

MEETING RECORD

Aug 3, 2005

9 – Noon, DEQ, Portland, Conference Room 6A

Members Present:

Pat Allen, RSL
Jim Brick, ODFW
Jenny Carmichael, Carmichael Consulting
Kirk Jarvie, DSL
Laura Leshar, Project Manager, RSL
Christine Svetkovich, DEQ

Members Absent:

Jas Adams, Attorney General's Office
Debbie Colbert, Water Resources
John Lilly, DSL
Jim MacCauley, DEQ

Intermittent Members Present:

None

Guests:

None

Intermittent Members**Not Present:**

Dale Blanton, DLCD
Jon Germond, ODFW
Jim Johnson, ODA
Gary Lynch, DOGAMI
Vicki McConnell,
DOGAMI
Mike Morales, DSL
Bill Ryan, ODOT

1. Updates.

- Pat attended the Governor's Rural Policy Council conference in Newport on July 29 and gave a short update on the Removal-Fill project.
- Kirk Jarvie attends each of the 9 ERT meetings held monthly around the state. He has and will continue to give an update on the Removal-Fill Project at each meeting.
- Jim Brick may be able to give an update on the Removal-Fill project to the statewide fisheries biologists at their August 11 statewide meeting.
- Detailed work on Deliverable F- the SPGP Road Map, will be postponed until DSL has completed more work on SPGP. DSL will be conducting internal work sessions on SPGP on August 8 and 12. DSL has asked two firms to submit cost proposals for SPGP support work. Proposers have been given a list of DSL priorities and have been asked to submit proposals for work they believe would create the most value-add. Proposals are due August 10. Contracts are expected to be in place within 2-3 weeks.
- Further work on Deliverable H – Legislative Package (including the process redesign) will start after the September stakeholders meetings.

2. Approval of Prior Meeting Record. The record of the July 27 meeting was approved.

3. Deliverable B – Stakeholder Involvement.

The team recommends there be 5 stakeholders meetings in the following sequence:

	COMMUNITY OF INTEREST	Location of Meeting	Meeting Led by:
1.	DEVELOPMENT	In Portland	Pat Allen
2.	GOVERNMENT	In Salem	
3.	ENVIRONMENTAL	In Salem	Stephanie Hallock???
4.	AGRICULTURE/FOREST	In Salem	
5.	OPEN TO ALL	In Pendleton or La Grande	

The goal of these meetings will be to provide an opportunity for all to help shape the project so that legislative changes that are developed can be supported by all. Meetings should be used to identify objections, concerns, expectations, and involvement wishes.

The team plans to provide one to one briefings to Regulatory Partners – CORPS, NOAA Fisheries, USFW, BLM, and the Forest Service.

The team will determine later whether to move to integrated groups vs. clusters and will design remaining stakeholder involvement after initial input at the September meetings.

Next steps:

- circulate list of invitees by cluster to Team leads and ask for additions/corrections
- logistics
- send out invites
- develop agenda for each meeting: customized introductory element, generic component, customized at end for input

4. Deliverable D – Customer Service Training

Laura will reschedule the October Directors meeting in order to be able to proceed with one of the training days Christine had planned.

Dates of trainings will be confirmed with Nina next week. Trainings will be the 1st week of October through the 3rd week of November.

Another draft of the Directors letter was discussed. The letter will go to state managers who are involved in one way or another with removal-fill permits who will in turn be asked to circulate it to staff who are involved with removal-fill permits.. Pat will approach Mike Carrier to update him on this project and to request his signature on the letter.

Christine, Laura and Jenny will be meeting soon to plan the logistics of the training sessions – who goes to which session, etc.

5. Deliverable E – Multi-Agency Requirements Pamphlet.

Laura presented a 3rd draft of the pamphlet incorporating changes made by the team last week.

The team explored two optional purposes of the pamphlet:

- 1) Primarily explain a removal-fill permit and also mention all of the other permits that are involved.
- 2) Alert the applicant to all of the potential permits that could be legally required if they need to move dirt.

The team decided to reshape the brochure to meet the 2nd purpose. Changes to be made:

- new title: Before you use a dump truck you may need the following government permits:
 - o list all including erosion control and local land use, 401, etc.
 - o team reps will provide info on their permit
- inform reader of efforts to improve the process.

Laura will redraft the pamphlet to show a basic outline. Each team lead will be asked to supply a couple of bullets or a paragraph describing their requirements and who to contact.

Audience for pamphlet: applicant that does not do a lot of this kind of work.

Suggestion: test pamphlet with applicants. Kirk will look for 10-15 recent permit applicants.

6. Deliverable G – Inter-Agency Training.

Kirk will send Jenny a copy of the results of the evaluations from staff of the Spring, 2005 Natural Resources Forum which was targeted to all state natural resources staff. This was not a training for the “regulated community”.

The team responded to a short survey from Jenny designed to identify important elements of a future inter-agency training for applicants and consultants.

- 1) A successful multi-agency training for applicants and consultants **results in:**
 - Applicants and consultants knowing what needs to be done to get to yes.
 - Increased percentage of applications ready to be processed timely and fewer applications requiring revisions.
 - Applicants and consultants putting a face to regulatory agencies and knowing who key contacts are.
 - Applicants and consultants understanding agencies expectations
 - Applicants and consultants understanding upcoming change efforts/planned improvements.
- 2) A successful multi-agency training for applicants and consultants **does not result in:**
 - guarantee of permit
 - confusion/info overload
 - boredom or feeling that they wasted their time
 - contradictory requirements
- 3) A successful multi-agency training for applicants and consultants **is:**
 - effective
 - informative
 - relationship building

- communicates state agencies willingness to work with applicants
- concise
- enjoyable
- doable-achievable

4) A successful multi-agency training for applicants and consultants **has**:

- interaction with audience
- info that saves time and money for applicants and agencies
- survey/evaluation
- needs assessment in advance
- case studies, breakout sessions, real live examples of situations, consultants bringing examples
- appropriate follow-on, ongoing work/training

Consider – making Fall 2005 multi-agency training a component of planned DSL outreach re: SPGP. DSL is planning meetings in all 5 ODOT regions.

7. Other Updates – Deliverable C – Measure Project Impact.

Jenny and Laura will be meeting with Derek, researcher for DCBS, on August 10 to develop a plan for documenting the impact of the removal-fill project. Jenny and Laura will provide Derek the progress board questions as well as information on current evaluation activities of participant agencies.

8. At a Future Meeting

Sometime in September invite Bill, Dale, DOGAMI and ODA participants to be involved in the final review of:

- multi-agency pamphlet
- customer service training
- stakeholder meeting plan
- SPGP plan

9. Next Meeting

- August 10, 2005, 9 – noon, DCBS, Salem, Conference Room A - basement
- Assignments for Next Meeting – Please see Active Assignments List