

From: Strong, Phyllis [phyllis.strong@pca.state.mn.us]
Sent: Wednesday, October 09, 2002 2:40 PM
To: David Byro; Gregory Copley; Broderick. Kathy; Maria Rivera; Phyllis Strong; Richard Rasmussen; Tom Coogan
Cc: 'Audrey Zelanko'
Subject: 10/9 Conference Call

Present on call -David Byro, Kathy Broderick, Maria Rivera, Phyllis Strong, Richard Rasmussen, Tom Coogan, and Audrey Zelanko

Meeting Minutes

Audrey Zelanko explained how our information collection sheet would work. She showed an example on the web of what she did for the finance committee. We developed questions for our document. People answering the questions will be able to check more than one response.

#1

We made out a list of media. We listed a choice of general media (Air Quality, Hazardous Waste, Water Quality, Solid Waste, Other). We will ask 507 folks to check all the media for which they provide services. We will provide a box where they can describe things in more detail.

With each choice of media, we also ask more specifically:

Do they give referrals, providing a contact name and phone #?

Do they make a personal contact with other media staff, on behalf of the client?

Do they have staff with expertise in their SBAP/SBO program to handle multi-media inquiries?

#2

We ask those who do multi-media work about their sources of funding. We ask them what sources of funding allow them to do multi-media work. Choices will include Air only, Air + other. They will pick from a list of choices to describe "other". (105, 106, 107, general funds, state, local, other with a box to fill in a description)

Audrey will check with Karen Brown to make sure she has approval to set up this document on the web for us.

Audrey will develop a draft document and send it to us within the month. Phyllis will act as a point of contact for Audrey. Phyllis will ensure that all Multi Media Committee members get the draft document for review.

We can make comments on the draft via e-mail. We can set up another conference call if need be before the document goes on-line.

Thanks so much for your work on this committee!

Phyllis Strong

Small Business Assistance Program

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