

**Minutes of the National Steering Committee  
January 6, 2009**

Annette Fulgenzi called the meeting to order at 2:00pm EST.

Attendees:

Region 1 – Judy Mirro

Region 2 –

Region 3 –Chris Lynch, Terry Polen

Region 4—James Robinson, Kenya Stump, Phyllis

Region 5—Annette Fulgenzi, Renee Bashel, Mike Nelson

Region 6—Melinda Johnston

Region 7 –Ryan Hamel

Region 8 – Joni Canterbury

Region 9 –

Region 10— Joan Meitl

EPA—Angela Suber, Deanna Jackson Moultry, Joan Rogers, Paula

Home Page— Audrey Zelanko

- **USEPA Ombudsman's Office Updates**

- ICR Status – Angela working on getting approval. Within a week it should be released from OMB. Hold up due to holidays and new person taking charge of this project. Prizim will work on creating an online collection tool.
- Rescheduling of Program Area Meeting/ECOS/SBA Ombudsman (see attachments) Joan has been working to reschedule this meeting may be mid February. She is exchanging phone calls with the SBA Ombudsman Nick Owens and will provide any updates.
- Qualification of SBEAP's for special grant parameters status (Grant Recipient)

With new staff they will work on accomplishing this. No real updates, to date. EPA staff will need to work with the Grant Office and hope to have more information at the next call. Will take more time to set-up. This will help with a grant for the conference and any other opportunities identified for the SBEAP's to partner with USEPA Offices.

- **Office/Staff Updates**

The Bulletin – to replace the Newsletter. Paula is working on this now for a Spring First Edition. EPA or State Assistance Providers to submit information. Hope to provide on a quarterly basis. Trade groups, and all of the small business contacts.

Deanna Jackson Moultry has joined the SBO staff.

- **Message Board How do we increase usage?**

Annette – Is anyone using it? Is it a problem with people not getting the Message Board alerts when someone posts? Can we figure out whether people are using the automated email when a post is made? Renee notes that the Technical Subcommittee is using the system successfully. Audrey thinks if we can encourage each subcommittee to use the system – we may increase usage. Can send a reminder.

- **NCAP Updates**

Renee: Call December 16<sup>th</sup> – good representation from all the regions. Region 6 is still looking for a Representative. One National CAP is assigned to each one of our committee's. They are reviewing their

guidelines (more procedural). Brief update on Comprehensive Environmental Assistance. Working on the Small Business Panel for the National. The CAP chart will be updated (with a chart or similar).

- **2009 National Conference Update**

No December meeting took place. Filling in the holes on the agenda now. Kenya's concern: With so many states having financial concerns – we may not have as many attending the event. Low or No turn-out? Should the NCS survey the states to see about attendance? How many states have limited or no out of state travel? Kenya will put something together and the NSC will send it out for a response.

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- **Subcommittee Updates**

- **Technical – Renee:** Skipped the December call. SBEAP Tech Committee submitted formal comments on the proposed Chemical rule – Annette sent the final letter before Christmas. Deadline for comments was January 5<sup>th</sup>. Call scheduled for the end of January. Sara Johnson is newest member of the committee (NH). Would like to get more of the members more active in the committee work.
- **Promotional – Chris & Audrey:** Audrey to be speaking to her computer contact to get design created. The web page will stay the same (will run two parallel sites for a while). Hopes to have the website converted to the new look by first quarter of this year. Should have a better idea at next NSC call.
- **Awards – Phyllis:** Will use the Message Board as a means of communication for the subcommittee. By next conference call they should have their changes complete and get them posted.
- **Multi Media – Annette:** Dave couldn't make the call today. Will be providing documents for the meeting. Dave's boss, Steve Chester, is now on the Compliance Committee for ECOS. He is very supportive of our efforts. Director Chester may take up the SBEAP initiatives via his committee with USEPA also. ECOS Cross Media Committee has been in the lead on this initiative.
- **Measurement –Kenya:** Since we are inviting more outside groups (OECA, P2, SBDC, ...) to the National, maybe we could take a look at what the P2 folks are doing for measurement. The committee is pretty quiet right now. Trying to stay focused on the NSC goals. Annette: Should we do a simple survey to get core activities measured now? Otherwise how do we sell our programs. We are still looking to collect information back from 2007 and be ready for OMB (Office of Management and Budget). With the transition coming.. this may be a good thing. Angela thinks we maybe able to get approval of OMB within a few days. The Subcommittee will look at other measures we may want to collect outside of the OMB collection tool via a quick online survey.

- **Regional Updates – none**

- **Review of Goals: All are reminded to revisit the goals and use them to guide the subcommittee work. Some of the goals have been met and others are on going but we need to keep them in mind and work toward accomplishing them.**

**Next Call is Scheduled for Feb 3<sup>rd</sup>. REGION 2 is up to take notes!!! (if you cannot make it please make sure you let the alternate know or find a substitute for your region)**