

January 2018 SBO/SBEAP NSC Call

Jan 2, 2018 2:00pm – 3:00pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
1-408-638-0968

NSC MISSION

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

Minutes taken by Tony/Lisa

❖ Roll Call-

Chair: Tony-NC

Vice Chair: Lisa-WI

Region 1: Sara Johnson-NH

Region 2: Harry Ching-NY, Ed Bakos-NJ

Region 3: Nancy Herb-PA

Region 4: Derek Bozzel-KY, Melissa Collier-MS

Region 5: Brent Goetz-OH, Renee Bashel-WI

Region 6: Dianne Wilkins-OK, Llyod Kirk-OK

Region 7: Nancy Larson-KS, Lynelle Ladd-KS

Region 8: N/A

Region 9: N/A

Region 10: Patrick Hoermann-KingCounty WA

EPA: N/A

Note: If you are calling into the meeting in addition to using Zoom, please click on your phone number in the Zoom participant list and change it to your name. This will help a lot with roll.

- ❖ **Approve minutes** – Approved unless Tony hears otherwise by end of the week. Editorial Note: No changes were submitted so December Minutes are approved

- ❖ **Approve agenda** – N/A

❖ Review of last meeting with Les Davies – SBA Regional Advocate for Region 5

- Les very enthusiastic about working with SBEAPs.
- NSC reps from other regions haven't contacted their regional advocates yet, not all regions have an advocate appointed.
- **Action Item: See SBA's website for list of advocates who have been appointed:**
<https://www.sba.gov/advocacy/contact-your-regional-advocate>
- Les will discuss SBEAPs with the other advocates so they are familiar with our programs.

Action item: Lisa will send Les a link to the NSBEAP website / contact information for regional NSC reps.

❖ Update from Tony - Health

❖ Proposed change to trade association SBEAP award (Renee) - Approved

- Expand award to include other business assistance providers beyond trade associations to generate more nominations and recognize other organizations we work with that aren't covered under an award category.
- Potential to strengthen our relationship with other entities.
- Organization still must have worked with an SBEAP to be eligible.
- Draft nomination form send to NSC before call. Provide any feedback to Renee by end of week.

❖ **ASBO update –**

- No word from Joan.
- Nominations for EPA Administrator Award for SBEAPs
 - No process outlined / don't know what information Joan needs to make nomination.
 - Joan or other EPA staff must make the nomination but we can make suggestions.

Action item: Tony will send a note out to the group inviting people to send Joan nominations. Editorial Note: Completed

❖ **SOP for newcomers**

- Sara developing info on what she does and how to get involved in the NSBEAP network for use by successors.
- Ideas sent to group requesting feedback. Will share final once approved. **Editorial Note: Completed**
- Possibility for Education Subcommittee webinar on knowledge transfer.

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

- **EPA** – Region 7 sent letter to new regional administrator, copied Joan.
- **EPA** – Llyod is meeting with his RA tomorrow.
- **SBA**

❖ **Subcommittee Updates**

○ **Technical (Brent) –**

- December call – discussed topics for 2018, have topics for first half of year.

Action item: Brent will forward list so Tony can send to NSC. Editorial Note: Completed

○ **Education –**

- January call – 3 SBEAP presenters will discuss how they do site visits in their state. Invitation send to SBEAP Main.
- Working on topic ideas for annual training.
- Jeremy working on mentoring coordination.
- Asked about web analytics for newcomer training video. Not able to get that specific.

○ **Website (Nancy) –**

- Next meeting Jan 18, 1:00 central.
- Archiving 2017 Annual Training page and setting up new 2018 page. Information on award nominations to be posted there.
- Giving Annual Training its own tab instead of including under Subcommittees tab.

Action item: Send Nancy most recent version of your compliance calendars. She will post examples of different formats.

○ **Promotional** – See proposed change to trade association SBEAP award

○ **Annual Training (Brent) –**

- Susan has not been able to get a hold of David Allen for info on contractor.
- Subcommittee moving forward on agenda items. Will be sending survey to determine interest in topics.
- 2.5 event days as in past.
- Suggestion for site visit to EPA HQ

○ **Annual Report Workgroup** – N/A

❖ **Next NSC call – February 6, 2:00-3:00 (eastern) – Minutes to be taken by Region 8**

February 2018 SBO/SBEAP NSC Call

February 6, 2018 2pm – 3pm
(Eastern)

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

NSC MISSION

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Minutes to be taken by Region 10

- ❖ **Roll Call- R1 Jerney Hancher, Lisa Ashenbrenner, Iynelle Ladd, Mark Stoddard, Nancy Herb, Patrick Hoermann, Sara Johnson, Tony Pendola, Derek, Brent Goetz, Derek Bozzell, Donovan Grimwood, Harry Ching, Lloyd Kirk, Susan Tripp, Jennifer Collins, Nancy Larson, Belinda Breidenbach**
- ❖ **Approve minutes** – Approved via no comments by 1/17
- ❖ **Approve agenda** –
- ❖ **Belinda Breidenbach** - ID New R10 rep – Acting for now, pending R10 vote process
- ❖ **EPA Contacts** – Assistant administrator of air – Tony has a pending call. Tony will be meeting with Triangle Park staff next week and will bring flier.
- ❖ **Annual Report Workgroup** – Survey is open until 2/22 if still need to submit, states are encouraged to submit even if their data is incomplete
- ❖ **Subcommittee Updates**
 - **Technical** – Jan. – generator improvement rules presented from the EPA, Feb. meeting will feature the NCAC
 - **Education** – Jan. 23 webinar on “how to conduct a site visit” 42 attended. Next meeting is in March
 - **Website** – Listserv glitch – please delay posting for a few hours. CAP listserv up, Annual Training has been elevated to horizontal from, Scholarships – only apply if will use
 - **Promotional** – SBA letters – include most current SBEAP flier, Twitter – number of characters allowed has increased to 280; submit nominations for SBEAP awards ASAP
 - **Annual Training** – Workgroup meets every two weeks, next meeting Thursday. Paula working with workgroup now. Logistics should be finalized shortly. Funding coming from EPA ASBO office. Bar bones conference, SBEAPs will have their own meetings instead of joint meetings with other small business week people. Can met and participate in their awards meetings. Sent out a survey monkey - 49 responses, 21 states did not respond. Of the 49 only 8 said they would not able to attend. Thirteen will likely apply for a scholarship. Highest rated topics of interest include meeting with OECA and OAQPS and partnerships. Need to secure EPA speakers now and specify what we want them to talk about. Potential to meet with trade association reps who will be in town for another meeting. Joan is looking into.
- ❖ **CAP listserve?** Done, Brent is posting and will gage interest in possible call
- ❖ **ASBO Update** – Lisa talked with Paula regarding the Annual Training and the EPA awards.
- ❖ **ASBO Award Recommendation Issues** – Deadline past, but still send if want to.

❖ **Allied Updates**

- **NAACA** – Call planned tomorrow – Air Toxics “once in always in”
- **ECOS** – Guidance sent out and looking for comments. Suggestion to discuss e-manifests on future Technical Subcommittee call.
- **CAAAC** – Dan

December 12th CAAAC meeting.

“EPA staff provided a review of EPA actions regarding regulatory reform, during the question period I inquired if they were aware of the letter the NSC wrote to EPA regarding regulatory reform? They were not so I told them I would forward the letter to them, which I did. They also informed the committee that they have created a website addressing EPA’s efforts on regulatory reform.

Bill Wehrum, Assistant Administrator provided an overview of EPA’s strategic plan, during this discussion I suggested EPA work directly with the NSC to get input regarding small businesses concerns. Also during this discussion, I inquired if EPA supports compliance assistance in this plan? They responded that they prefer assisting a facility including compliance assistance activities over enforcement.

There was a brief discussion on the Volkswagen settlement, NACAA has created a website at vwclearinghouse.org that summarizes individual states activities regarding the settlement.

Typically there is a spring meeting, but a date has not been sent. If the NCS committee has any questions please let me know and I will try and make the March call.”

- ❖ **Reminder to subcommittee chairs using recurring meetings – resent invite before each call so those new to listserv get the invite.**
- ❖ **Next NSC call – Mar 6, 2017 at 2:00 ET – Minutes to be taken by Region 8 (unless the WY Legislature runs long)**
- ❖ **Action Items –**

March 2018 SBO/SBEAP NSC Call

March 6, 2018 2pm – 3pm
(Eastern)

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

NSC MISSION

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Minutes to be taken by Region 1

❖ Roll Call-

Jon Roberts (?) – Does anyone know where he is from?

Chair: Tony (NC)

Vice Chair: Lisa (WI)

Region 1: Sara (NH)

Region 2: Harry (NY)

Region 3: Nancy Herb (PA), Susan (VA),

Region 4: Donovan (TN), Derek (KY)

Region 5: Mark (IN), Jenifer D. (MI), Jennifer C. (IN)

Region 6:

Region 7: Lynelle (KS), Barb (KS)

Region 8:

Region 9:

Region 10: Belinda (ID)

❖ Approve minutes – approved

❖ Approve agenda – Additions

NSC Annual Training meeting and strategy session:

- Need to work on collaborating with EPA.
- Monday night NSC meeting, all are welcome to attend and participate. Good for new people to attend to learn about NSC and how they can participate.
- Once in Always In should be a topic.
- Jennifer Collins – suggestion to send a survey prior to meeting to determine top priorities to be discussed at the NSC Strategy Session – possible topics:
 - Developing relationships with EPA
 - What regulations are important to us
 - Building ties with other small business entities
 - Cross promoting our programs.
- Sara to Jennifer – come join the Promotional Subcommittee, we would love to have you participate.

Action item: Brainstorm other possible NSC priorities that we may want to work on next year. Send to Tony/Lisa for discussion at NSC Strategy Session at Annual Training.

❖ EPA conference lines – New lines – email Paula or Joan your date/time for subcommittee calls

❖ Annual Report Workgroup (Jennifer Collins) – final data being compiled, should be ready for meeting in DC, 44 states participated

❖ Subcommittee Updates

- **Technical** – Chlorinated solvent discussion on this month's call
 - **Education** – Next meeting March 27 2:00 ET, webinar on site visits to be posted soon, looking for new topics which may be identify at annual training, how to encourage participation of other state programs
 - **Website** – Quarterly meeting with National Compliance Center, made suggestions for each other websites, Annual Training scholarship forms posted and due March 15, NSC will approve scholarships on March 16, registration is posted online for Annual Training, working with award workgroup on vendor
 - **Promotional** – Need twitter content, working on session for Annual Training, need volunteers to give 5-min talk on a promotional tool that worked or didn't work
 - **Annual Training** – Please register now if you think you will be attending so we can get a head count for hotel room needs for each night. In comment box, indicate if you are staying Thursday night and if you are positive you are attending vs waiting for approval. Hotel information will be available in a couple of days. Vendor working on link to hotel to reserve under the room block. Looking for speakers in the DC area including EPA. Will refine agenda as speakers are confirmed. Looking into cancelation policy for hotel.
- ❖ **CAP listserve** – No update, it is active with a few state CAPs on the list. Working on sending intro emails to generate discussion.
- ❖ **ASBO Update** (Lisa) – Mostly discussed annual training. EPA wants to rethink 2020 training being held during small business week. DC very busy this time of the year and expensive. Deputy Administrator meeting with trade associations that week. NSC chairs have been invited in the past, but don't yet know if they will be invited to attend this year.
- ❖ **Allied Updates**
- **NAACA** – Improvements to ECHO, EPA audit programs and self disclosure programs
 - **ECOS** – Tony talked to Kelly Poole, may come to training and present on e-enterprise, no executive director yet.
 - **CAAAC** – NA
- ❖ **Next NSC call – April 3, 2018 at 2:00 ET**

Action item: Brainstorm other possible NSC priorities that we may want to work on next year. Send to Tony/Lisa for discussion at NSC Strategy Session at Annual Training.

April 2018 SBO/SBEAP NSC Call

April 3, 2018 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 2

❖ Roll Call-

Chair: Tony (NC)

Vice Chair: Lisa (WI)

Region 1: Sara (NH)

Region 2: Harry (NY), Ed (NJ)

Region 3: Jeremy (PA)

Region 4: Donovan (TN), Derek (KY), Mellissa (MS)

Region 5: Mark (IN), Jennifer C. (IN)

Region 6: Lloyd (OK)

Region 7: Lynelle (KS), Nancy L. (KS)

Region 8: Landon (WY)

Region 9: Scott (AZ)

Region 10:

❖ Approve minutes – approved.

❖ Approve agenda – Tony: Bill Wehrum – EPA Office of Air and Radiation confirmed for Annual Training on Thursday afternoon. Clint Woods may also attend and speak on once-in-always-in with Tony.

❖ EPA conference lines – Do we foresee a need for this in the future? NSC group is fine with continuing to use Zoom, and Kansas has set up reoccurring meetings. We are able to use Zoom even if Kansas is not on the call, although some features will not be available. If anyone would like to use Zoom for anything not related to National SBEAP, you can set up your own free account.

❖ NSC Strategy Session ideas – On Wednesday of our training. Didn't have much time for this session last year's. One of our main focuses will be working more with EPA, including OAQPS. Focus on understanding new administration's strategy, goals and terminology so we can speak their language. Discussion of year in review and possibly having a "world café" with each table discussing one idea and reporting back to group. Tony's focus has been on developing relationships with partners. Room is set up as classroom style for approximately 60 attendees.

❖ Subcommittee Updates

- **Technical** – Mark - April 19 Zoom call on advanced air monitoring - thanks Brent. June 19 - someone with Ohio will talk about P2 and their compliance toolkit. Mark will not be available, so someone is needed to facilitate. Rae Trine will speak on solvents in July. August will be on reinforced plastic. September – Mark is trying to get someone to speak on surface coating. Brent has left so subcommittee needs a co-chair.
- **Education / Annual Report** – Lynelle – March 27 meeting was brainstorming. May meeting at Annual Training. Nancy and Jennifer C. will present annual report. Nancy - Annual Report is in draft form. The data represents 42 programs in 38 states. This is a record number of states reporting! Next call on July 24 and will include further brainstorming.

- **Website** – Met last month. Actively working with Annual Training workgroup to keep website updated for annual training. Now have 9 list serves.
- **Promotional** – Sara - call last month, talked about annual training session and awards process. Writing press release for awards which will go out after ceremony. Sara stepping down and the group needs to fill the chair position and/or decide how to move forward.
- **Annual Training** – Jennifer - planning meeting weekly; it is looking great! Waiting on confirmation from Pew and trade associations. Leslie is sending speaker confirmation letters. Cheaper pricing outside hotel block? Registrations around 30 now. Nancy will reach out to states not registered. NSC meeting on Monday night will include mentor matching for newcomers.
- ❖ **CAP listserve** – Brent send 2 or 3 introductory messages. Would be good for someone to send something once a month. Anyone want to take over?
- ❖ **ASBO Update** – Lisa - been focusing on annual training. Joan will speak on Tuesday morning along with the OSDBU director. Invitation sent to trade associations. EPA may not have a Deputy Administrator trade association meeting, since they don't have someone in that position. Will break for lunch after EPA award ceremony, but everyone needs to return on time because they will need to be escorted to room. Haven't heard from Administrator Pruitt yet but Joan/Paula will be reaching out.
- ❖ **Allied Updates**
 - **NAACA** – no update.
 - **ECOS** - will have speaker coming for the training.
 - **CAAAC** – Dan – Will not be a meeting until fall.
- ❖ **Next NSC call** – April 30, 2018 at 6:00 ET – Monday night pre-training at T.J. Stones. All are welcome.
- ❖ **Action Items** – Reach out to your trade association contacts and invite them to attend training.

June 2018 SBO/SBEAP NSC Call

June 5, 2018 2pm – 3pm (Eastern)

Zoom Meeting:

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

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

NSC MISSION

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

Minutes taken by Region 3

❖ **Roll Call-**

Chair: Lisa (WI)

Vice Chair: Jennifer C. (IN)

Region 1:

Region 2: Ed (NJ)

Region 3: Jeremy (PA)

Region 4: Tony (NC), Derek (KY)

Region 5: Mark (IN), Jenifer D. (MI)

Region 6: Lloyd (OK)

Region 7: Nancy (KS), Lynelle (KS)

Region 8: Liz (CO)

Region 9:

Region 10: Belinda (ID)

❖ **Approve minutes** – approved

❖ **Approve agenda** – approved

❖ **New Vice Chair and regional reps/alts**

- Jennifer Collins is new NSC vice chair. Congratulations to Jennifer and thank you to Derek and Lloyd for volunteering!

○ **New reps/alternates:**

1: Sara (NH)

2: Ed (NJ) & Harry (NY)

3: Jeremy (PA) & Nancy H. (PA)

4: Derek (KY) & Melissa (MS)

5: Jennifer C. (IN) & Annette (IL)

6: Lloyd (OK) & Dianne (OK)

7: Lynelle (OK) & Jennifer W. (IA)

8: Landon (WY) & Liz (CO)

9: Scott (AZ) & Eric (NV)

10: Belinda (ID) & Patrick (WA)

❖ **Recap of Annual Training**

○ **Bill Wehrum – Assistance Administrator for OAR**

Big thanks to Tony for making connections with EPA at annual training. Belinda sent out summary of comments from meeting with Bill Wehrum.

No official ASBO call at end of last month. Joan & Paula to meet with Bill Wehrum as follow-up to meeting at annual training. We should be patient in terms of seeing if EPA

follows up. Good sign that Clint Woods was talking extensive notes during the session. Belinda thinks it would be a good idea to take a photo of the note and then email it to Bill Wehrum. Hand written thank you note was sent out weeks ago. Also one was sent to Clint as well. Tony sent thank you notes.

- Action Item - Can we find out when Joan's meeting is scheduled?
- Action Item - Lisa to follow-up with Joan regarding notes taken by contractor during meeting.

- **NSC Strategy Session summary and next steps**

We should pick a couple of things & prioritize them. Lloyd got us a meet & greet with Kenneth Wagner, Senior Advisor to the Administrator for Regional and State Affairs, before our meeting with Bill Wehrum. Tony sent him a follow-up; we may hear from him soon. Kenneth acts as liaison for all the regions.

We had a great session with trade associations – they seemed engaged & receptive. We should figure out what we want out of our meeting/session with the trades. Need to plan ahead & think about it.

- A few of the strategy items that were discussed:
 - It is becoming increasingly important for EPA to remain engaged in our program.
 - [507 guidelines](#) – Bill Wehrum may have seemed least receptive to redoing the guidelines. Focus of guidelines on how OAQPS should implement the program. Tony sent guidelines to Bill ahead of our annual training. Perhaps we should get around 3 people to go through strategy list and our comments to Bill and draft what we would like to see if revised. Jennifer, Lisa and Tony will volunteer.
 - Action Item - Can we get a copy of what Tony briefed Bill on ahead of the training? Lisa will send.
 - Action Item – Let Lisa know if anyone else is interested in joining the workgroup.
 - What regions are most active in terms of regional liaisons? Regions 5, 7, and 3. Even still, the ones that are active wear many hats. In Region 10, EPA directs questions to a generic hotline. Everyone agreed having a regional liaison is important.

- ❖ **ASBO Update – did not meet.**

- ❖ **Reschedule July call? (currently July 3)**

- Action Item - Lisa to put together doodle poll to find best day/time.

- ❖ **Subcommittee Updates**

- **Technical** – call on 6/19 to be headed up by Dan Sowry & Jennifer Collins regarding P2. Following call will focus on chlorinated solvents with Rae Trine from EPA Region 5. American Coatings will talk on a future call regarding surface coating.
- **Education / Annual Report** –
- **Website** – If any regional reps/alternates want an updated head shot, please let Nancy Larson know. Subcommittee chairs notify if you want any changes to your web pages. Also, if anyone needs to use Zoom, please let Nancy know.
- **Promotional** – There may be a new chair for promotional subcommittee. Official word to come soon.
- **Annual Training** –

- ❖ **Allied Updates**

- **NAACA** –
- **ECOS** -
- **CAAAC (Dan)** – Will not be a meeting until fall.

❖ **Next NSC call – July 3, 2018 at 2:00 ET** – Doodle Poll to determine if it should be rescheduled.

❖ **Action Items –**

- Can we find out when Joan's meeting is scheduled?
- Lisa to follow-up regarding notes taken by contractor during meeting.
- Can we get a copy of what Tony briefed Bill on ahead of the training? Lisa will send.
- Let Lisa know if anyone else is interested in joining the workgroup.
- Lisa to put together doodle poll to find best day/time for July call.

July 2018 SBO/SBEAP NSC Call

July 3, 2018 2pm – 3pm (Eastern)

Zoom Meeting:

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

(646) 876-9923 or (669) 900-6833

Meeting ID: 316 660 0104

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Minutes taken by Region 4

❖ **Roll Call-**

Chair: Lisa (WI)

Vice Chair: Jennifer C. (IN)

Region 1: Sara (NH)

Region 2: Harry (NY)

Region 3: Nancy H. (PA)

Region 4: Tony (NC), Donovan (TN), Derek (KY)

Region 5: Mark (IN), Annette (IL), Lisa (WI), Dan (OH)

Region 6: Lloyd (OK)

Region 7: Nancy L. (KS), Barbara (KS)

Region 8:

Region 9: Eric (NV)

Region 10:

❖ **Approve minutes** – approved

❖ **Approve agenda** – approved

❖ **Region 8 alternate** – **Liz retiring**, no other volunteers for alt.

❖ **Annual Training:**

○ **2018 debrief**

- Planning Subcommittee debrief call 6/14 (summary doc shared)
- Paula shared training summary and evaluation results from contractor – posted on National SBEAP.
- Very positive feedback (except some hotel issues).
- Thank you send to Joan and staff.

○ **2019 planning**

- Ohio and Nevada had expressed interest in hosting.
- Region 5 Headquarters in Chicago – Paula discussed R5 hosting with Andy Anderson, Region 5 RSBL. Conference rooms on hold for 5/7-5/9 and 5/14-5/16.
- One-page info/question sheet sent to SBEAP_main for states interested in hosting to explain what they could offer/logistics. Had developed one for CO. Nancy (KS) will see if it is still present in Dropbox.
- Lloyd (OK) has been working with regional group to try to get region (states) more active and maybe hosting. Depends on activity level within the states.

❖ **ASBO Update**

○ **Bill Wehrum follow up**

- Joan and Paula had planned to follow up with EPA Assistant Administrator of OAR Bill Wehrum, but have not been able to schedule meeting yet.

- Plan to have emphasis on RSBLs when meeting does happen and developing a point of contact with OAQPS.
- **RSBLs**
 - Gary Bertram (R7 RSBL) is planning to retire. He is working on bringing a new RSBL on board and start working with R7. Nancy (KS) connected Gary with Steve Donohue (R3 RSBL) who was at the Annual Training along with Paula to set up an RSBL call.
 - Suggested a semi-annual or quarterly call to help keep RSBLs active and connected.
- **OSDBU activities and strategic plan**
 - Working on the strategic plan at the OSDBU and rule-writing database updates.
 - Plan is looking at participating more on rule writing groups and maybe involving the SBEAPs more.
 - Paula thinks the plan will be out for comment next week and is supposed to be a 5 year plan for entire office. Paula will send draft to us for comment.
- **EPA Office of Pollution Prevention**
 - EPA/P2 staff attended our training and there is interest in SBEAP cooperation.
 - P2 grants from regional offices.
 - Discussed annual training grant issues and there may be upcoming grant writing training. Nancy (KS) sent out information on grant writing webinar for August. [EPA Webinars](#) and [Grants.Gov](#). These and additional information linked on [SBEAP/SBO resources](#) page.
 - Jennifer (IN) has had experience with P2 grants and grant management and may be a resource for those looking to learn more about them.
 - P2 staff met with Paula and Joan to discuss our programs.

❖ **507 Guideline review workgroup**

- In process of scheduling first meeting.
- Goal to clarify roles for OAR to more formally address 507 program needs to connect with EPA.
- Joan/Paula looking into process for potentially setting up MOU with OAR/OAQPS. Could expand into other media in future.

❖ **Subcommittee Updates**

- **Technical Subcommittee**
 - Donovan (TN) has agreed to be co-Chair of the Technical Subcommittee.
 - Donovan (TN), Barbara (KS), and Lynelle (KS) will be presenting on Reinforced Plastic Compounds on July 17th call.
 - August call: Rae Trine (EPA) is scheduled to speak on the solvent outreach project.
 - September: Ben Jarvis (ID) presenting on methylene chloride stripping.
 - October: David Darling (American Coatings Association) presentation.
 - November: NPDES?
 - December: Plan for 2019.
 - Patrick (WA) had requested a NPDES update. Working on getting contacts to speak on the subject. There appears to have been an update in 2018, but not sure if finalized. Daryl (HI) thinks there may be a hold on NPDES currently. EPA has said some changes to storm water related to MS4. Patrick had some particular questions relating to power washing, especially cedar plank roofs. EPA sees it as potentially an illicit discharge to storm water. Donovan (TN) noted that there was a series of videos that demonstrate [Best Management Practices](#) for power washing of buildings that specifically note how to prevent entry into storm water and cleanup.
- **Education**
 - Annual report published using 2016 data. Discussed collecting 2018 data first quarter of 2019 to try and keep the data more fresh. Next call is July 24th at 1 PM CST.
- **Website**
 - Next call July 18th at 2 pm EST. Asked for updates to contacts and will be updating subcommittees. Tony (NC) will provide an update for paint companies (links in Auto Body section have changed).

- **Promotional**
 - Still need a Chair or co-Chair.
 - Annette (IL) suggested including building partnerships with associations and other groups through the Promotional subcommittee as part of their goals.
 - Sara (NH) suggested that we encourage people to volunteer for a leadership role within a subcommittee as a great way to build experience and familiarity with and within the NSC.
- **Annual Training** – See above.

❖ **Allied Updates**

- **NAACA (Nancy H.)** – Most recent items may not have much small business effect. However extension of compliance deadline on NSPS may occur for wood heaters. NACAA is opposed to the extension. EPA wants to develop a new test method using cord wood rather than crib wood to be more real-world accurate. Step 2 standard should be in 2020.
- **ECOS** -
- **CAAAC (Dan)** – Will not be a meeting until fall

❖ **Next NSC call – August 7, 2018 at 2:00 ET**

❖ **Action Items –**

- **Lisa will share OSDBU's draft strategic plan when Paula sends it.**

August 2018 SBO/SBEAP NSC Call

August 7, 2018 2pm – 3pm
(Eastern)

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(646) 876-9923 or (669) 900-6833
Meeting ID: 316 660 0104

NSC MISSION

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Minutes taken by Region 5

❖ **Roll Call-**

Chair: Lisa (WI)
Vice Chair: Jennifer C. (IN)
Region 1: Sara (NH), Celia Riechel (VT)
Region 2: Harry (NY)
Region 3:
Region 4: Tony (NC), Derek (KY)
Region 5: Mark (IN), Annette (IL), Lisa (WI)
Region 6: Lloyd (OK), Dianne (OK)
Region 7: Barbara (KS)
Region 8:
Region 9: Eric (NV)
Region 10: Patrick (WA), Belinda & Katie Sewell (ID)

❖ **July minutes** – approved

❖ **August agenda** – approved

❖ **New Region 1 alternate** – Celia Riechel (VT)

❖ **2019 Annual Training** – Chicago, IL

- **Complete survey**, <https://www.surveymonkey.com/r/sbeap-sbo-survey>, by Friday, August 10, 2018 to choose May 7-9 or May 14-16, 2019 for the event.
- Andrew, EPA has **reserved space**, but needs to finalize reserved space soon

❖ **ASBO Update**

- **P2 Collaboration – opportunity & funding**
 - Developing a **“white paper”** to provide a framework for wording towards common/similar goals – using methods of providing compliance assistance which incorporate pollution prevention
 - **Funding sources** – Pollution prevent and/or performance partnership grants; obligations may be considered onerous and the amount must be stretched to serve more interested parties.
- **Bill Wehrum follow up**
 - Paula has yet to meet with EPA Assistant Administrator of OAR Bill Wehrum.

- Tony – “Things are looking up. We (SBEAP) look forward to having a better presence with OAQPS.”
 - **OSDBU activities and strategic plan**
 - Still working on the 2 or 5 year strategic plan.
 - Will be made available to SBEAP for comment/input when available.
 - **Bulletin**
 - Not receiving; not including SBEAP articles
 - Should be distributed to SBEAP Main.
- ❖ **507 Guidelines review workgroup**
- Updates/getting thoughts together
 - Establishing/refining clear/concrete roles/responsibilities with tangible objectives & targets.
 - Establishing/enhancing a working relationship with existing or future regional small business liaisons (RSBL) affiliated with EPA.
- ❖ **Pew report** – webinar tentatively scheduled for August 15, 2018 to share knowledge gained from some interviews followed by a report on the following day; it includes information regarding the Ohio EPA’s SBEAP program; Dan Sowry involved.
- ❖ **Subcommittee Updates**
- **Technical Subcommittee**
 - **August 21:** “Making the Case for Voluntary Reductions in the Use of Halogenated Solvents,” Rae Trine, EPA Region 5
 - **September 18:** Ongoing evaluation of alternatives to MeCl paint strippers – Ben Jarvis, Idaho
 - **October 16:** David Darling, American Coatings Association – need to refine topic
 - **November 20:** NPDES improvements, Frank Sylvester, EPA, Office of Wastewater Management
 - **December 18:** Planning for 2019 or a topic should an opportunity present itself
 - 2019: Materials Marketplace, John Bradburn (***EPA Region 6 including the states has RENEW waste exchange***); There was some collaboration involved – Lloyd, OK attend a presentation; both Lisa and Donovan are familiar.
 - **Education**
 - Survey to be conducted.
 - 4/5 ideas to be refined which include confidentiality & P2
 - Encourage/motivate/cajole those state programs nominally within SBEAP to be active/more active possibly through/by others in the same region
 - **Website**
 - Annual training postings are on line
 - Provide photo images – SBEAP regional reps – for those who have yet to do so
 - Review for possible updates

- Meeting with representatives of the national compliance assistance centers - <http://www.complianceassistance.net/>
- Meeting Friday, August 10, 2018 at 10 am CST to consider web site changes. As an example, should we include information regarding emission calculations.
- **Promotional** - Still need a Chair or co-Chair
- **Annual Training** – Including above; establish a subcommittee for planning

❖ **Allied Updates** – none

❖ **Impromptu meeting?** – Patrick Hoermann, Washington informed us that Kathleen Compton, EPA Region 10 located in close proximity to his office requested a face to face meeting with Patrick which is scheduled for Wednesday, August 8, 2018.

❖ **Next NSC call** – Based on scheduling, would be the day after Labor Day, Tuesday, September 4 at 2:00 ET; giving consideration to the following Tuesday; will send survey

❖ **Action Items** –

- **Lisa will share OSDBU's draft strategic plan when Paula sends it.**

September 2018 SBO/SBEAP NSC Call

September 12, 2018 2pm – 3pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
(646) 876-9923 or (669) 900-6833
Meeting ID: 316 660 0104

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: Lisa (WI)
Vice Chair: Jennifer (IN)
Region 1: Sara (NH)
Region 2: Ed (NJ)
Region 3:
Region 4: Tony (NC)
Region 5: Mark (IN)
Region 6: Lloyd (OK)
Region 7: Nancy (KS)
Region 8:
Region 9:
Region 10: Patrick (WA)

❖ **Approve minutes** – Approved

❖ **Agenda repair** – None

❖ **ASBO update** – Lisa and Jennifer

○ **P2 collaboration**

- Region 5 P2 staff producing white paper for Region 5 administrator including how they can work with SBEAPs. Could be replicated in other regions.
- Michigan retired engineers group and Ohio SBEAP/P2 staff have done P2/Compliance Tech Assistance assessments. May ask them to present during Annual Training.
- P2 program at EPA headquarters attended 2018 Annual Training and met with Joan and Paula afterwards to discuss collaboration with SBEAPs.
- Nancy L. presented SBEAP info on EPA P2 coordinators call.
- P2 staff could serve as RSBL. Might not know a lot about regulatory programs, but they would know who to contact. P2 better than a public affairs person for regional liaison.
- Each region could have a P2 contact.

○ **2019 Annual Training**

- Jennifer – May 14-16 Chicago

- Confirmed space is reserved
 - Convene planning committee for hotel blocks, etc. Chair/co-chairs to be determined.
 - Paula will attend planning calls.
 - Joan/Paula – small business week before training
 - Sara – invite one from each committee and one from each region on planning committee
 - Sara – other concern is promotional awards, no chair
- **OSDBU / OAR follow-up**
 - Joan gave update on her program – No budget approved, operating under assumption they will not have money under procurement side.
 - Still have money to hire contractor for 2020 training in DC
 - Some money for regional travel - can come to annual training
 - No money for new grants. Website grant will continue.
 - Joan still plans to meet with Bill Wehrum. Sara – Should we follow-up on this?
 - Tony – Clint will be talking to him. Think by next NSC meeting will have update.
- **OSDBU Strategic Plan**
 - Will go out for external comments once changes made from internal review.
 - SBEAP will have chance to review.
- **RSBLs**
 - Joan talked about EPA's list of guidelines – still on website but old, includes some direct comp assistance that used to be done.
 - Joan can't dictate to regions who to assign to RSBL role. Don't want to scare off potential RSBLs with long list of tasks.
 - May get RSBLs to join NSC calls
 - Critical roles
 - Making connections between agency and SBEAP. Help us find right people in region to talk to. Make sure regional EPA staff know about SBEAPs.
 - Keep us informed about what's going on in region. Look for opportunities to involve SBEAPs.
 - Patrick – did you have meeting with regional people? – met Kathleen Compton Region 10. She will join their regional calls. P2 person.
 - Making progress on getting additional RSBLs
 - Paula facilitating quarterly RSBL calls. Will provide us basic notes.

❖ **Pew report released**

- Webinar presenting findings, Tony asked to speak on SBEAPs
- Report cut down a lot. Lot of SBEAP info removed.
- TN OSHA Consultation Services reached out to Donovan after learning of SBEAPs from webinar. Could have them present on their program for Education Subcommittee call or at Annual Training.
- Lisa – will send us webinar if available

❖ **Subcommittee Updates**

- **Technical –**
 - Mark – thanks Nancy for discussion on TCE
 - Nancy did solvent outreach – discussed historic contamination in Wichita, KS

- Next call – referral by Belinda – Ohio P2 program – talk about alternatives to methylene chloride - Sept 18th 2:00 pm
 - Oct call – David Darleen – American Coatings Association – discuss surface coating
 - Hope to talk about alternatives to TCE

- **Education / Annual Report –**
 - Sara – webinar in 2 weeks on confidentiality rescheduled for Nov
 - Regular planning call next time
 - Lynelle sent survey on confidentiality – one person from each state respond
 - Annual report – 4 people on committee, will look at form, tweak and send out this fall, begin training on submitting data early next year

- **Website – Nancy**
 - Updates - finished 3rd full year – sent comprehensive report to EPA
 - Not much participation on website committee
 - Webinar on what’s new on the website – late October
 - Instead of scheduled meetings – send out Doodle – do meeting 3-4x year to get more participation
 - In absence of promotional committee – put a column on website and newsletter – Ask Enviro Mike? Something a small business might ask. Ask a compliance question with brief response/link to resources. Contact Nancy with ideas.
 - Suggestion from NSC – gather state calculators
 - Tech Subcommittee will have future call discussing web tools.
 - Nancy submitted proposal to speak at Associated General Contractors of America Convention - Focused on air permitting

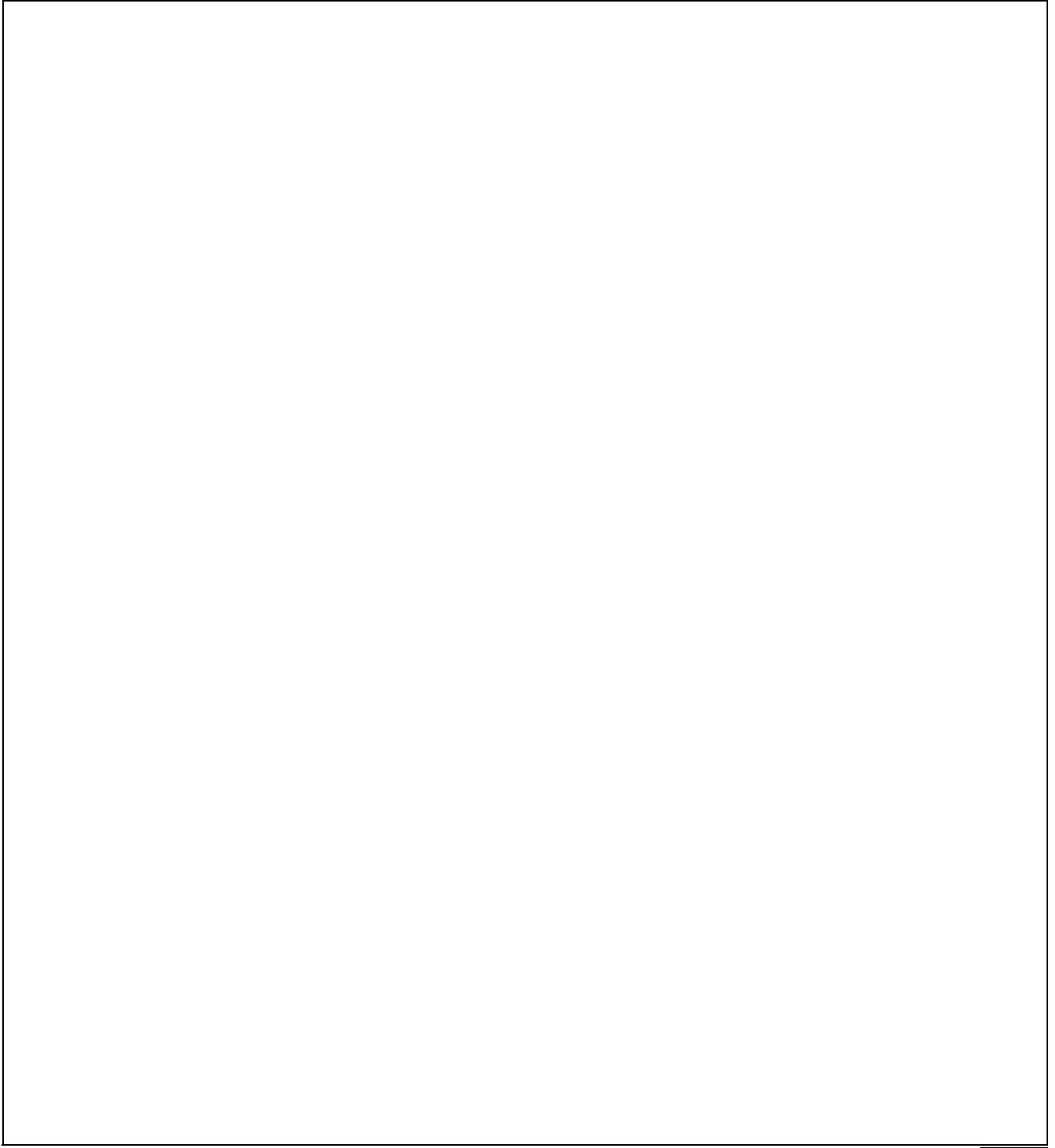
- **Promotional – chair or co-chair interest?**
 - Need someone to do awards.

- **Annual Training –** see above

- ❖ **Allied Updates**
 - **NAACA –**
 - **ECOS (Donovan)** – Resolutions on OIAI and CAA funding being allowed to sunset. Does not mean ECOS endorses change to OIAI policy. Some think it went too far.
 - **CAAAC (Dan)** – Dan attending fall meeting.

- ❖ **Next NSC call – October 2, 2018 at 2:00 ET (Jennifer will lead)**

- ❖ **Action Items –**
 - **Regional reps – choose someone to represent your region on Annual Training Planning Committee.**
 - **Lisa will see if Pew webinar was recorded and share if available.**



October 2018 SBO/SBEAP NSC Call

September 12, 2018 2pm – 3pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
(646) 876-9923 or (669) 900-6833
Meeting ID: 316 660 0104

NSC MISSION

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

Minutes by Region 7

❖ **Roll Call-**

Vice Chair: Jennifer Collins (IN)

Region 1: Sara Johnson (NH)

Region 2: Ed Bakos (NJ)

Region 3: Nancy Herb (PA)

Region 4: Derek Bozzell (KY), Tony Pendola (NC)

Region 5: Mark Stoddard (IN), Annette Fulgenzi (IL)

Region 6:

Region 7: Barb Goode (KS)

Region 8:

Region 9: Eric Florio (NV)

Region 10: Belinda Breidenbach (ID), Patrick Hoermann (WA)

❖ **Approve minutes** – Approved

❖ **Agenda repair** – None

❖ **ASBO update – Jennifer C.**

- **OSDBU strategic plan** – Jennifer emailed the NSC a copy of the plan; the plan is written more general/high level and will get more specific as it gets implemented; SBEAP was mentioned one time in Section 2.3. Section 3 mentions plans regarding small business and connecting with small business.
- **Website grant in 4th year** – choosing next website manager will need to be a competitive process; could make it competitive among SBEAPs only; KS could compete again; website domain is transferable as agreed upon between EPA and KS (current manager); Paula is looking into the specifics of transition.
- **Deputy Administrator's trade association meeting Nov 6** – received an invitation to attend by conference call in listen-only mode. Lisa and Jennifer will attend. There was disappointment and discussion about comments not being received. Jennifer will confirm.

❖ **Annual Training**

- Still need rep from regions 1, 2, 3, 6, 8, 9 on Planning Committee – Sara asked someone from each Region 1 state but couldn't get a volunteer; Ed Bakos will represent R2; Lee Ann Briggs, R3; and Eric Florio, R9. Since R5 will be hosting, Annette will work with the planning.

- Poll will go out to choose regular meeting time
- Renee Bashel will handle awards.

❖ Subcommittee Updates

- **Technical** – Mark reported presenters for the next couple months; Dec will be a planning, open discussion meeting. Suggestions for future meetings are always welcome. Presentations will be recorded and posted as much as possible.
- **Education / Annual Report** – no report
- **Website** – hosting a Website update and forum Nov. 27 at 11 a.m. CST. The date was determined by a doodle poll and an invitation was sent out via “SBEAP Main.”
- **Promotional** – Need someone to take over awards! [*Lisa emailed that Renee Bashel will head up awards.*] Jennifer, after unsuccessfully trying to recruit a Promotional Committee leader at this meeting, will lead the next promotional meeting. At the meeting, the committee will come up with projects and designate leaders for each.
- **Annual Training** – Planning Committee so far: Jennifer Collins-NSC; Lisa AshenbrennerHunt-NSC; Donovan Grimwood-Technical; Nancy Larson-Website; Ed Bakos-R2; Lee Ann Briggs-R3; Donovan-R4; Jennifer, Lisa, Renee Bashel, and Annette Fulgenzi-R5 (host region); Jennifer Wittenburg-R7; Eric Florio-R9; Belinda Breidenbach-R10; and Paula Hoag-EPA.

❖ Allied Updates

- **NACAA** – Nancy Herb reported that EPA is accepting early input through 10-26-18 into the development of the FY 2020-2021 National Program Guidance for the Office of Enforcement and Compliance Assurance (OECA). There will be another opportunity later to submit comments (during a formal comment period); Nancy will send contact information to Lisa and Jennifer if they want to provide comments. General transition from a national enforcement initiative to national compliance initiative is happening. On the regulatory side, PA DEP is seeing more effort by EPA to improve communication and coordination.

Annette or Tony will send to Lisa and Jennifer a copy of the last comment letter sent to NAACA.

- **AAPCA (Assoc of Air Pollution Control Agencies)** (*To be added to future list of allied updates*) – Tony reported he plans to attend the fall meeting Nov 13-15 in Raleigh, NC; Clint Woods, Deputy Assistant Administrator, Office of Air and Radiation, used to be AAPCA’s executive director. A similar, Carolinas-centric organization, CAPCA will meet Oct 24-26 in Myrtle Beach.
- **ECOS (Donovan)** – no report; Tony looked at their [Green Report](#) recently and it listed several SBEAPs; found out an intern compiled the list based on websites searched; any State can still send in updates it will get updated in the Green Report; Tony sent in a paragraph; send updates to Owen McAleer at omcaleer@ecos.org.
- **CAAAC (Dan)** – no report

❖ Next NSC call – November 6, 2018 at 2:00 ET

- ❖ **Action Items** – send doodle poll to Annual Training Committee; set up next Promo Comm; find out whether trade assoc mtg will allow comments; Nancy Herb-send NACAA comments contact info to Lisa and Jennifer

November 2018 SBO/SBEAP NSC Call

November 6, 2018 2pm – 3pm
(Eastern)

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
(646) 876-9923 or (669) 900-6833
Meeting ID: 316 660 0104

NSC MISSION

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Minutes taken by Region 10

❖ **Roll Call-**

Chair: Lisa (WI)

Region 1: Sara (NH)

Region 2:

Region 3: Nancy H. (PA), Jeremy (PA)

Region 4: Donovan (TN)

Region 5:

Region 6: Lloyd (OK), Dianne (OK)

Region 7: Nancy L. (KS), Lynelle (KS)

Region 8:

Region 9:

Region 10: Belinda (ID), Patrick (WA)

❖ **Approve minutes** –Approved

❖ **Agenda repair** –

Environmental Law Institute – Contacted Lisa earlier today regarding possible opportunities for cooperation with SBEAPs. Non-partisan think-tank in D.C. with goal to advance environmental policy and going beyond compliance. Now working with micro breweries and other emerging industries. Interested in attending annual training but first invite them to participate in an NSC call to learn more about what they do. Donovan recommended that someone check with their State's legal counsel for more info on the organization. Jeremy asked if ELI is a 501.c.3 organization – they are. A membership fee is required but not yet clear if we would need to become members to work with them.

❖ **ASBO update** –

- **OSDBU Strategic Plan** – Five year strategic plan has been developed. Implementating one piece at a time. Not sure what focus will be on for coming year. Joan and Denise are getting out to regions and would like to attend meetings, events or training where small businesses are present. An example would be the Region 4 SBEAP meeting Joan recently attended. Will highlight events they attend in Bulletin. Send event ideas to Lisa or directly to Joan. Nancy suggested inviting Joan and Denise to training events.
- **RSBL quarterly call**-conference calls, Paula hosting, new Region 10 representative Kathleen (Kat) Compton participating in calls, along with representatives from Regions 3, 5 and 7. Lisa, Nancy and Sara commented that RSBLs want the calls to be a “safe place” and might hesitate to have NSC representatives participate. Nancy suggested asking for a few minutes at the beginning of their calls, as an update only, and then leave the meeting to protect their privacy. The main webpage could also be used to share information. Belinda suggested asking for the

RSBLs to participate in the annual training. Nancy suggested a session on “meet your RSBL”, if even only virtually.

- **Deputy Administrator’s trade association meeting Nov 6** –Occurred today but Lisa and Jennifer were not able attend. Meeting was held in-person only, because room was not set up for audio as originally hoped. Asked if Joan could mention SBEAPs and/or include link to national website in follow-up materials. Was decided this was not appropriate, because this was the Deputy Administrator’s meeting, not OSDBU’s. Joan plans and hosts the meeting. Not able to share complete minutes, but will include list of issues trade associations brought up for discussion so we can get a sense of their concerns. Will also request list of attendees.

- ❖ **Annual Training**-Jennifer C. to send a Doodle poll. Meetings will begin soon. Annette arranging a block of rooms. A small registration fee will be collected in order to provide refreshments. Joan will arrange for speakers from the USEPA. Region 5 RSBL can also help with speakers.

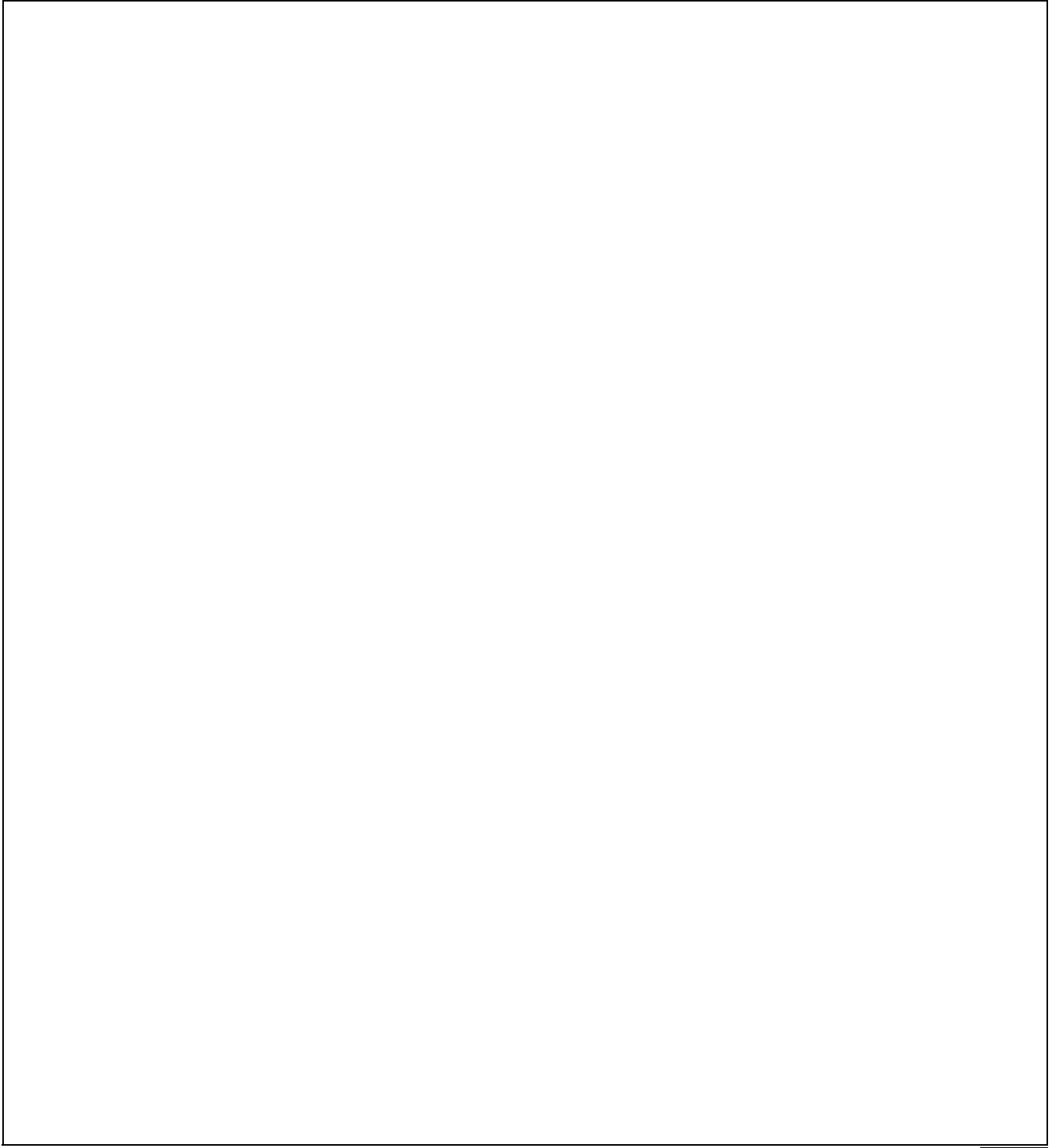
- ❖ **Subcommittee Updates**
 - **Technical**- Donovan – Oct call featured speaker from Coatings Association. Discussed technical guidance from EPA and reformulations. NPDES Presentation on changes to NPDES coming November 20, 2018. (This may include Mark Stoddard, and a Mr. Francis Sylvester, ask Donovan.)
 - **Education / Annual Report** – Nancy - this year’s annual report will be according to the calendar year; the form is under review this quarter and data will be collected next quarter. Ed Subcommittee will have webinar on confidentiality on Nov 27, 2:00 eastern.
 - **Website** – November 27, National SBEAP website overview and forum. Compiling list of Q&As from email lists. Nancy sending request for state air resources and tools, especially calculators.
 - **Promotional** – Call from November 1, seeking a Chairperson or will assign leaders to specific tasks. Jennifer may have more information. Working on awards. To produce scheduled contributions to the Bulletin and to post information on Twitter. New schedule - calls to be held on the first Thursday of each month at 2:00 pm Eastern Time.

 - **Annual Training** – Above

- ❖ **Allied Updates**
 - **NAACA** – Early input period for states to comment on OECA’s 2020-2021 National Program Guidance. We can comment during future public comment period. Looking into if we have commented on this before, and if so, finding comment letter.
 - **ECOS (Donovan)** – Sara, Compliance Research for Effective Government Webinar Series offered: https://epawebconferencing-events.acms.com/content/connect/c17/en/events/catalog.html?folder-id=123042032&OWASP_CSRFTOKEN=068a5cb2b7a0de18d578a0765bee2d19ac79a368def28f907079efb3c7109a02
 - **CAAAC (Dan)** –Dan attended a CAAC meeting, but was unavailable today.
 - **AAPCA (Tony)** -

- ❖ **Next NSC call – December 4, 2018 at 2:00 ET.** The January meeting will have to be re-scheduled.

- ❖ **Action Items** –
 - **Lisa will get more info on the Environmental Law Institute.**
 - **Lisa will share Deputy Admin / Trades meeting info when available.**



December 2018 SBO/SBEAP NSC Call

**December 4, 2018 2pm – 3pm
(Eastern)**

Zoom Meeting:
<https://ksu.zoom.us/j/3166600104>
(646) 876-9923 or (669) 900-6833
Meeting ID: 316 660 0104

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Minutes to be taken by Lisa

❖ Roll Call

Chair: Lisa (WI)
Vice Chair: Jennifer C. (IN)
Region 1: Sara (NH)
Region 2: Harry (NY)
Region 3: Nancy H. (PA), Jeremy (PA)
Region 4: Derek (KY), Tony (NC)
Region 5: Annette (IL), Mark (IN)
Region 6: Dianne (OK)
Region 7: Nancy L. (KS), Lynelle (KS)
Region 8:
Region 9: Eric (NV)
Region 10: Belinda (ID), Patrick (WA)

❖ Approve minutes - Approved

❖ Agenda repair – Environmental Law Institute, Region 5 meeting discussions.

❖ Updates from Tony

- Spoke with Bill Wehrum at AAPCA meeting. Bill encouraged states to work with us saying we make it really easy to integrate.
- Spoke with Clint Woods – Changes could affect outreach, more training for small businesses, back to core priorities by eliminating others.
- OAQPS Outreach and Information Division asked Tony to speak on a panel for internal OAQPS training/outreach on his work on their many videos.
- OAQPS – Sector, Policy, and Procedures’s Keith Barnett called wanting to re-establish interactions with us.
- Spoke to several multi-jurisdictional organizations. We should better communicate with MJOs like ECOS and the many regional air groups to tell them what we do.
- The ECOS Green Report on permit and compliance assistance has changed and plans are to update it annually. I believe they want changes sent to Beth Graves.
- Once-in, always-in – expect a Federal Register notice around Feb. 2019.
- HQ is realigning the regional offices so they have same structure as headquarters. Some FTEs may get moved around.

❖ ASBO update

- **EPA Administrator’s Small Business Awards**

- Email was sent to SBEAP_Main with info on nominations but group emails down; **Lisa will resend to Nancy to resend to Main.**
- Send recommendations to Paula; EPA staff makes actual nomination.
- Two awards we could make recommendations for:
 - Award for outstanding accomplishments by an EPA employee or group in support of small businesses.
 - Award for outstanding accomplishments by a small business trade association or state small business environmental assistance provider in providing technical assistance to the small business community.
- **OSDBU Strategic Plan**
 - Denise and Paula attending procurement conference in Puerto Rico. Paula will also meet with environmental agency to discuss SBEAP. Maria left and they haven't had resources to fill the position. Compiling compliance docs in Spanish.
 - Developing next year's strategy. Will be shared with us after it goes out internally.
 - Do we want plan posted on website? – Could add to ASBO page.
- **Deputy Administrator's Trade Association meeting**
 - Minutes will be shared when approved.
 - All topics brought up by trade associations were covered during meeting.
 - Lot of discussion related to air and OECA.
- ❖ **OECA National Compliance Initiatives**
 - Collecting early input from individual states.
 - Paula encourages state SBEAPs to individually send comments if able.
 - Federal Register notice will come out soon with public comment period.
 - Lisa is compiling thoughts for NSC comment letter.
- ❖ **RSBLs**
 - Region 5 RSBL may change due to reorganization.
 - How can we best support them?
 - Request 10-15 minutes on RSBL quarterly call to talk about their roles and priorities and/or invite them to NSC calls.
 - Recorded Education Subcommittee webinar on RSBLs available. Could do another.
 - Former RSBL from Region 2 wants to stay connected to SBEAPs.
- ❖ **Annual Training**
 - Planning Subcommittee will begin meeting tomorrow.
 - Will work on getting draft agenda out ASAP so it can be used for travel approval.
- ❖ **Environmental Law Institute**
 - Contacted Lisa about possible partnerships.
 - Lisa looking into the organization.
- ❖ **Subcommittee Updates**
 - **Technical**
 - Last call on NPDES rule changes.
 - Next call will be planning for next year / annual training.

- Future calls on solvent cleaning and materials marketplace.
- **Education / Annual Report**
 - Last meeting – 3 presenters on their programs, referrals, confidentiality; recorded
 - Next call will discuss topic for annual training, review potential topics listed at bottom of agenda.
 - Annual Report – workgroup established but haven't begun meeting.
- **Website**
 - Call last week had good turnout.
 - Issues with group emails not going out; Nancy working with IT to use more secure platform.
 - Next meeting not yet scheduled
- **Promotional**
 - **Still need co-chairs!**
 - Asking that participants take lead on specific topics, but not getting volunteers.
 - Awards same as last year.
 - Creating schedule for creating Bulletin content.
 - Promotional work should not be seen as add-on to your job. If you are already doing marketing of your program, this is just another piece.
- **Annual Training – See above.**
- ❖ **Region 5 meeting - Annette**
 - Good conversation with regional Director of Communications, Alan Walts.
 - Exploring entering into MOU with SBA's regional office for cross-promotion.
- ❖ **Allied Updates**
 - **NAACA (Nancy H.)**
 - **ECOS (Donovan)**
 - **CAAAC (Dan)**
 - **AAPCA (Tony)**
- ❖ **Next NSC call – January 1, 2018 at 2:00 ET – reschedule**
- ❖ **Action Items –**
 - Nancy will resend Lisa's email on Administrator's Small Business Awards to Main.
 - Nancy will post OSDBU Strategic Plan on ASBO web page.
 - Lisa will share minutes from Deputy's Trade Association Meeting when available.
 - SBEAPs should send individual state comments on National Compliance Initiatives if able.
 - Lisa will compile past comments relevant to National Compliance Initiatives in preparation for NSC comment letter.
 - Annual Training Subcommittee will post draft agenda shortly so it can be used from travel approval.
 - Lisa will follow up with Environmental Law Institute.
 - All subcommittees begin thinking of agenda items for Annual Training.
 - Lisa will send Doodle Poll to reschedule next meeting.

