

Jan 2017 SBO/SBEAP NSC Call

Jan. 03, 2017 2:00pm – 3:00pm
(Eastern)

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

NSC MISSION

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

Meeting Minutes

Notes taken by Region 6

❖ Roll Call

- R1 – Sara (NH)
- R2 – Harry (NY)
- R3 – Jeremy (PA)
- R4 – Tony (NC), Jennifer, Melissa (MS)
- R5 – Jenifer Dixon (MI), Lisa (WI), Channon (OH)
- R6 – Lloyd/Dianne (OK)
- R7 – Nancy (KS)
- R8 –
- R9 – Jenna (CA)
- R10 –
- EPA –

❖ Approve minutes

- Minutes approved.
- Discussion on use of last names in minutes — a question of privacy protection. Participants decided that names were unnecessary when recording comments.

❖ Approve agenda

- December minutes used as guide for agenda.

❖ Old Business/Action Items

- Promo will prepare draft outline for states of letter to OAQPS. This will be a sample letter that states may use to send stating why the program is important to the state. Continued discussion at next meeting. Recognizing that changing administrations (state and federal) may impact this process.

❖ Newcomer Webinar – Update

- PowerPoint slides are being reviewed and updated.
- Next steps – practice and record
- Discussions on possible live broadcast in addition to recording. Suggestion that participants be invited to practice and their input incorporated into recording.

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

- No Regional updates

❖ National Program Managers' (NPM) Guidance for FY 2018-2019 – Brainstorm Topics – Lead? - No change

❖ ASBO Update

- Last meeting on 11/22/2016
- A new banner is available on the website
- Tabletop display materials are available for states upon request
- Developing a policy document that covers all programs administered by ASBO
- Discussion of NexGen compliance plan and ECHO database
 - Please let NSC Chair know if you have encountered any problems/issues with ECHO. This information will be forwarded to SBO.
- Next call on 01/24/2017

❖ Subcommittee Updates

- **Technical –**
 - Next call on 01/21/2017.
 - Jenifer Dixon, Barb Goode and Dan Nicky will present on multi-media outreach in January.
 - Need input/suggestions for technical sessions for National Training.
 - Regulations (changes or deletions)?
 - Review of air issues?
 - Survey with list of possible topics
 - New co-chair is needed <<Editorial Note: Brent Goetze (OH) has agreed to co-chair with Mark>>
- **Education –**
 - SBREFA Webinar took place on December 12, 2016. Not many questions. Follow-up session on 01/24/2017. <<Editorial Note: Planned for Feb. 28th at 2pm Eastern>>
 - E-mail summarizing process soon
 - Questions should be received by 01/15/2017 to be transmitted to Joan
 - Next meeting on 02/21/2017
- **Website –**
 - Next meeting on 02/23/2017
 - Orientation on use of website
 - How to use listserves; listserve SOP
 - 3 training topics have been sent to the committee
 - Should there be a listserve for trade associations?
 - Trying to establish a Twitter feed
- **Promotional –**
 - Next call ~~-scheduled for 01/25/2017-~~
 - Changes made to award application
 - Sent to committee for review before posting online. There will be 6 weeks allowed for applications.
 - The awards will be presented in Denver.
 - All committees are asked to promote awards and the National Training conference.
 - Trying to schedule webinar on Behavior Changes in late February
- **Annual Training –**
 - Is there interest in re-instituting a site visit to the national conference?
 - Past site visits were memorable.
 - Seeking input for plenary speakers and topics
 - Send ideas to committee/Sara
 - Hotel contract will be finalized soon.
- **Annual Report Workgroup –**
 - 38 state responses
 - Some data may be discarded because of inaccurate collection
 - Able to identify additional contacts and will reach out to engage
 - Unable to get charts from Survey Monkey
 - Flyer developed by student intern at KSU. Draft sent to NSC and Promotional

❖ Allied Updates

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

❖ Next NSC call – February 7, 2017 at 2:00 ET – Notes to be taken by Region 7

❖ **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.

- Promote programs' work to EPA. This will help to have EPA refer questions received on the national small business hotline to the appropriate state representatives. This will help small businesses recognize that they should contact the state programs for assistance.
- Have EPA pay for annual training as in the past.
- Gain EPA support for a national mentor program.
- Have early engagement in rulemaking, compliance assistance tools, etc.
- Develop more tools for small business.
- OAQPS should prioritize funding for regional liaisons
- Have EPA on SBEAP/NSC calls.

Feb 2017 SBO/SBEAP NSC Call

Feb. 08, 2017 2:00pm – 3:00pm
(Eastern)

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

NSC MISSION

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

Agenda

Notes to be taken by Region 7

- ❖ **Roll Call:** R2 Ed Bakos R3, Nancy Herb, R4 Emily Ohde; R5 Channon and Mark Stoddard, Lisa Ashbrenner, R7 Dan Nickey and Nancy Larson; R9 Jenna Latt; Chair Tony Pendola
- ❖ **Approve minutes**
- ❖ **Approve agenda**
- ❖ **Old Business/Action Items**
 - **Alertness – Always seek to advance the cause**
- ❖ **Newcomer Webinar –**
 - **Lisa and Tony need to review and then record** – this is still pending based on Tony's schedule.
- ❖ **Regional Updates – High level bullets of transferable stuff to illicit a call for more information from interested parties or inspire imitation**
 - **Suggest Reps invite themselves to another Reps regional call** - skipped
- ❖ **National Program Managers' (NPM) Guidance for FY 2018-2019 – Brainstorm Topics – Lead?** - Tony asked for new comments, need a few people to take the lead
- ❖ **ASBO Update –**
 - Tony had an opportunity to meet with OAQPS contacts, they said we don't know how to help us as no longer work with small businesses, recommended we go to an Assistant Administrator or someone higher. Suggested we be included in on Tribal calls where updates are provided. Does anyone want to participate?
 - Bullitin – Lillian retired and Elnora is our new contact for this.
 - Working on transition team and fill vacant positions
 - Changed the name of their program "OSDBU" Office of Small and Disadvantaged Business Utilization
 - Paula has completed a RFP for the annual conference, but frozen right now due to new administration. Hope to have it award this fall.
 - Retrospective review of rules – the comments that NSC submitted went in per Paula. She reports our comments did not receive any traction.
 - SBREFA Part 2 rescheduled for Feb. 21 at 2pm eastern (Technical subcommittee)
 - Trade Association listserv – Kansas is working on this
 - SBA sent a letter to EPA with grievance about the way they are handling the regulatory roundtables.

❖ Subcommittee Updates

- **Technical** – Next meeting one-hour early due to SBREFA meeting. New co-chair, Brent will discuss his background and subcommittee will discuss future topics. Please submit any future topics.
 - **Education** – Short meeting after the SBREFA part 2 Zoom meeting. Region 5 looking at education on phasing in aqueous parts washer.
 - **Website** – Feb. 23rd at 3pm eastern website and listserv review – questions and answers; lots of work going on – Trade Association, Annual Training and Awards
 - **Promotional** – Review awards and award ceremony planning. Renee is going to present on the annual report. SBEAP Facebook page being discussed. ASBC conference, Donovan submitting. Next call Feb. 15 – talk about Twitter.
 - **Annual Training** –
 - Any Hotel booking issues - no
 - **Annual Report Workgroup** –
 - Draft Flyer – Review comments
 - Took out numbers from New Mexico?
 - Question came up if we should include EPA as a assistance provider; there was no objections
 - Comment: Include where the quotes came from on flyer, no consensus
 - If a state has assistance numbers for the annual report they should send to Nancy ASAP
- ❖ **NAACA Call: Nancy H.**
- Last call December, EPA was not on the call to discuss transition
 - Members felt that enforcement efforts could change and this responsibilities could be moved to the states
 - Next call will be in be March
- ❖ **CAAAC: Dan Nickey**
- Meeting in December
 - Discussed CAAAC Toxic Report
 - Dan had the opportunity to comment on the assistance that SBEAPs provide small businesses in reducing emissions from diesel engines
 - CAAAC award nominations are not being taken at this time
 - EPA is moving forward with the Clean Power Plan until told otherwise
 - Dan's nomination for another two year term on the committee was approved
- ❖ **Regional Updates: None**
- ❖ **Next NSC call – March 7, 2017 at 2:00 ET – Notes to be taken by Region 8**
- ❖ **Action Items –**
- **Tony will finalize NSBEAP letter follow up with Regional offices when positions filled**
 - **Please respond to a special request Lloyd Kirk may be sending out is on special assignment and may be**
 - **Need a contact to sit in on tribal calls (maybe Kansas?)**

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.

- Promote programs' work to EPA. This will help to have EPA refer questions received on the national small business hotline to the appropriate state representatives. This will help small businesses recognize that they should contact the state programs for assistance.
- Have EPA pay for annual training as in the past.
- Gain EPA support for a national mentor program.
- Have early engagement in rulemaking, compliance assistance tools, etc.
- Develop more tools for small business.
- OAQPS should prioritize funding for regional liaisons
- Have EPA on SBEAP/NSC calls.

March 2017 SBO/SBEAP NSC Call

April 4, 2017
2:00pm – 3:00pm (Eastern)

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

NSC MISSION

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Agenda

Notes taken by Region 9

❖ Roll Call:

- R1 Sara (NH)
- R2 Ed (NJ);
- R3 Nancy H. (PA); Jeremy (PA); Susan (VA)
- R4 Tony (NC),
- R5 Mark (IN), Lisa (WI); Channon (OH); Brent (OH); Lloyd (OH)
- R6 Dianne (OK)
- R7 Nancy L. (KS)
- R8
- R9 Jenna (CA)
- R10
- EPA

❖ Approve minutes - approved with a couple changes

❖ Approve agenda

❖ Old Business/Action Items

- **Tony setting up a call with Lisa to go over newcomer training slides**
- **Tony will finalize NSBEAP letter follow up with SBA & Regional offices when positions filled**
- **Please respond to a special request Lloyd Kirk may be sending out is on special assignment re leadership and transformation of EPA**
- **Need a volunteer to sit in on Community and tribal calls (maybe Kansas?)-Lisa lead; and Sara, back up**
- **Need a volunteer to lead NPPM comments**

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

- Suggestion that reps invite themselves to another Reps regional calls.
- Nancy Larson-Region 7 met; promoting the annual conference; Gary Burtram is their EPA Regional liaison; group invited to regional meeting to speak with EPA, 2 ½ day mtg in May 2017—1st time invited! Nancy strongly recommends having regional meetings at the EPA regional headquarters in order to increase SBEAP visibility.
- Jenna-Region 9- we're having our workshop in May at Salem Bros. auto repair in AZ, a collaboration with NV, AZ, and CA.

❖ ASBO Update

- Lisa met with Joan: SBREFA Part 2 meeting maybe resched. week of Mar. 21; grant package for training looks to be going through; Joan was optimistic for SB programs wrt new administrator for state partnerships; thinks there may be an EPA shift back to compliance assistance at the state level; Joan is going to promote SBEAP as a good news story; wants state letters to the new administrators rather than one letter from NSC per Joan's recommendation; group suggested inviting Scott Pruitt to NSC Training and Region 8: Training committee will take it up in their meeting.

❖ Subcommittee Updates

- **Technical** – Brent- we're looking for agenda items for the next call; it may be a continuation of the TSCA call on Fri. at SBA Advocacy on TCE
- **Education** – Channon- hoping to reschedule the SBREFA webinar; waiting for Lisa/Tony to record slides; March 28 is the next meeting.
- **Website** – Nancy- more than 20 people attended the resource training webinar; updating the trade assn. list
- **Promotional** – Sara- award nominations are due in one month; please reach out to your small business; trades; we updated the SBEAP Facebook page (internal); planning an outward facing page for small biz and trades. Need twitter feed for SBEAPs; need each subcommittee to submit one tweet per month.
- **Annual Training** – Susan- Registration form is now out on the website; hotel as well; 19 people have booked their hotel registrations; scholarship forms have been sent out to those interested; still fleshing out the speakers.
- **Annual Report Workgroup** – Nancy L. adjusted data for AZ; data was consistent with past years; 0.2 – 30 FTE is a large variation in programs; all data included; using raw data as reported by 37 programs out of 35 states; added US EPA as a partner; it is final! States can use this to promote their own program by inserting your state logo.

❖ Allied Updates

- **NAACA** – Nancy H. – 105 Grants are a concern; Enforcement call was last Wed.; no EPA participation; want feedback on EPA's budget regarding info on how it will affect State programs; note: encourage everyone to read the NAACA document that Nancy sent out. AAPCA- http://www.csg.org/aapca_site/about/AirAgencies.aspx
-
- **ECOS** – Jeremy—next time.

❖ Next NSC call – April 4, 2017 at 1:00 ET – Notes to be taken by Region 8

❖ Action Items – Tony to find out what AAPCA stands for.--Done

- Susan to bring the question to the Training Subcommittee of whether to invite Pruitt to SBEAP Training in Colorado.

Continuing NSC Question to Everyone:

Since we have a new administration, please consider the following and come 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.

- Promote programs' work to EPA. This will help to have EPA refer questions received on the national small business hotline to the appropriate state representatives. This will help small businesses recognize that they should contact the state programs for assistance.
- Have EPA pay for annual training as in the past.
- Gain EPA support for a national mentor program.
- Have early engagement in rulemaking, compliance assistance tools, etc.
- Develop more tools for small business.
- OAQPS should prioritize funding for regional liaisons
- Have EPA on SBEAP/NSC calls.

April 2017 SBO/SBEAP NSC Call

April 4, 2017
2:00pm – 3:00pm (Eastern)

Zoom Meeting:
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Meeting ID: 316 660 0104
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Agenda/Minutes

Notes to be taken by Region 1

- ❖ Roll Call – Reg 1 Sara, Reg 2 Harry, Reg 3 Jeremy and Nancy, Reg 4, Reg 5 Jennifer, Lisa, Mark, and Brent, Reg 6 Dianne and Lloyd, Reg 7 Nancy, Reg 8, Reg 9 Jenna, Reg 10
- ❖ Approve minutes - no comments/edits – minutes approved
- ❖ Approve agenda
- ❖ Old Business/Action Items
 - **Tony will set up a call with Lisa to go over newcomer training slides – No update.** Lisa will talk to Tony.
 - **Tony will finalize NSBEAP letter, follow up with SBA & Regional offices when positions filled –** waiting on new appointments, include the new SBEAP flyer. This includes letter to new Administration Pruitt, new SBA Administrator, and OAQPS. However lots of discussion on whether letter should be from NSC vs individual states. Some states will not get approval to send letters. Lisa will draft bullet points of things states might want to include if they write a letter.
 - **Please respond to a special request Lloyd may be sending out is on special assignment –** This is with the EO 13777.
 - **Need a volunteer to lead NPM comments –** Brent volunteered to lead discussion and draft letter once the draft is posted in Federal Register.
 - **Vote on Annual Training scholarships – Nancy L. –** A few people have expressed interest but haven't submitted an application. Committee voted to giving those who contacted Nancy few more days to submit their applications. Will split funding equally among all applicants.
 - **EPA evaluation of existing regs to repeal/replace/modify (EO 13777: Enforcing the Regulatory Reform Agenda) – how do we want to respond?** Lots of discussion. Joan is asking for feedback from NSC, not the full SBEAP/SBO community. Brent and Mark will coordinate call to discuss possible suggestions for their next Technical Subcommittee call. Some states feel that this is an opportunity to reduce burden on small businesses, but some states feel this is opening a door that could potentially harm public health and the environment.
- ❖ Regional Updates – High level bullets of transferable stuff to illicit a call for more information from interested parties or inspire imitation
 - Suggest Reps invite themselves to another Reps regional call -
- ❖ ASBO Update – Paula is working with OECA and may get someone to attend the annual training. Paula is planning on coming to training as well. New Admin interested in Reg Small Business Liaison support. SBREFA webinar on hold; Paula will follow up with Joan about rescheduling.

❖ **Subcommittee Updates**

- **Technical** –
- **Education** –
- **Website** –
- **Promotional** – Award deadline April 7 – Received 6 nominations.
- **Annual Training** –
 - https://mediasite.k-state.edu/mediasite/Play/Javascript/Players/SmartPlayer/images/button_info.png
- **Annual Report Workgroup** –

❖ **Allied Updates**

- **NAACA** – Nancy H.
- **ECOS** - Jeremy

❖ **Next NSC call – no call in May, meeting will be at annual conference – Notes to be taken by Region 8**

❖ **Action Items** –

Continuing NSC Question to Everyone:

Since we have a new administration, please consider the following and come 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.

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- Develop more tools for small business.
- OAQPS should prioritize funding for regional liaisons
- Have EPA on SBEAP/NSC calls.

June 2017 SBO/SBEAP NSC Call

June 13, 2017 3:00pm – 4:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>

NSC MISSION

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Minutes taken by Region 3

- ❖ **Roll Call**-Barb Goode-KS, Brent Goetz-OH, Dianne Wilkins-OK, Ed Bakos-NJ, Jenifer Dixon-MI, Jeremy Hancher-PA, Jenna Latt-CA, Lisa Ashenbrenner Hunt-WI, Melissa Collier-MS, Mark Stoddard-IN, Nancy Herb-PA, Susan Tripp-VA, Tony Pendola-NC
- ❖ **Approve minutes** - April minutes weren't sent to Tony or Lisa so unable to approve them.
- ❖ **Approve agenda** - Agenda approved
- ❖ **Newcomer Webinar** – Lisa and Tony need to review the materials and then record the webinar when they have some time.
- ❖ **SBREFA webinar** - Will be rescheduled
- ❖ **ASBO update** – Due to a miscommunication with her office, Joan Rogers ended up giving her ASBO update on Wednesday afternoon during the NSC strategy session. She discussed:

Budget: In the past, we have been unable to obtain budget figures for the small business side of the house; we've been told that the money for ASBO and DBE (Procurement) were lumped together. During this update, Joan revealed that the current budget for ASBO is \$1.3 million (with 3 FTE) and the budget for Procurement is \$900,000, (with 9 FTE).

The President has proposed a 31% reduction in funding to EPA. EPA is encouraging employees to take early retirement; these employees would be gone by 12/1/17.

Under the 2018 OMB budget proposal for her programs, all funding and the 9 FTE for EPA's Small Business Contracting and Disadvantaged Business Enterprise (Procurement) programs would be eliminated. Key portions of this program may be shifted to the Small Business Ombudsman Program. The procurement program is mandated by the Small Business Act, so it can't be discontinued. Joan doesn't feel that the 3 OSBA employees can take on the procurement responsibilities, but she will have to wait and see what action Congress takes.

A \$90,000 cut is proposed for the the 2018 OSBA budget, with no cut in FTE. Joan didn't fight against the reduction given the small amount and the fact that there was \$90,000 of unspent funds in the ASBO budget.

Her meeting with the new EPA Administrator, Scott Pruitt:

Administrator Pruitt met with staff from the 12 offices under the Office of Administrator; OSDBU is one of those offices. Joan's boss, Denise, was out of the office that day, so Joan got to speak directly with Pruitt. He told her he had been "waiting to hear about us". Joan told him about the vacancies in the Regional Small Business Liaison positions. Ryan Jackson, Chief of Staff said he could assist in trying to fill these slots.

(cont'd)

Pruitt likes state partnership and he said he wants to have direct meetings with states. EPA's Deputy Administrator usually has an annual meeting with the small business trade associations. Administrator Pruitt indicated he would be interested in attending this meeting. He also likes good news stories. Joan suggested that we include "good news stories" in the EPA bulletin.

Joan also told Pruitt that OSDBU needs to be independent and that rule writers are needed. She suggested a partnership with OAQPS.

Annual training grant:

Paula Hoag hopes to post the OSDBU grant (in support of the SBEAP Training Conference) to Grants.gov in the next few weeks; applications would be due by late July/early August 2017. The grant amount will be \$88,000.00. **Editorial Comment: This grant is for a four year period so the thinking is that it will cover the 2018 and 2020 conferences.**

Reg Reform:

Joan will be traveling around the county like the SBA Office of Advocacy, holding listening sessions. Joan would appreciate any help from us in finding inexpensive sites for these sessions.

The SBA Office of Advocacy hosted the first Regional Regulatory Reform Roundtables in Baton Rouge and New Orleans on June 7 and 8. Melissa Collier attended the session in Baton Rouge. She said there was not a lot of discussion about environmental regulations; most comments regarded regulations concerning banking institutions and real estate.

- ❖ **Letters to new administrators – encourage states in your region to send letters**
 - EPA
 - SBA
 - Lisa sent out bullet points as references to be included in letters. Please let Tony and Lisa know if you send letters.
- ❖ **ECOS Compliance Committee resolutions – Sara/Donovan NO UPDATE**
- ❖ **EPA budget proposal - See info under OSBA update**
- ❖ **EPA Regulatory Review - EPA held a Regulatory Reform Stakeholder meeting on April 24, 2017, but only people that RSVP'd were allowed to participate . Tony was able to provide an oral presentation, and discussed "once in, always in", 6H, and NSPS for petroleum dry cleaners. Tony was contacted by other associations afterwards and felt like the SBEAP got some good exposure. A total of 43 regs were specifically mentioned during the stakeholder meeting.**

On 5/15/17, Tony submitted SBO SBEAP Comments on Executive Order 13777, "Enforcing the Regulatory Reform Agenda". Our comments were 17 pages long and were very detailed. APPCA (Association of Air Pollution Control Agencies) posted our comments on their website. <http://www.csg.org/aapca_site/news/RegReformComments.aspx> Tony also sent a copy to Kevin Bromberg, Assistant Chief Counsel with the SBA Office of Advocacy.
- ❖ **The Pew Charitable Trusts -They contacted Tony right before the training and wanted to talk about SBEAPs. Tony mentioned our conference to them, and they ended up attending. They didn't get much time on the agenda, but did talk to many individuals. They are preparing a 50-state report regarding barriers to small businesses. Their research overview is attached below:**

The Pew Charitable Trusts is conducting research for a 50-state report examining state efforts to improve efficiency, clarity and coordination of business regulations. Our end goal is to identify and highlight practices that can improve the effectiveness of state regulatory systems and processes, irrespective of the amount or level of regulation that each state deems appropriate.

We are taking a careful look at each state's reform efforts to learn as much as we can about which strategies have been successful and which have been more challenging. As part of this research, we are interviewing state officials, business groups, regulatory experts and other stakeholders in all 50 states. We are especially interested in approaches that improve customer service and accelerate business-facing processes without sacrificing states' regulatory objectives, such as improving public health and safety. For example, our interests include:

- Statewide business process improvement efforts, such as Lean
- Online one-stop business portals for businesses to manage permit applications and other agency interactions
- Small business ombudsmen housed within state agencies, and other compliance assistance support efforts
- Agency advisory committees comprising members of the regulated community and other stakeholders
- Efforts to solicit stakeholder input early in the process of promulgating new rules and incorporate feedback when designing regulations and compliance mechanisms
- Reviews of existing rules that focus on process improvements and improving the customer's experience without undermining states' regulatory goals
- Rule changes or legislation passed to codify these improvements

❖ **Subcommittee Updates**

- **Technical** – Brent asked if there would be any benefit to having a policy sub-committee. After conversation, the group decided that it would be hard to separate out policy and tech since they are so intertwined. They have a meeting next Tuesday, which will be an open forum. The refrigerant trade association will be joining the August call.
- **Education** – none
- **Website** – none
- **Promotional** – none
- **Annual Training** – Had meeting on Tuesday; reviewed evaluation results. Comments were positive. Nancy Larson will post the evaluation summary in the Drop Box. All planning documents generated by the committee have been loaded to the Drop Box. An email will go out soon to the NSC listserv soon with information on what's involved in hosting the annual training.
- **Annual Report Workgroup** – none

❖ **Allied Updates**

- **NAACA** – Nancy H.
- **CAAAC** – Dan

❖ **Next NSC call – July 18, 2017 at 2:00 ET Correction: July 11th at 3pm ET – Minutes to be taken by Region 8** - Tony asked if we need to change the NSC call date and time. Currently it is the first Tuesday of the month at 2:00 pm EST. Group agreed to leave the meeting date and time the same.

❖ **Action Items** – Need to determine who took the April minutes so they can be forwarded to Tony and Lisa.

Need to let Tony know who the alts and reps are for each region. These are past due. He will relay the information to Nancy to update the website.

If anyone has any good stories about small businesses, please send them to Tony and Lisa.

July 2017 SBO/SBEAP NSC Call

July 11, 2017 3:00pm – 4:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>

NSC MISSION

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Minutes taken by Region 2

- ❖ **Roll Call**-Nancy Larson-KS, Brent Goetz-OH, Harry Ching-NY, Jenifer Dixon-MI, Jeremy Hancher-PA, Jenna Latt-CA, Lisa Ashenbrenner Hunt-WI, Tony Pendola-NC, Patrick Heormann, WA, Lloyd Kirk, OK
- ❖ **Approve minutes** - *Approved.*
- ❖ **Approve agenda** – *Approved.*
- ❖ **Regional Reps.**
 - *Region 2 will probably switch.*
 - *Reg 3 Jeremy – will remain region 3 with Nancy as alt.*
 - *Region 5 Jennifer*
 - *Region 7 – Remaining same as reps*
 - *Region 9 stay the same. New Alt is Kale for Arizona.*
 - *Region 10 –*

- ❖ **Newcomer Webinar** –

- **Lisa and Tony reviewed, sent to editor, will record soon. Any new ideas?**

Thank you to Nancy Larson, we have pretty much completed review and we will record slides.

- ❖ **ASBO update**

- **Annual training grant correction. Options? Interest?**
- *\$88,000 for two training with possibility to split to 4. This is actually one award going to one state but doesn't have to be located in awarded state. They don't have to follow previous EPA criteria for awarding travel such as all or nothing.*
- *Only open to SBEAP staff.*
- *Applications due in September*
- *If two or three compete it will look better. Option for someone to do four conferences. EPA only committed to 2 trainings in next four years. It would be really bad if nobody proposes.*
- **Action Item:** *EPA needs to see several states bid. Goal is to keep this within SBEAPs because EPA had considered opening this to consultants. Let Tony know within one week if you plan to apply. EPA cannot move date. Brent expressed interest. Kansas willing to be backup.*
- **Reg reform report submitted based on comments before May 2nd.**
- *Some comments came in later and they have not forgotten them since docket open until 15th*
- *Administrator's award. They do have an award program for Small business. Should keep this in mind to forward Joan a nomination suggestion before Christmas.*
- **Action Item:** *Send this to Award committee to give to Joan. We could recommend but not nominate.*
- **Compliance Assistance Centers grant**
- *Take a look at this if interested.*

- ❖ **Contacts (Pew, OECA, American Coatings Association, paint.org)**
- ❖ **Does anyone want to speak with PEW still that hasn't? No.**
- ❖ **OECA compliance assistance measures? KS will send over a document**
- ❖ **America Coatings Association called and we will reach out to them. Action Item: Tony will**

- ❖ **Letters to new administrators – encourage states in your region to send letters**
 - EPA
 - SBA

- ❖ **ECOS Compliance Committee resolutions – Sara/Donovan**
Lloyd will be in a meeting tomorrow. They have interest in national labs, cutting cost.

- ❖ **NSC Strategy – not discussed**

- ❖ **Region 5 update**
Chair planning Reg 5 meeting in Nov. Also talked about annual training grant. Asphalt paving, Hospital sterilizers, Autobody shops, Boilers discussed. Talked to EPA contact about 6W outreach partnership. It was super productive.

- ❖ **Subcommittee Updates**
 - **Technical** – *hopefully will have productive meeting on calculating PTE for surface coating.*
 - **Education** – *Nancy have not met for a few months but still looking for co-chair.*
 - **Website** – *Talked to the Compliance Assistance Centers today. Next mtg. July 25th.*
 - **Promotional** – *Sara couldn't attend. Twitter workgroup formed including VA intern. Action Item: Need help with tweets. Everyone's responsibility.*
 - **Annual Training** – *N/A*

- ❖ **Allied Updates**
 - **NAACA** – *Nancy H. – no update*
 - **CAAAC** – *Dan – no update*

- ❖ **Next NSC call – Sep 5, 2017 at 2:00 ET – Notes to be taken by Region 8**

- ❖ **Action Items –**
 - *EPA needs to see several states bid.*
 - *Let Tony know within one week if you plan to apply.*
 - *Award committee to give recommendations for EPA award to Joan around Christmas.*
 - *Tony will contact ACA*
 - *Need help with tweets. Everyone's responsibility.*

August 2017 SBO/SBEAP NSC Call

August 1, 2017 2:00pm – 3:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/493816917>

NSC MISSION

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

Minutes taken by Region 5 – Jennifer Collins

- ❖ **Roll Call**-Nancy Larson-KS, Brent Goetz-OH, Harry Ching-NY, Jennifer Collins-IN, Mark Stoddard-IN, Jeremy Hancher-PA, Jenna Latt-CA, Lisa Ashenbrenner Hunt-WI, Tony Pendola-NC, Patrick Hoermann, WA, Diane Wilkins-OK, Sara Johnson-NH, Susan Tripp-VA, Kale Walch-AZ, Dan Nickey-IA
- ❖ **Approve minutes** - *Approved.*
- ❖ **Approve agenda** – *Approved.*
- ❖ **Regional Reps.**
 - *Region 2 - Harry Ching-NY and Ed Bakos-NJ have switched*
 - *Region 3 - Jeremy Hancher will remain region 3 with Nancy as alt.*
 - *Region 4 - Donovan Grimwood-TN*
 - *Region 5 - Jenifer Dixon-MI and alternate, Jennifer Collins-IN*
 - *Region 7 - Remaining same as reps and they will update their reps in November*
 - *Region 8 - Landon Brown-WY and Liz Sapio-CO*
 - *Region 9 - New Alt is Kale Walch for Arizona.*
 - *Region 10 - Laura Mathews-ID and Patrick Hoermann-King Co-WA*
- ❖ **Newcomer Webinar** –
 - Lisa and Tony practiced the webinar and changed a few slides. They have changed the feel of it to be more light spirited. They will record the webinar on August 8 at 8:00 CT. Tony asked who would share this webinar. Brent and Kale both responded that they found it helpful to know the history and background and would share it with new CAP members.
- ❖ **ASBO update**
 - **Annual training grant \$88,000 for two training with possibility to split to 4.**
 - *Only open to SBEAP staff.*
 - *Applications due in September*
 - *Two undisclosed states plan to apply*
 - *Paula will be on maternity leave until the end of the year. David Allen will be working on the Training Grant while Paula is out. He is familiar with the National SBEAP website and the grant which funded it.*
 - *A panel will select the winner of this grant.*
 - *Lisa thinks it will be good to have someone else familiar with our programs.*
 - **Visits from Joan**
 - *Joan has said that she would like to travel more around the country to visit our SBEAP events. Please invite her if you have an event.*
 - *IL asked her to attend their CAP meeting to give an update on OECA.*
 - **National Program Manager's Guidance**
 - *The past guidance had some information on Compliance Assistance. The current NPM Guidance does not. Doesn't necessarily mean that it was a change from this administration.*
 - *Joan is not familiar with the NPM Guidance and will be looking into what is in it.*
 - *Concern was expressed from Jenna Latt, Diane Wilkins and Jennifer Collins about the lack of knowledge regarding the NPM and its contents.*

- **Bulletin**
 - We expressed concern to Paula about the bulletin not including material that was submitted and that it was not going out to SBEAP-Main list.
 - Paula said that she would check with the administrative staff person, Elnora, to make sure she is following up on emails and including SBEAP-Main when she sends the bulletins out.
 - She also said that the bulletin will most likely come out covering multiple months to ensure that they capture timely content and don't burden the administrative person. Not all suggested content may be able to be included.
- **Discussion on Paula attending NSC meetings**
 - Paula has not been on the calls because she can't speak for all of the agency when she receives questions; the dialogue should be a two-way street not just one-way
 - Group decided to approach Joan and Paula at the beginning of 2018 to discuss her participation on the NSC calls.
 - The group also wanted to talk to Paula about including David Allen on the calls prior to her return.
 - A decision was made to cc: Paula and David on sub-committee notes instead of adding them to the listservs.
- ❖ **Contacts**
 - **Call from OECA asking about Compliance Assistance**
 - Tony received a call from OECA to discuss their focus on compliance assistance and will be talking about measures
- ❖ **Compliance Assistance Centers Grant – Support letter**
 - The group agreed to have a letter of support for those applying for the Compliance Assistance grant to support the website and compliance assistance centers.
 - A letter will be going to Dan Nickey with IOWA Waste Reduction Center
- ❖ **Volkswagen Settlement**
 - IA – only replacement of diesel equipment was approved; no education
 - CA – lots of movement in the settlement; 4 investment cycles
 - \$120 M for Infrastructure; \$100 M for Zero-Emission Vehicles; and \$44 M in outreach, education and promotion
 - There's a link to the investment plan
 - TN- VW settlement website; stakeholder input; Educational Outreach and Equipment (focused on airport ground equipment)
- ❖ **Letters to new administrators – encourage states in your region to send letters**
 - EPA
 - SBA
- ❖ **ECOS Compliance Committee resolutions – Donovan**
No meeting in several months
- ❖ **NSC Strategy – Lisa took notes from our Strategy meeting at the National Meeting** **ACTION ITEM: Lisa and Tony will compare the notes to the old strategy document to revise it and bring it back to the group for discussion**
- ❖ **Subcommittee Updates**
 - **Technical** – *PTE conversation – found that more discussion was needed; it was a good opportunity to gauge the broad range of approaches across the states*
 - *Next Call: Refrigerant Council – follow up to National Meeting*
 - **Education** – *Still looking for co-chair. They are matching Mentors with mentees. ACTION ITEM: Mentors to follow up with their mentee. SBREFA Part II may be coming and the 2017 Data collection process for the annual report; Indiana will host the survey again for the collection of data.*
 - **Website** – SBA will be cross posting – David Rostker is the contact. Scholarships, Calendar, Twitter, Historical data being added
Meeting is third Thursday at 2pm EST
 - **Promotional** – New lead for awards is Renee Bashel

- Annual reports are being sent out to EPA, OECA, New RA
- Twitter prospective areas: News about Interns, Workshops, Energy Tips, State Tweets, Photos
- Action Item: Need help with tweets. Everyone's responsibility.

❖ **Allied Updates**

❖ **CAAAC – Dan**

Had been dormant for a while; June 29 conference call to introduce new members; EPA had no comments on topics; Next meeting in Decemeber; Dan was approved for a new two year term

❖ **NAACA / ALACA – Tony reached out to Clint to put our comments on Regulatory reform on their website**

❖ **Next NSC call – Sep 5, 2017 at 2:00 ET – Notes to be taken by Region 8**

❖ **Action Items –**

- Lisa and Tony will compare the notes to the old strategy document to revise it and bring it back to the group for discussion
- *Education Sub-Committee looking for Co-Chair still*
- *Award committee to give reccomendations for EPA award to Joan around Christmas.*
- Need help with tweets. Everyone's responsibility.
- **ACTION ITEM: Mentors to follow up with their mentee**

September 2017 SBO/SBEAP NSC Call

September 5, 2017 2:00pm –
3:00pm (Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>

NSC MISSION

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

Minutes taken by Region 8 (Landon Brown)

❖ Roll Call-

Chair/Vice Chair: Tony Pendola-NC, Lisa Ashenbrenner Hunt-WI

Region 1: Sara Johnson-NH

Region 2: Harry Ching-NY

Region 3:

Region 4: Donovan Grimwood-TN

Region 5: Brent Goetz-OH, Jennifer Collins-IN, Mark Stoddard-IN

Region 6: Dianne Wilkins-OK, Lloyd Krik-OK

Region 7: Nancy Larson-KS

Region 8: Landon Brown-WY

Region 9:

Region 10:

- ❖ **Approve minutes** - Tony started with an overview of last month's minutes and discussion surrounding some issues and concerns raised about certain items. Tony stated he would refine them and get them out but he did not have them ready for vote at this time.
- ❖ **Approve agenda** - Tony stated that we would have a special guest and as such, today's call would be slightly different than our regular agenda.
- ❖ **Newcomer Webinar** – Tony started discussion on the newcomer training and its online availability. There was a small discussion held surrounding the use of this video which can be used in the development of new relationships for SBEAPs and other programs such as SBDCs. Tony asked that if you use the video for that purpose to please let Nancy and him know so they can gauge the usefulness of the video. Sara mentioned it would be nice to have the Chair send out a link to the SBEAP community with the video and Tony agreed.
- ❖ **SBREFA webinar** – Lisa working with Joan to see if it can be rescheduled.
- ❖ **ASBO update** – Lisa gave updates regarding her recent call with Paula.

Training grant application period ended and only one application was submitted. EPA's Office of Competition will be making the selection. It was not certain if the applicant would be chosen at this time or if the grant would be required to go out for additional applicants. Ohio was the only state to put their application in and stated that if it goes beyond November for an award date, they will have a hard time getting everything put together the way they would like.

Two applications for the Compliance Assistance Centers grant were submitted and the NSC submitted letters of support for both states. Tony explained the process for how the letters were written and sent out as not to show favoritism towards either state.

Discussion surrounding the SBREFA panel occurred. There were questions related to the need for additional input that can be provided. Tony mentioned that our Education Subcommittee needs to reach out directly to Paula or Joan for any additional information. Tony also mentioned that we have been given the ability to contact EPA's Office of Policy directly regarding this.

Joan has been asked to assist the Water Office with the WOTUS rule as it relates to small businesses. Landon asked Tony to resend the email from Joan regarding participation in the teleconference.

A question relating to NPM was raised. Tony explained that our concerns were voiced; however, we have not received any comment back at this point and he doesn't anticipate that we will.

❖ **Letters to new administrators – encourage states in your region to send letters**

- EPA
- SBA

❖ **ECOS Compliance Committee resolutions – Sara/Donovan**

❖ **EPA budget proposal -**

❖ **EPA Regulatory Review –**

- ❖ **The Pew Charitable Trusts** - Mirielle Burgoyne with PEW Charitable Trusts joined the call and gave a brief introduction and thanked the NSC for their assistance in her endeavors and asked that if anyone had any additional stories they would like to share, they should contact her directly. Tony mentioned he would send out her information to the group again.

Tony spoke about the value of this opportunity and asked for additional people who did not attend the Denver conference to reach out and speak about some of their areas of interest.

Harry Ching, New York, gave an overview of his SBEAP program and its history in NY as well as some specific cases in which his program has had major input through rule making processes. Dry Cleaners were brought up and multiple people had conversations surrounding this topic. Specifically, Tony and Sara had asked questions about what rules and processes happened in NY for the SBEAP program. Harry stated that NY is becoming stricter than EPA on certain criteria and this includes areas such as dry cleaners, auto body shops, crematories, gas stations and incinerators. These issues were all related solely to the Air Program.

Sara asked if this move was being done based on the nonattainment areas in New York. Harry indicated that he was not involved in those discussions; however, all points indicated that these moves were playing a role in the decisions making process.

❖ **Subcommittee Updates**

- **Technical** – The National Sustainable Refrigeration Council spoke at the last meeting and it helped with making partners. The presentation is available if you fill out a survey if you are interested. The chair is currently looking for additional items of interest for the next meeting – potential a dry cleaner conversation from earlier may be enough.
- **Education** – Nancy spoke about the SBREFA part two webinar. Committee is planning how to complete the annual report this fall without EPA. The Education webpage has updates if needed. There will also be a webinar for this. Webinar on Oct. 18 geared for SBEAPs – teaser sent out last week. Tools for Behavioral Change.
- **Promotional** – Twitter content needed from states. Anything and everything from states that could impact SBEAPs across the US would be helpful. Renee Bashel will be handling the awards this year.

❖ **Allied Updates**

- **NAACA** – There is an enforcement call scheduled for tomorrow.

❖ **Next NSC call – Oct 3, 2:00-3:00 Eastern; Minutes to be taken by Region 4**

❖ **Action Items:**

- Tony will send link to newcomer training to SBEAPs with introduction from Chair.
- Tony will send Mirielle's information to NSC.
- Tony will resend information related to WOTUS and Joan's role.

October 2017 SBO/SBEAP NSC Call

Oct 3, 2017 2:00pm – 3:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>

NSC MISSION

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

Minutes taken by Region 4 (Donovan Grimwood)

❖ Roll Call-

Chair: Tony Pendola-NC

Region 1: Sara Johnson-NH

Region 2:

Region 3: Jeremy Hancher-PA

Region 4: Donovan Grimwood-TN, Melissa Collier-MS

Region 5: Jennifer Collins-IN, Mark Stoddard-IN, Jenifer Dixon-MI

Region 6: Lloyd Kirk-OK

Region 7: Barb Goode-KS

Region 8:

Region 9: Kale Walch-AZ, Jenna Latt-CA

Region 10:

EPA: Joan Rogers

- ❖ **Approve minutes** - Minor adjustment to the minutes from the last meeting to correct attendance. Discussion of where some of the participants were from due to unfamiliarity with which state they were associated with.

❖ Approve agenda -

- ❖ **Newcomer Webinar** – Discussion on the newcomer slide show posted on the National SBEAP website. Some of the action items that had been proposed are planned to be included in the next slide show/training video. There are several ideas to be added, though a few will need to be delayed due to some other things coming up.

❖ SBREFA webinar -

❖ ASBO update –

Joan: Paula and Livia are doing well. David Allen will be handling some things for Paula during her absence such as the website and training grant. Elnora Thompson is doing the Small Business Bulletin.

Tony: When Bulletin is posted, please let the group know via the listserv.

Only one grant proposal was received from the states for the training grant. The grant proposal was rejected due to some items missing or not being responded to. OH had a standard debriefing to go over areas of proposal deficiencies and voiced concerns about the process. It was noted that grant proposals should be sent in without the expectation that they will be reviewed by people knowledgeable of the program. Instead, it should be written so that anyone that reviews the proposal can understand the program and the proposal. An outside contractor will be brought in to assist with training planning for 2018.

Tony: Missed opportunity by not having more submissions.

Each proposal is evaluated on its own merits when proposed. Cannot make assumptions about the reviewers. The proposal needs to be treated as if it will be picked up blind, because that will be the most common scenario. Suggested to get assistance from internal grant writers, find out

who in your state has written a successful grant and get their help. Even when things like an agenda aren't set yet, there are ways to respond to those questions. Not responding to certain questions can invalidate a large section of the proposal and nullify it. Previously, EPA did have some issue with its grant process and the GAO worked with EPA to close up some of the holes. It's now considered one of the better grant processes.

Jenna: If it is open to contractors, will the states have another chance to submit proposals?

Joan: Probably not for this next training, but for the next one hopefully. Will likely use a known contractor as time constraints preclude hunting for one.

Jenna: No money for states other than through training grants?

Joan: No. EPA is not able to just give money to states and can't roll it into another grant. Agency does have the opportunity to reapply, but not likely to be available for this training period due to the length of time required for the request for grants to be out. Also, lack of state interest as indicated by the lack of submissions would not encourage EPA to attempt to request a new round right now.

Tony: After 2018, could we revisit the request for grants?

Joan: Yes, that may be possible for the 2020 training depending on funding.

Tony: Is the ASBO temporarily funded?

Joan: The ASBO is funded through December 8th. There is a recommendation that the two sides of the ASBO be combined under the current Presidential budget. They will have to see if it pans out for December. The agency is trying to reduce staff by 3400. Had a voluntary buyout program and only 600 took the buyout. There was a big hit in FTEs and dollar levels. The Small Business Act says that every office has to have procurement for small business connections and contracting.

❖ **Letters to new administrators – encourage states in your region to send letters**

- EPA
- SBA

❖ **ECOS Compliance Committee resolutions – Sara/Donovan**

❖ **EPA budget proposal** – See ASBO update.

❖ **EPA Regulatory Review** - Tony: Association of Air Pollution Control Agencies (AAPCA) has been discussing the comments on regulatory reform and has cited the SBEAP comments in many places. Met with several people at the meeting and networked with some EPA primary point people. EPA has been more forthcoming on information compared to previous times.

❖ **Subcommittee Updates**

○ **Technical** –

This month, EPA will be presenting on the RICE rule. There are several topics and specifics planned for the presentation as well as future calls.

Tony: There was a discussion previously on if an engine was moveable at all, then would it be considered portable and avoid permitting? Some facilities put engines on pallets to move every few months to make them "portable".

Mark: This topic has come up before. Though the engine can't be moved just a few feet and be called portable.

Kale: In AZ, policy is that if an engine is moved off site, then it resets the 12-month time frame. Moving within the facility would not count in regards to resetting the time frame.

An example is if the engine needed to be moved to a different building that was not part of the same facility for maintenance and then returned to its initial location. That would be moving off-site.

Mark: If the facility was very large, would moving across the facility count?

Kale: No, it would need to be off-site. This is an interpretation of the rules as used in AZ.

Donovan: How does this compare with air curtain burners? He has heard of a similar thing for those sources.

Tony and Kale: Due to most being Title V, that is a more complicated situation.

Previously, there was a webinar on refrigeration by the North American Sustainable Refrigeration Council. The seminar is posted on the Technical Subcommittee page on the website.

○ **Education –**

Two potential volunteers for the chair, though one may have dropped out. Jeremy is working to match mentors with mentees and arranging the connections between the groups. This was a topic at the Denver meeting. Annual report group will meet next week and the report request should follow up within 4-6 weeks after that. Planning a site visit seminar on how to conduct a multi-media site visit for January. Donovan will record that seminar.

Tools for Behavioral Change webinar will be October 18th. Small Business Bulletin had a large gap and it appears to have some months switched around. Ed (NJ) had submitted an article on flood prevention/recovery that had been in the September issue.

Talking about flooding, an update from Jasmine in the Virgin Islands reports that her house was a loss in the hurricane and she is currently staying with her mother. The office in the Virgin Islands was damaged with no known date of reopening. At current, only Federal aid is coming in, not standard mail. Maria in Puerto Rico also lost her home. Not sure of her status beyond that. It appears to be a desperate situation due to looting and the level of infrastructure damage.

○ **Website –**

Planning a virtual website and listserv training for November 8. Invite had been sent out earlier that day. This will be designed especially for newcomers. Went over Poll Anywhere data that outlined how the SBEAPs use the National Website. Also, went over Google Analytics data that showed an increase in traffic compared to the previous year. Visitors are hitting multiple pages and staying a long time. Less than 50% bounce. One trade association had embedded the SBEAP website into their page and there have been many views from that source.

○ **Promotional –**

Renee is doing the awards. In part due to lower participation, it is proposed that one person from each region be part of the review team. If there is no volunteer from the region, then the NSC regional representative will be on the review team. Also, more nominations are needed. There are often very few nominations.

Sara: Maybe there should be a webinar on nominating groups or state programs?

ECOS report on state small business resources included some SBEAPs, but not all. Tony is preparing a letter to send to the states on how to get in touch with ECOS to get added to the report or provide additional comments. Twitter content is needed! Anything a small business might be interested in is useful for Twitter content.

Jenna: CA has CoolCA for small businesses and that might be a good resource.

- **Annual Training –**
- **Annual Report Workgroup –** Annual report group will meet next week and the report request should follow up within 4-6 weeks after that.
- ❖ **Next NSC call –** November 7, 2:00-3:00 (eastern) – **Minutes to be taken by Region 6**
- ❖ **Action Items -**
Tony to send info on contacting Owen to be added to ECOS Green Report.

November 2017 SBO/SBEAP NSC Call

November 7, 2017 2pm – 3pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>

NSC MISSION

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

Minutes taken by Region 6

❖ **Roll Call-**

Chair: Tony Pendola-NC

Region 1: Sara Johnson-NH

Region 2:

Region 3: Jeremy Hancher-PA, Susan Tripp-VA, Nancy Herb-PA

Region 4: Donovan Grimwood-TN,

Region 5: MI: Jenifer

MN: Mike, Troy

IL: Annette, Michelle, Rick

OH: Brent

IN: Jennifer, Mark

WI: Lisa

Region 6: Dianne Wilkins-OK

Region 7: Nancy Larson-KS

Region 8:

Region 9: Jenna Latt-CA

Region 10:

EPA: R5 EPA: Rae Trine

SBA: Les Davies – R5 regional advocate

❖ **Approve minutes** - Approved as presented

❖ **Approve agenda** –

❖ **EPA Draft Strategic Plan – Annette Fulgenzi**

Through their comments state programs have the opportunity to promote compliance assistance activities. There was a short window for comment. Annette, working with Tony and Lisa, on behalf of the NSC (and without prior approval), drafted a comment letter on EPA's draft strategic plan. The letter was essentially a modification of the cover letter submitted with reg reform comments. The reg reform aspects were removed and this new version promoted SBEAPs as primary compliance assistance resources.

If EPA recognizes SBEAPs as CA resources there is an opportunity for increased support. The recognition that small businesses are more comfortable speaking with local state assistance providers than with EPA should favor SBEAPs.

❖ **EPA Sector Strategies revamp/Policy SBREFA Contact/Others**

Sector Strategies

- SBEAPs have done (are doing) great things — there is no need to “reinvent the wheel”
- SBEAPs offer a way out of regulations (deregulation); e.g. solvents (Subpart T)
- Is there an opportunity to partner with other EPA sections/divisions?
- Only R5 states have Autobody 6H resources (Tony's request: Can information be sent to states or Nancy for online distribution?)

- Questions: Do any other states have sector-based focus?
 - In R7, KS has Aerospace Solvent/TCE roundtables.
- Noticed that Smart Sectors program leads “Serve as ombudsmen within the Agency across program offices.” Has anyone had interaction with the contacts listed? No
- We should reach out to OECA contacts as they will play a role in compliance assistance efforts.
- ❖ **Annual Report Workgroup – Report due December 15**
 - IN hosting and will collect data using Survey Monkey
 - Some issues that had arisen during last year’s reporting have been clarified (such as multiple reporting sources in one state, difference in CY/FY budget reporting)
 - Survey Monkey will not save entries, so all data must be entered in one sitting. It is recommended that report be completed using hard copy supplied and then transferred to Survey Monkey.
 - This annual report data is critically important as it may be used by EPA to justify funding needs.
- ❖ **Subcommittee Updates**
 - **Technical –**
 - RICE presentation and discussion at last meeting
 - Seeking ideas for next meeting (*Subpart T suggested*)
 - There was short discussion on EPA issue with formaldehyde in compressor stations and formaldehyde health risk related to 2-stroke, lean burn
 - **Education –**
 - Lynelle will chair
 - Jeremy will work on mentor matching and annual data collection
 - Planned webinar, *How to do a Site Visit*, in January 2018
 - **Website –**
 - Last meeting 09/21; next meeting in January 2018
 - Orientation to website tomorrow
 - **Promotional –**
 - Webinar on *Tools for Behavior Change* recording available on website
 - Will begin discussion on Annual Training at next meeting
 - **Annual Training –**
 - Need a chair/cochair: Brent will be involved; Jennifer Collins will assist, Susan willing to help. Tony asks that they figure out how they want to structure the leadership and let him know.
 - EPA will provide funding
 - Location: DC area
 - June 2018?
 - We will be working with EPA contractors
 - Need a “robust” committee with good representation from each region
- ❖ **Region 5 update**
 - R5 meeting underway; Agenda includes:
 - Energy Star
 - Enforcement from EPA
 - Advanced monitoring techniques
- ❖ **CAP listserv**
 - Will use current listserv technology; get names to Nancy and she will get it going
 - If a state’s CAP members are on the listserv then the NSC representative should be included as well
 - Nancy will send message to main listserv requesting input

- ❖ **NAACA Permitting Call October 11th – Donovan**
 - Presentation by Jimmy Johnson
 - Discussion on 1993 document guidelines; Title V applied to both major and minor sources
 - Title V fee guidance documents being developed

- ❖ **ASBO Update – No update**
 - Ask about annual training contract
 - Ask how ASBO works with Smart Sectors and SBO

- ❖ **ASBO Award Recommendations**
 - Send recommendations for ASBO awards to Joan
 - Ask Joan for directives

- ❖ **Allied Updates**
 - **NAACA** – last call cancelled
 - **CAAAC** – No update
 - **ECOS** – No update

- ❖ **Next NSC call – Dec 5, 2017 at 2:00 ET – Minutes to be taken by Region 7**

- ❖ **Action Items –**

December 2017 SBO/SBEAP NSC Call

December 5, 2017 2pm – 3pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/493816917>
1-408-638-0968

NSC MISSION

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

Minutes taken by Region 7

❖ Roll Call-

Chair: Tony Pendola-NC

Region 1: Sara Johnson-NH

Region 2: Harry Ching-NY

Region 3: Jeremy Hancher-PA, Susan Tripp-VA, Nancy Herb-PA

Region 4: Donovan Grimwood-TN, Derek Bozzel-KY, Melissa Collier-MS

Region 5: Mark Stoddard-OH, Brent Goetz-OH, Jennifer Collins-IN, Lisa Ashenbrenner-Hunt-WI, Jenifer Dixon-MI

Region 6: Dianne Wilkins-OK

Region 7: Barb Goode-KS, Dan Nickey-IA

Region 8:

Region 9: Jenna Latt-CA

Region 10:

SBA: Les Davies – R5 SBA Regional Advocate was the guest speaker. He appreciated being at the R5 meeting that was synced with the November NSC meeting; interested in getting 10 advocates connected with 10 regions; what is the best way to get connected? Tony suggested one-on-one with regional rep; Lisa said regional advocates are welcome to attend SBEAP/SBO annual training and meet in person; Les said SBA regional advocates meet in D.C. every few months so could plan an advocate meeting the same time as the SBEAP/SBO annual training; Tony pointed out one of the dates is Small Business Week; Les commented that week does not affect Office of Advocacy as much as Small Business Administration (SBA), which focuses on getting regulatory info out; Les's boss is Mitch Tyner, Senior Advisor to the Chief Counsel and Director of Regional Affairs; other names mentioned include Kevin Bromberg, Assistant Chief Counsel for Environmental Policy; and Dave Rostker. Les deals with full range of Fed regs including SBA and EPA .

Tony gave history/background on NSBEAP website; suggested the regional SBA, advocates look at the NSBEAP website before meeting with SBEAP regional reps. Tony suggested giving Les Davies a list of NSBEAP regional reps and website address; after SBEAP and SBA reps meet, invite SBA to SBEAP calls, meetings, etc

SBA advocacy regional reps have six positions filled and four open; appointed positions.

SBA advocates hold roundtables for small businesses, visit small businesses, and publish comments to the agencies in DC on behalf of small business owners

Someone asked Les if he was familiar w/Regulatory Reform comments from SBEAP? They are more technical than he usually works with. Strategic agenda comment was basically just don't forget us.

Melissa C asked about the response been to the roundtables? Les reported they had 75 or 80 businesses at RTs; better attendance when regional advocate does outreach such as connect with chambers of commerces; businesses do comment during these meetings; productive meetings; could do even better with turnout

Lisa suggested we promote their RTs to our contacts

Les suggested one way to connect with organizations is through their newsletters-- offer to provide articles for their newsletters; Les will start giving us regular emails

Brent said RT in Cincinnati was worthwhile; Brent will be repository

Tony expressed his excitement for this collaboration.

Melissa asked if SBA has press releases or case studies showing successes of small businesses? Les will send the link.

❖ **Approve minutes** - Approved as presented

❖ **Approve agenda** – No agenda

❖ **Subcommittee Updates**

- **Technical** – Brent Goetz reported
 - Nancy Larson presented on Subpart T in Nov
 - Dec will be a brainstorming session on possible topics and potential presenters for 2018 meetings
- **Education** –
 - Next meeting is January 23rd and will be training on “how to do a site assessment.” This will feature three states and will be promoted via sbeap_main soon. Lynelle Ladd is coordinating.
- **Website** – Tony reported for Nancy
 - Website update webinar held Nov 8th. About 10 participated - one person was a newcomer. This webinar was hosted in place of the regular Nov meeting.
 - CAP listserv request by NSC –only one state with a CAP (NE) responded, so not enough interest at this time.
 - Next meeting Jan. 18
- **Promotional** – Sara reported
 - R5 article to SBA bulletin
 - Annual report is due Dec 15
 - Discussed annual training ideas
 - Letters sent to welcome EPA R1 Alexandra Dunn, formerly Executive Director of ECOS. We encourage every Region 1 SBEAP to send a letter as well. This is true for all new EPA RA. Every SBEAP should send a welcome letter, NSC annual summary, and their own brochure/contact info to their new EPA RA.
 - Letters to introduce NSC/SBEAP to SBA Administrators will continue as they are appointed
 - EPA Office of Air and Radiation – Tony commented he believes people are now being appointed.
- **Annual Training** – Susan Tripp reported
 - Met Nov 30th.
 - R6 and R10 did not have a representative yet
 - Connected with David Allen (filling in temporarily for Paula Hoag). He is interested in what training topics we might want for him to put in the contract; recognizes short deadline; NSC and subcommittees need to decide on topics to be contracted – contractors will find and pay presenters; what topics are beneficial to SBEAPs? Don't be afraid to ask “for the sky.”
 - Next meeting is Dec 14th to brainstorm topics
 - Looking at having the meeting during Small Business Week, Apr 29th - May 5th; let the committee know if that is a problem

- ❖ **R7 SBEAP Semi-annual meeting–**
 - Held Nov 14th at R7 EPA office
 - All four states represented
 - Deputy Administrator came to meeting and addressed questions about desire to work with SBEAPs more. All states plan to send letters to new administrator in Dec along with SBEAP flier.
 - Lynelle Ladd-KS, new Regional Rep with Jennifer Wittenburg-IA, new alternate
 - KS appreciative of R7 air program for helping to document that TCE users in Subpart T can get out of once-in, always-in if they eliminate TCE.

- ❖ **ASBO Update –** Joan did not provide one

- ❖ **ASBO Award Recommendations –** Not discussed

- ❖ **Allied Updates**
 - **NAACA –** No report
 - **CAAAC –** Dan reported by email that the CAAAC meeting is Dec 12 and regulatory reform was on the agenda. He requested the Steering Committee's letter to EPA regarding regulatory reform.
 - **ECOS –** So far no replacement has been named

- ❖ **Next NSC call – Jan 2, 2018 at 2:00 ET – Minutes to be taken by Region 8**
 - Some expressed concern with the date being the day after a holiday and would like to postpone it one week to Jan 9. This conflicts with the R5 SBEAP/SBO monthly call. The consensus was to leave the date alone as it was already on the schedule.

- ❖ **Action Items –**
 - Give Les Davies a list of NSBEAP regional reps, and website address

 - Jenifer Dixon offered to ask R5 to change their January meeting time