

National Steering Committee Guidelines Subcommittee

Meeting Minutes - November 21, 2002

1. Members

Present: Nick Melliadis, Richard Rasmussen, Linda Sadler,
Sally Tarowsky, and Chuck McCarty (adhoc member)
Absent: Annette Fulgenzi, Terry Polen, and Maria Rivera

2. Summary of Discussion

Members present discussed the following:

- The development of a state survey to create a baseline of how state programs are adhering to the CAA requirements and following the EPA guidelines; and
- Potential questions to include in the survey.

3. Action Items

- Sally will compile the initial list of survey questions and distribute to subcommittee members.
- Members will review and revise survey questions and will submit addition questions for the final survey to Sally by Friday January 10, 2003.
- Sally will make necessary revisions and will compile questions by January 14, 2003.
- Richard will contact Audrey Zelanko regarding the use of the web site to distribute survey.
- Next Conference Call: Wednesday January 15, 2003
1 pm (EST); 1 hour
972-484-2593 code: 555019