

2016 SBO/SBEAP NSC Call

June 7, 2016 2:00pm - 3:00pm
(Eastern)

Conference Call:
866-299-3188
Access Code:
202-566-2827#

NSC MISSION

To serve, support, and strengthen the Small Business Environmental Assistance Programs through representation and collaboration

Minutes

❖ Roll Call/Introductions

Reg 1: Sara Johnson ~~-(NH)~~
Reg 2: Ed Bakos ~~-(NJ)~~
Reg 3: Jeremy Hancher, Nancy Crickman, Susan Foster?, Nancy Herb ~~-(PA)~~; Susan Tripp (VA)
Reg 4: Melissa McGee-Collier (MS), ~~TPaaka~~ Scott-Bailey ~~-(MS)~~; Tony Pendola ~~-(NC)~~;
Reg 5: Erin Conley ~~-(IL)~~; Lisa Ashenbrenner ~~Hunt~~ ~~-(WI)~~; Channon Cohen (OH) ~~-Ohio~~
Reg 6: Melissa Alder-McKibben ~~-for Kirk Lloyd~~ (OK)
Reg 7: Nancy Larson (KS) ~~-KS~~
Reg 8:
Reg 9: Jenna Latt ~~-(CA)~~; Mark Hubbard ~~-A~~ (AZ)
Reg 10:
EPA:

❖ Approve prior minutes- approved

❖ Approve agenda- approved

❖ Mission –Any ideas on how can we do it better? Suggested:

- Add “to strengthen small businesses” in addition to SBEAPs: “*To serve, support, and strengthen small business through representation and collaboration the Small Business Environmental Assistance Programs*”
- Add “Sustain and consistently strengthen”
- *Will discuss changes under strategy at July meeting*

❖ Calls – Keep as is? Any ideas on how can we do it better?;

- Release minutes within one week or sooner after meeting so that Tony can send out prior to next meeting
- Agenda out 1 week prior
- Tony to send out an outlook notice a month ahead of time
- Start roll at-call 1 min after the hour using checklist

❖ Old Business/Action Items (N/A)~~(bottom of minutes)~~

❖ ASBO Update (Tony/Erin ~~or Joan/Paula~~)

- Post training update: good participation in filling out evaluations;
- Opening speaker had mixed response; how was SBO/SBEAP ~~was~~ represented?
- David Hinden could not do allow a concurrent webinar. Sorry.
- Attendees are interested in doing peer mentoring
- EPA Deputy Administrator/Trade Assn. meeting attended by Tony; Summertime gas discussed. Ran out of time. Joan to follow up on air topics
- Had to cancel some state presentations that were rescheduled due to the awards
- Discussion of lack of funding for SBE's~~APs~~; reiterated Joan's request that individual state programs consider sending letters to EPA OAQPS on what works and; what we need in order to advocate for our programs; may not be applicableropriate for all states to send letter; may want to get approval from your agency chief.

- Promotional subcommittee will prepare a draft outline for the letter

❖ Letter of appreciation to Sara from NSC?

- Erin and group are in agreement that a letter should be sent to Sara
- Tony will draft letter with Erin

❖ Subcommittee Updates

- Education – Nancy/Channon
 - Productive meeting; Reviewed 2015 accomplishments & new 2016 items
 - Comparison of how state 507 programs operate
 - Newcomer training
 - Social media project between Promotional and Ed. Subcommittees
 - How to read CFRs project in conjunction with Technology subcommittee
 - Sustainable business project - Joan is the lead
 - Nancy is looking for new members for this committee
 - Was SBREFA training in DC adequate? – Nancy C. will review webinar potential new topic
 - June 21 at 10AM is the next meeting – 4th Tuesdays had conflicts

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- Technical – Lisa/Mark
 - June 21 is next meeting: Spray gun manufacturer; cleaning; waste minimization
 - Joint project with Ed. Subcommittee on how to read the CFR
 - OAECA website
 - Basic air stuff call upcoming (PTE, OIAI, etc.)
 - Best practices for state SBEAPs
- Promotional – Sara taking over and needs a co-chair
 - Press releases lessons learned; quotes from Sara
 - Timing is key
 - Social media focus combo mtg. with Ed. Sub; PA has staff that give tips on social media
 - June 15 is the next meeting – 3rd Wed. of the month
- Awards - Ed

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- Four awards were given out at the 2016 Training:
 - IL SBEAP; Henke Manufacturing; Printing Industries of America; Rick Carleski
- Website Workgroup – Nancy
 - News release was picked up by two newspapers in KS
 - Meets Jun. 16 but date may change
 - Work on website continues including Tech subcommittee achieving
 - Working with National Compliance Assistance Centers
- Annual Training – Dan/Susan
 - Sent out email for 2017 Training; alternative locations besides HI; Utah?
 - Will put out a call to host
 - _____

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- ❖ Regional Updates – Done in DC. Valuable? Would have to be highly limited for the sake of time to H high level bullets of copyable stuff to illicit a-a followup call for more information
- Yes, p People like that idea

❖ New Business-Tabled for July meeting

- NSC Strategy – Plan to email draft for thoughtful review
- Next NSC call – Tony to post doodle poll for July meeting since the 5th is bad

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- ❖ Allied Updates- table for July meeting ats representatives not present on call
- ECOS

- NAACA
- CAAAC

❖ Constructive thoughts on training in DC (5 minutes)-

- **Action Items:**

- Tony to create a doodle poll for a July meeting date
- Tony and Erin will prepare letter to thank Sara for her service as NSC PresChair.
- Tony to send Strategy summary from Tony regarding including feedback from 2016 Training
- Tony to request Conf. Training evaluation summary from Joan
- Promotional subcommittee will prepare a draft outline for EPA letter for states as guidance
- Tony to send out Outlook calendar notices for future meetings

- Minutes prepared by Jenna Latt, Region 9

2016 SBO/SBEAP NSC Call

July 12, 2016 2:00pm - 3:00pm
(Eastern)

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Minutes

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Reg 4: Tony Pendola (NC)
Reg 5: Erin Conley (IL); Lisa Ashenbrenner-Hunt (WI); Channon Cohen (OH), Jenifer Dixon
Reg 6: Diane Wilkins for Lloyd Kirk(OK), Lloyd Kirk(OK)
Reg 7: Nancy Larson (KS)
Reg 8: Liz Sapio (CO)
Reg 9: Jenna Latt (CA); Mark Hubbard (Maricopa AZ)
Reg 10: Laura Mathews (ID), Patrick Hoermann (King WA)
EPA:

❖ Approve prior minutes- approved

❖ Approve agenda- approved

- Call Dates
 - No objections stated. Day after Labor Day is fine.
- Old Action Items
 - Tony & Erin will write letter of thanks to Sara - still to do
 - Promo will prepare draft outline for states of letter to EPA
 - Tony to send Outlook calendar invites for future meetings
- ASBO Update - Erin
 - Clean Air Act Excellence Award (Dan Nickey on CAAAC)
 - <https://www.epa.gov/caaac/clean-air-excellence-awards>
 - Look into getting NSBEAP as nominee
 - Criteria will dictate if we would apply as NSBEAP, Tech Subcommittee, State, etc. & take lead
 - Joan
 - There's interest in her presenting on SBREFA process
 - With promotion to Deputy for Office of Small Business Programs (maintaining Small Business Ombudsman), she has limited availability
 - EPA being subdued, giving hints to do self-promo. Any future annual reports will focus on CAA requirements only. Annual report postponed. May modify what they're asking for us, but no action at this time.
 - Still trying to get the right person at OAQPS. Talked to two team leads.
- EPA Retrospective Review
 - EPA opens comments on overall feel of proposal format. Not specific changes or rules, but an overall forum to reduce burden or review trends.
 - Common comments:
 - Electronic submittal

- Recordkeeping (*mandatory v. optional*)
 - Double reporting burden (online & state & EPA)
 - Once in, always in. Kansas has degreasers that won't switch solvents.
- We have historically seen little change
 - Laura - has a case study-style format been submitted to show our nationwide business presence and comments?
 - Sara - NSBEAP has done the reverse and can increase this - share the comment requests with trade associations for them to work with their businesses
- Alternate option - Submit Petition for Rulemaking.
 - The benefit is it requires specific answer. Action will actually happen. Good feedback from people on call but no next steps defined.
- Erin will ask Paula if it is too late to submit something through her internal EPA channels as Regulations.gov is no longer accepting comments. Everybody be on the lookout as any chance of submitting will likely require a very fast turnaround.
- NSC Strategy
 - Ran through quickly.
 - Some discussion on CAP requirement. Clean Air Act v. SIP. Not required in SIP. Have NM speak on a future call to discuss implications
 - Grant Opportunities - no money expected.
 - 507 Reengagement - Donovan working on it
 - Funding transparency – Have received nothing on this
 - Update 1992 EPA Guidelines of 507 in CAAA 1990
- Subcommittee Updates
 - Planning - HI probably not going to work out
 - Ed - Joint mtg. with Promo on social media via PA SBDC on 8/17.
 - Technical
 - Call tomorrow to figure out what George with Compliance Assistance Centers will cover on 7/19 call.
 - Collabo w/ Ed. on how to read the Federal Register
 - Promotional
 - 8/17 Social Media training
 - OAQPS Letter being drafted
 - Website
 - Compliance & Technical collabo on getting more compliance assistance center resources
 - All subcommittee chairs have rec'd email to update sub-list servs
 - Cleaning up industry & trade list (remaining content from old website)
 - Low-Priority - Headshots
 - 8/11 - next meeting
 - Annual Training
 - ECOS Call - If in an 'exotic' location like HI, higher ups tend to go, rather than the normal SBEAP group
- ECOS
 - Grand jury increased use
 - Can't put corporations in jail
 - Regionalassociations.org
 - Represents 45 different states
 - Can engage enforcement people on questions here
 - July call - drinking water issues
- NAACA – Susan F. won't be updating. Nancy H. will try to forward info as it comes in.

- CAAAC
 - Dan in school
 - Annual meeting 6/28-29. Don't know if he went. Topics include air toxics rec., handheld sensors, e-Enterprise, climate change health risks, mobile source program updates.

- Action Items
 - Sara to find out 2017 Clean Air Act Excellence Award deadline & criteria
 - Once this information is known, next steps are:
 - Disseminate information to NSBEAP Main
 - If assistance needed, NSC or subcommittee can assist
 - Define what NSBEAP component (Subcommittee, website, etc.) we apply around
 - Promotional to evaluate and advise
 - Promo/Sara to finalize draft letter to EPA
 - All
 - Awareness of deadlines - Keep an eye out for announcements/comment requests/action items and share with group ASAP
 - Erin to ask Paula if we should submit late EPA Retrospective Review
 - Is it too late? Allow leniency due to summer season
 - Didn't submit, low staff availability on such a short timeframe
 - Can she run it up an internal flagpoles
 - Tony
 - Calendar invites for future calls

Minutes prepared by Laura Mathews, Region 10

2016 SBO/SBEAP NSC Call

Aug 2, 2016 2:00pm - 3:00pm
(Eastern)

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NSC MISSION

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Agenda

Notes to be taken by Region 1

- ❖ **Roll Call – Sara, Jeremy, Mark Stoddard, Erin, Channon, Tony, Lloyd, Nancy Larson, Jenna, Mark AZ, Nancy Herb, Emily Ohde, Ed, Laura ID,**
Reg 1: Sara Johnson (NH)
Reg 2: Ed Bakos (NJ)
Reg 3: Jeremy Hancher, Nancy Herb (PA)
Reg 4: Tony Pendola (NC)
Reg 5: Erin Conley (IL); Channon Cohen (OH); Mark Stoddard (IN)
Reg 6: Lloyd Kirk (OK)
Reg 7: Nancy Larson (KS)
Reg 8: N/A
Reg 9: Jenna Latt (CA); Mark Hubbard (Maricopa AZ)
Reg 10: Laura Mathews (ID)
EPA: N/A
- ❖ **Approve minutes - approved**
- ❖ **Approve agenda - approved**
- ❖ **Old Business/Action Items**
 - **Tony & Erin will write letter of thanks to Sara**
 - **Promo will prepare draft outline for states of letter to EPA – Sara needs to work on this, give NSC chance to comment**
- ❖ **ASBO Update (Tony/Erin or Joan) – Retrospective review comments to Paula, she will check with Office of Policy on next step on letter, 3J and 6H comments easy to make changes. Annual report follow-up, no ICR process this year, too hard, brainstorming other options, EPA’s Office of Congressional & Intergovernmental Relations (OCIR) says Congress doesn’t want the report – IL congressman passed a bill to cut funding to OCIR. EPA feels the annual report is more used as a promotional tool rather than a report. EPA wants to stick with CAAA 1990 req’t in the report with no additional information. Trade Assoc mtg – NSC submitted comments, 5 bullets, summertime gasoline discussed (we provided comment on summertime gas), Deputy Administrator was one of the rule writers, No time to cover rest. OAR did not address any air issues as Janet McCabe sent Chief of Staff. Joan wished Tony to say more on OAQPS support, EPA will only followup on items discussed, not items that were provided in written format. NSC can write a letter directly to DA on our comments and maybe we would get a response.**
- ❖ **EPA Retrospective Review actions – Paula sent email to tell EPA about rules and do things “better”, back in late June, but was due July 11. We could not make the deadline. Paula had a due date a week later, so Tony/Erin worked fast and used old letters and some new ideas and sent it to Paula. Jeremy – will we hear any follow-up? Tony, sent formal letter, addressed to Joan. Paula changed the format. We might hear something, not sure. 6X included in the letter about visual monitoring was cumbersome. 6H, end petition for exemption, either subject to or not and define petroleum drycleaner in JJJ.**
- ❖ **NSBEAP Annual Report – Brainstorm – Survey monkey, post report on web page, promotional opportunity, quarterly requests on separate topics, annual report could be easier/simple, (Nancy Larson could lead), Promotion should not lead but use info to promote, Nancy will ask main list for volunteers, Erin will help.**

❖ **Subcommittee Updates**

- Education – Nancy/Channon – mtg in July Nancy/Channon, plan for the rest of the year, SBREFA webinar, social media (Aug 17), registration link coming, next mtg Aug 23, 1:00 CT, talk about newcomer training on web page for 2016, post in December
- Technical – Lisa/Mark – how to read Code federal register, Aug 16, 2:00 ET, talk to Renee and Tony, maybe a person from EPA OAQPS, conference call for Sept Barb Goode/Dan Nickey multi-media outreach
- Promotional – Sara – Aug 17 for webinar, registration should go out in next day or two, working on ltr to OAQPS, ltr to SBA Reg Advocates, recruiting new members
- Website Workgroup – Nancy – NSC letter added, thru main list to compare to subcommittees, if not on main, you should also be on subcommittee, check web site for links to old site, headshots for NSC done, adding alt photos soon.
- Annual Training – Dan/Susan – No update

❖ **Allied Updates**

- ECOS – Sara/Donovan – not meeting regularly, just send emails out, recent one on Next Generation report
- NAACA – Nancy H – July mtg canceled, next call Sept
- CAAAC – Dan? – Jeremy – talking about an issue with ports

❖ **Regional Updates – High level bullets of transferable stuff to illicit a call for more information from interested parties – No time to discuss**

❖ **New Business - None**

❖ **Next NSC call – Sep 5th at 2:00 ET – Notes to be taken by Region 2 – invite on Outlook was sent for the rest of the year**

• **New Action Items**

- **Tony to call Dan Nickey to discuss CAAAC**

Minutes prepared by Sara Johnson, Region 1

2016 SBO/SBEAP NSC Call

Oct 4, 2016 2:00pm – 3:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
Meeting ID: 316 660 0104
Dial In: (408) 638-0968

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Minutes

Notes taken by Region 3 – Jeremy Hancher

- ❖ **Erin to check EPA line** – Tony did and there was no one on it.
- ❖ **Roll Call**
 - Reg 1: Sara Johnson (NH)
 - Reg 2: N/A
 - Reg 3: Susan Tripp (VA), Jeremy Hancher (PA)
 - Reg 4: Tony Pendola (NC), Melissa McGee-Collier (MS), Emily Ohde (KY)
 - Reg 5: Erin Conley (IL); Channon Cohen (OH); Mark Stoddard (IN); Jenifer Dixon (MI)
 - Reg 6: Lloyd Kirk (OK), Diane Wilkins (OK)
 - Reg 7: Nancy Larson (KS), Dan Nickey (IA)
 - Reg 8: N/A
 - Reg 9: Mark Hubbard (Maricopa AZ)
 - Reg 10: N/A
 - EPA: N/A
- ❖ **Approve minutes – Delete Jeremy from roll call**
- ❖ **Approve agenda - approved**
- ❖ **Old Business/Action Items**
 - **Promo will prepare draft outline for states of letter to EPA**
NSC will wait until new EPA Administrator is in place to send draft letter. Letter will be ready for January 2017.
- ❖ **Volkswagen Settlement – NOx reductions from SBs**

~~❖~~ **Newcomer Webinar – Update**

The settlement between EPA and Volkswagen is still pending. So far, there seem to be no objections. Right now as it stands, there is a large pool of funds available for NOx mitigation. This is being done on a state-to-state basis. As just one example, the state of Iowa is slated to be getting \$24 million.

Q: What kinds of projects are eligible? A: The devil is in the details. More info here:

<https://www.epa.gov/enforcement/volkswagen-clean-air-act-partial-settlement#civil>

Some are hoping that educational projects can hopefully be utilized. At each state, the governor's office is spearheading the efforts. The money should be available sometime in 2017. If any states want to know how much money their state is slated to get then they should contact their state's Attorney General's office.

❖ **Regional Updates – High level bullets of transferable stuff to elicit a call for more information from interested parties or inspire imitation**

R3 had a call on 9/23 and has another call scheduled for early December 2016.

R4 has a meeting scheduled for Atlanta on 11/29-30.

R5 has an upcoming call/meeting and will cover the following topics: regional consistency, asbestos, TSCA rules, and 6W outreach.

R7 has a call scheduled for 11/17.

R9 has a call scheduled for 11/21.

❖ **National Program Managers' (NPM) Guidance for FY 2018-2019 – Brainstorm Topics – Lead?**

<https://www.epa.gov/sites/production/files/2016-05/documents/fy17-oar-npm-guidance-addendum.pdf>

As for providing comments, the NSC may not have a lot to say but some thought it would be good to comment to make ourselves visible. EPA has sent out letters to big organizations (e.g. ECOS, NACAA, etc.), although the NSC did not receive a letter.

ACTION ITEM: Tony to reach out to Margaret Walters at EPA.

More info: <https://www.epa.gov/sites/production/files/2016-07/documents/fy18-19-npm-guidance-early-engagement-plans.pdf>

❖ **ASBO Update – Erin**

Erin provided update. Paula has been looking into getting possible grants to help support the annual conference. While the details are still up in the air, there are many potential roadblocks. Internally, EPA has been looking at refreshing the Next Gen approach. Paula has begun a mentorship with the director of compliance at OECA. This is not a detail assignment and it is unclear how long the duration of the mentorship will be.

EPA would like data on actual emission reductions associated with SBEAP program assistance. Paula is interested in being on annual report workgroup.

❖ **Subcommittee Updates**

- **Technical** – no call in September.
- **Sustainability Education** – there is a meeting on 10/25. The subcommittee will see if a webinar on SBREFA is still a possibility.
- **Website** – the big thing now is Twitter. A tweet went out on 608 refrigeration management. The homepage has a rearranged frame. There has been outreach done to fix any links to the old website.
- **Promotional** – there is a call for content for the national SBEAP Twitter account. The goal is to send out at least one tweet a week. The subcommittee welcomed 3 new members. There is a regional small business resource guide by SBA that might be an opportunity for SBEAPs to connect with SBA and to help self-promote.
- **Annual Training** – there is a call tomorrow. At the end of the RFP process there were 3 states as possible locations for next year's annual training: CO, HI, and VA. Hawaii might not be an issue for some. Can PA host since AWMA is in Pittsburgh this year? PA did not seriously entertain the thought as it was believed that most SBEAPs wanted the training to head out west next year.
- **Annual Report Workgroup** – there is a webinar on 10/20 scheduled to go over what info to gather.

❖ **Allied Updates**

- **ECOS – Sara** - No update, confusion as to future meeting schedule/calls.
- **NAACA – Nancy H.** No update
- **CAAAC – Dan**

The fall meeting will be in December. A request for appointment has been sent out. Dan plans to reapply. Since reappointments are considered a given, a motion was put out for the NSC to support Dan being reappointed.

❖ **New Business - None**

❖ **Zoom Appraisal** – Worked well. Continue to use.

❖ **I Would Like the NSC to _____** - Discussion Tabled

❖ **Next NSC call – Nov 1st 8th (ELECTION DAY) at 2at 2:00 ET – Notes to be taken by Region 4**

❖ **Action Items - Tony to reach out to Margaret Walters at EPA.**

2016 SBO/SBEAP NSC Call

Nov 1, 2016 2:00pm – 3:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
Meeting ID: 316 660 0104
Dial In: (408) 638-0968

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Minutes

Notes to be taken by Region 4

❖ Roll Call

- R1 – Sara (NH), Julie (ME)
- R2 –
- R3 – Jeremy (PA), Nancy (PA)
- R4 – Emily (KY), Tony (NC)
- R5 – Mark (IN), Lisa (WI), Erin (IL)
- R6 – Diane (OK)
- R7 – Dan (IA), Nancy (KS)
- R8 –
- R9 – Jenna (CA), Mark (AZ-Mar)
- 10 –
- EPA -

❖ Approve minutes – R9 mtg. added, VW settlement moved

- No additional changes

❖ Approve agenda

- No changes

❖ Old Business/Action Items

- **Promo will prepare draft outline for states of letter to EPA**
NSC will **wait** until new EPA Administrator is in place to send draft letter. Letter will be ready for January 2017.

❖ CIECA.com Ad-Hoc Compliance Committee (this is a small non-profit)

- Tony is being contacted. A group in collision repair industry with mostly trade assoc., shops, insurance, and paint manufactures. Trying to come up with a business management structure (e-commerce, e-reporting). California has a program that requires autobody to do e-reporting and this company is trying to come up with a new standard to preempt EPA request for a similar program.
 - Company wants someone on ad-hoc committee in Vegas but the request was too last minute notice. Tony was unable to go to Vegas next week. Another representative, Bill Grey (Clark County, NV SVAP), will be participating. He was previously unfamiliar with NSC. Russ was is in-the-loop with Region 9 NSC, but left.
- California e-reporting is not “new” but is based out of fire department. Similar to LEPC and Emergency Management. Facility has to exceed certain quantities before having a reporting requirement.
 - Note/FYI: Just a few large forklifts – due to quantity of sulfuric acid in battery (about 33 gallons) – are required to do TIER II, EPCRA reporting.
 - Remember audit policies for those not currently reporting.
- Tony likely to participate on future meetings.
- The company showed one of our old SBEAP e-reporting letters we wrote several years ago as an exhibit (unbeknownst to CIECA).
- Should we be involved?? Yes.

❖ Volkswagen Settlement – Final 10/25

- Not much “new” data or guidance document
- May be six months to one year until the money becomes available

- Iowa Dept. of Transportation is handling the settlement. Does not commit all funds to be used for mobile sources. Possible use for education or NOx emissions. Even if intended for mobile, a variance can be requested to use for NOx reductions. Concern whether measureable data on NOx reductions is required.
 - Measurable data possibilities = compressed air; industrial boilers
 - Unlikely to be allowed to use it for particulate matter. May be state dependent.
- ❖ **Newcomer Webinar – Update**
- One more slide needs to be updated. Some statistics will wait until the annual survey is complete. One more meeting will occur in Nov/Dec and then the webinar will be provided to Nancy for the audio prior to posting.
- ❖ **Regional Updates – High level bullets of transferable stuff to illicit a call for more information from interested parties or inspire imitation**
- R4 meeting to occur with some great agenda items
 - R7 Kansas City, EPA Headquarters meeting coming up
 - RSBL helping with gain speakers
 - Mark Smith, director in air compliance group, will be bringing in individuals working on area source rules
 - Will have a discussion on Next Gen tools
 - Paula is attending by conference call
 - R5 is having a meeting come up
 - Will have a discussion on 6W – possible plater and national trade association to give a high level understanding of process, compliance and non-compliance examples
 - EPA updates – amendments to regional consistency, TSCA rule amendments
- ❖ **National Program Managers' (NPM) Guidance for FY 2018-2019 – Brainstorm Topics – Lead?**
- Margaret Waters - Tony spoke with Margaret (who likely was unaware of our program) and explained our programs and requested to be involved in early developmental stages. Tony sent an email about SBEAP as a follow up. Plan to release NPM guidance in the Spring (March/April). It will be open for 4 week comment period. She will email Tony in February to give an update on timeframe to make sure we do not miss out on commenting on the NPM.
- ❖ **ASBO Update – Erin**
- Kimberly Patrick is leaving – going to acquisition management office – last day is November 10. Plan to have a temporary detail and post the position itself. While waiting for the temporary detail, Joan will be filling in the role.
 - SBREFA in December – invites have been sent out
 - Paula got preapproval from Office of General Council for a grant to fund our conference every other year - beginning 2018. RFP for limited competition grant where states can submit and compete for holding the conference (getting money from EPA to hold our conference). Amount of the grant is unknown. No decisions will be made until Jan/Feb but we have legal approval to move forward. This will be taking the place of EPA hosting every other year. There will be confines of the grant but hopefully less hurdles.
 - Every other year 'golden child' that will get money
 - Interest is seeing how many states report on our annual data collection. EPA was averaging about 35 responses.
- ❖ **Subcommittee Updates**
- **Technical –**
 - November - Speaker from EPA about OAQPS Cost Control Manual updates in a few weeks. Technical SC may want to provide comments.
 - December – GreenEarth, alternative dry cleaning solvent company, to discuss the alternative
 - January – several states to discuss their multi-media assistance
 - **Education –**
 - Newcomer training to be posted in December
 - Working on SBREFA (December 12 from 2-3)
 - Touch on challenges and where SBEAPs can offer the most help
 - **Website –**

- Next is Dec 15th. They are receiving inquiries through the website. Will connect inquirers to the states.
 - Several updates; going through quality assurance for items to post or not to post
 - **Promotional –**
 - SBA Advocates outreach – become involved on regional resource guide (other assistance – add our name)
 - AWMA – who we are, what we do – PA, OH speakers? – no funds for travel but speakers can attend for free
 - Regional representatives
 - **Annual Training –**
 - Colorado May 15th – 17th.
 - Had about 50 people comment
 - First planning meeting on November 10th.
 - **Annual Report Workgroup –**
 - Need to push the submission of complete reports.
 - Sarah: No information sent out about November 4th
 - Will be checked on that
- ❖ **Allied Updates**
 - **NAACA – Nancy H.**
 - Last call on Sept. 20th, November call has been cancelled, may be one in December
 - EPA – discuss client strategy
 - Delayed to next call
 - Betty Brown from OECA is _____
 - Received comments from 7 of 10 regions
 - Some discussion of developing an enforcement document to send to OECA
 - **CAAAC – Dan**
 - Paperwork for renomination is in for Dan. Meeting in December but agenda is not available yet. Dan can provide suggestions for agenda, but EPA has final say on agenda contents. Dan will forward the agenda once it is provided.
- ❖ **I Would Like the NSC to _____**
 - **Please contact Tony directly with ideas to discuss next time.**
- ❖ **Professional Development**
- ❖ **New Business -**
- ❖ **Zoom Issues – Click on the link first then call in on phone and use ID number so speakers are identified.**
 - **Will update next NSC call with zoom link rather than call info**
- ❖ **Next NSC call – Dec 6th at 2:00 ET – Notes to be taken by Region 5**
- ❖ **Action Items -**

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Meeting Minutes

Notes taken by Region 5

❖ Roll Call

- R1 – Sara Johnson (NH)
- R2 – Harry Ching (NY)
- R3 – Jeremy Hancher (PA), Nancy Crickman (PA)
- R4 – Emily Ohde (KY), Tony Pendola (NC), Jennifer, Melissa Collier (MS)
- R5 – Jenifer Dixon (MI), Channon Cohen-Denson (OH), Mark Stoddard (IN)
- R6 – Lloyd Kirk/Dianne Wilkins (OH)
- R7 – Nancy Larson (KS)
- R8 – Elizabeth Sapio (CO)
- R9 – Jenna Latt (CA), Kale Welch (AZ-Pinal)
- R10 – Patrick Hoerman (WA-King)
- EPA –

- ❖ *Announcement – Erin Conly has been promoted. Therefore, the NSC needs a new vice chair. Send Tony an e-mail if you are interested in the position. Tony will follow the NSC guidelines for electing a new vice chair.*

❖ Approve minutes

- Since meeting minutes from November are still at the draft level, an approval of the minutes was not requested

❖ Approve agenda

- Agenda provided at time of call.

❖ Old Business/Action Items

- **Promo will prepare draft outline for states of letter to EPA**
Not addressed.

❖ CIECA.com Ad-Hoc Compliance Committee (this is a small non-profit)

- Tony is being sent a subrogation agreement to review since the group would like to receive comments from the governmental perspective. The pseudo legal document addresses who is responsible for 6H; small companies are leasing out paint booths to companies that cannot afford them. If there is a violation of 6H, who will be fined or found to be in non-compliance.

○

❖ Volkswagen Settlement

- Nancy L. mentioned that during the Region 7 annual meeting, a Region 7 speaker (Amy Bassanja) gave basic information about the settlement and answered questions for SBEAPs. Some of the points that were made include
 - Funds could not be used for stationary sources
 - Looking for measurable results, not education
 - Through a DERA (Diesel Emissions Reduction Act) option, may establish a revolving loan program
 - Each state receiving the money has to establish a trustee, it then has 90 days to put a plan in place and 60 days to spend the money
 - There is an FAQ document that was put out for the VW Settlement; Nancy can provide this document to those interested.
 - This is only the beginning as it has been determined that other car manufacturers also had cheat devices.

❖ **Newcomer Webinar – Update**

- Nothing new.

❖ **Regional Updates – High level bullets of transferable stuff to illicit a call for more information from interested parties or inspire imitation**

- R4 conducted its annual meeting November 19th and 20th. Some of the takeaways included
 - Do not reinvent the wheel; so many things have already been done
 - Had a federal panel of 3 EPA Region 4 representatives – air, small business development and P2 coordinator
 - Created an opportunity to explain the SBEAP/SBO programs to the Title V, Region 4 contact who in turn is going to add questions to a questionnaire that will ask how the small business programs are being implemented in the states that make up Region 4
- R5 has its annual meeting on November 14th and 15th at R5 HQ
 - From this meeting expecting some 6W deliverables
- R7
 - Everyone but Nebraska was able to attend. Some highlights included discussions on the VW Settlement, Clean Air Action Plan and 112(r).
- R9
 - Applied for a P2 grant that it did not receive. However, it is still conducting a small demo/workshop for the autopart repair industry demonstrating the use of low VOC solvents.

❖ **National Program Managers' (NPM) Guidance for FY 2018-2019 – Brainstorm Topics – Lead? - Not discussed**

❖ **ASBO Update – Not discussed**

❖ **Subcommittee Updates**

- **Technical –**
 - Have a tentative presentation scheduled for December 20, 2016. Will have presentation from Green Earth.
 - Jenifer Dixon, Barb Goode and Dan Nicky will present on multi-media outreach in January.
 - Updating the OAQPS control manual.
- **Education –**
 - SBREFA Webinar will take place on December 12, 2016 from 2-3.
 - There will be a brief education subcommittee meeting right after the webinar.
- **Website –**
 - Featured topics for the December 15th meeting include topic for the annual training, trade association listserv, scholarships for annual training and google analytics.
 - After December meeting, next meeting scheduled for February.
- **Promotional –**
 - Need more twitter feeds
 - Not getting the twitter feeds out to the right people.
 - Updated the webpage.
 - Next meeting is scheduled for December 21st ; will discuss the NSC awards.
- **Annual Training –**
 - Have updated the webpage
 - Training will be at the SBEAP offices.
 - By January will have contract signed and can start registration process.
 - Will send a survey on session topics.
 - If know speakers for plenary or key note, please let Sara Johnson know.
- **Annual Report Workgroup –**
 - Next meeting is December 7, 2016.

❖ **Allied Updates**

- **NAACA – Nancy H.**
 - Not discussed.
- **CAAAC – Dan**

- Not discussed.



❖ **Professional Development** – Not discussed.

❖ **New Business** - Not discussed.

❖ **Zoom Issues** – Not discussed.

❖ **Next NSC call – Jan 3, 2017 at 2:00 ET – Notes to be taken by Region 6**

❖ **Action Items** –

NSC Question to Everyone:

Since we will soon have a new administration, please consider the following and come to the next call with your and/or your states' ideas. If you could make a new EPA group from scratch to support the SBEAPs where would it be housed, who would man it, where would the money come from, how much money, and specifically, what would you want them to do. I know it is a pie in the sky question, but sometimes it helps to break everything down in your mind and figure out how you would build it as if you were in charge.