updating the fact sheet to go with Report. We will work with the Promotional Subcommittee to get this done.
 - h. Annette asked if anyone had webinar technology so that we could schedule one for the Marketing Session that was cancelled at the conference. Joan said that the ASBO would assist and will check on the software needed. She would also like to conduct a Regulatory Development webinar for this group as well..
 - i. Joan & Angela are attending the Association of Small Business Development Centers (ASBDC) Conference in Orlando, (September 14-17) for networking and partnership opportunities. They will have an exhibit booth and if anyone has materials they would like to send please contact Joan or Angela by Wednesday, September 9.
 - j. Jeanette mentioned that the EPA Administrator is reviewing internal travel needs and we may soon see a reduction in travel for the Agency.
2. NCAP Update [**Glenn Heilman could not join us, Joan Rogers gave an update**]
 - a. The next NCAP conference call is scheduled for September 15.
 - b. The ASBO sent the NCAP the draft NCAP Guidelines, a Proposed Collaboration Document, and a NCAP Toolkit (aka Implementation Guide) for review and comment prior to the meeting. The NCAP also discussed the Guidelines at their meeting held at the annual SBO/SBEAP conference in June.
3. OECA Update [**Karin Koslow**, Director, Compliance Assistance and Sector Programs Division, OECA]
 - a. Karin reported that OECA has received approval from OMB for a Information Collection Request (ICR) for a survey collection on their auto body pilot program to develop tools and try to show a correlation between compliance assistance and behavioral change. OECA teamed up with Holly Wilson, Office of Air and Radiation, EPA, and the Collision Repair Campaign who will also use the ICR.
 - b. Julie Churchill, SBO, Maine wants to know if there is a way to share information already compiled by states and work together. The Measurement Subcommittee and perhaps ECOS are good sources to work on these issues.
 - c. Karin noted that OECA is developing Draft Regional Strategies that will be shared with the SBEAP to help foster collaboration and coordination at the regional level and with states. OECA is partnering with the ASBO and other EPA program offices on this effort.

4. Subcommittee Updates
 - a. Climate Change [**Terry Polen**]
 - i. The Subcommittee has scoped out some ideas and will do presentation next month. The intention is to be ready when rule is issued.. The next Subcommittee meeting is Sept. 9th.
 - b. Technical Subcommittee [**Renee Bashel**]
 - i. Renee reported that the comment letter for the Prepared Feeds Rule was submitted to EPA. The Subcommittee also has a draft comment letter on the Chemical Preparation Rule, which is due on Friday 9/4. Dan Nickey (Iowa) and Barb Johnson (Kansas) have agreed to co-chair this Subcommittee and will take over for the September call.
 - c. Multimedia Subcommittee [**Dave Fielder**]
 - i. Dave is preparing talking points for Michigan Director Steve Chester to present at the ECOS meeting in Montana later this month. Steve is very interested in strengthening the 507 programs and making them more of them comprehensive programs. Dave mentioned that he is also working with OECA's Environmental Assistance Network, which encompasses various EPA program offices including the ASBO. He is also working with Dave McNichols, an ECOS staff person who is serving as a liaison on this dialogue and who staffs the Compliance Committee of ECOS.
 - d. Measurement Subcommittee [**Kenya Stump**]
 - i. Katie (Beam) England, Indiana SBEAP, has tentatively agreed to be the Chair of Measurement Subcommittee. Kenya noted that she will discuss the measurement activities with Katie and indicated that they wanted to poll states to see how they measured results.
 - e. Promotional Subcommittee- [**Mike Nelson could not make the call but Audrey gave an update**]
 - i. Audrey says the Promotional Subcommittee has not met lately, but they have plans to update the SBEAP factsheet and can work on the annual report factsheet as well.
 - f. Awards Subcommittee [**Phyllis Copeland could not make the call but passed on this update**]
 - i. Phyllis is checking to see if Subcommittee members still want to serve, and is asking for more volunteers.

The next NSC call is scheduled for Tuesday, October 6, 2009, 2:00-3:30pm EDT. Please send agenda items to Annette Fulgenzi at annette.fulgenzi@illinois.gov