

**Partnership PDT
Teleconference Minutes
August 18, 2004**

On the call:

Jeff Boutwell, SWF, PM
Greg Miller, NWK

Cori Brown, NAB
Dick Otto, MVP

Gene Davis, LRH
Debra Stokes, HQ

1. **Agenda for Washington Meeting.** An after action report for the initial round of the Handshake Program will be developed and reported out at the Washington meeting. One recommendation is to route proposals through district and division to be signed off by NRM CoP. A new application form will be reviewed and the process and timeline will be developed. The team has \$100,000 for FY 05 and hopes to get the process in motion to start in the fall. Time will be set aside for discussion with Office of Counsel (OC) in a 1 to 2 hour block. The team will give specific topics or examples to OC ahead of time so any necessary research can be conducted in advance.

2. **Points of Discussion for OC.** Identify unsuccessful partnership examples by September 8th so that there can be some read ahead time. Be very specific on information: statement of issue, one example, what the problem is, etc. At least one team member has numerous examples. Refer to e-mail sent prior to phone meeting. There was a suggestion that there be a memo from HQ OC down to the divisions and district's OC to extol HQ support of the program. There is a need to go over all the different types of authorities available to other agencies. There is also a need to discuss questions about sole source contracts, MOUs and MOAs and seek OC to buy in on use of these instruments. The team needs to look at authorities on cooperative agreements and Section 213A and see if we can piggyback on existing Forest Service authorities.

3. **Washington Agenda Issues.**

- a. Look at proposals from the six partnership demonstration sites
- b. Develop a list of other agency web sites to see how we can enhance the Gateway pages, e.g., ethics.
- c. Post a draft agenda for the Washington meeting.
- d. Review our original action list and timelines developed back in January to see what has been accomplished and what still needs to be completed.

4. **Other Items.**

- a. Post the Partnership Pledge signed in Los Angeles by the agency heads on the Partnership page of the Gateway.
- b. Edit and post minutes of phone conferences for June and July on the Gateway.
- c. Print and distribute the partnership card to motivate the field about partnering.
- d. Determine the status of evaluation tool.
- e. Solicit "vignettes" for OC to look over and comment on at the Washington meeting.
- f. Determine when team members are available for an August or September meeting.