

Enhance Partnering, Leadership and Management Goal Implementation Team
Spring 2021 Quarterly Meeting
Agenda



Date: March 17, 2021

Time: 10:00 a.m. to 2:00 p.m.

Location: Webex Webinar

Meeting Page: [Click here](#)

Webinar: <https://umces.webex.com/umces/j.php?MTID=me2d7fe653e3e5632263a91943ec74cfa>

Meeting Number: 120 880 2127; **Password:** WiYP24AReg7 OR **Join by Phone:** +1-408-418-9388; **Access Code:** 120-880-2127

Agenda Item, Discussion Lead, and Desired Outcome	Time	Materials, Notes, and Action Items
<p>I. Order of the Day, Announcements & Introductions <i>(Discussion Lead: Dave Goshorn)</i></p> <p><i>Acknowledge list of completed actions and decisions from the past quarter, review list of in-progress actions and decisions, and outline objectives for today's meeting.</i></p> <p>Review GIT 6 2020 Workplan, 25 mins <i>Dave will review the questions/comments in the draft Workplan. Open the discussion for additional questions/comments and come back at the end of the meeting to review the Workplan and determine next steps.</i></p>	<p>10:00 – 10:30 a.m.</p>	<p>Materials:</p> <ul style="list-style-type: none"> • I.a. GIT 6 2021 Workplan (DRAFT) <p>2021 Meeting Dates:</p> <ul style="list-style-type: none"> • Wednesday, June 16, 2021 • Wednesday, September 15, 2021 • Wednesday, December 8, 2021
<p>II. Local Leadership Workgroup Updates <i>(Discussion Lead: Shannon Moore, Heidi Bonnafon, and Laura Cattell Noll)</i></p> <p>A) <i>Update since Quarterly Progress Meeting (QPM) in February</i></p> <p>B) <i>Update on Educational Modules</i></p>	<p>10:30 – 11:00 a.m.</p>	<p>Materials:</p> <ul style="list-style-type: none"> • II.a. LLWG QPM Update Presentation • II.b. LLWG Management Strategy • II.c. LLWG 2021-2023 Logic & Action Plan (Revised) • II.d. LLWG Educational Module Overview/Presentation
<p>III. Technology Time-Out <i>(Discussion Lead: Chantal Madray)</i></p>	<p>11:00 – 11:05 a.m.</p>	
<p>IV. Budget and Finance Workgroup <i>(Discussion Leads: Bill Jenkins, Elliott Campbell and Michelle Guck)</i></p> <p>A) <i>BFWG Charge and Draft Workplan Update</i></p> <p>B) <i>Update on actions from BFWG meeting</i></p>	<p>11:05 – 11:35 a.m.</p>	<p>Materials:</p> <ul style="list-style-type: none"> • IV.a. BFWG Charge • IV.b. BFWG Draft Workplan

<p>V. General Updates</p> <ul style="list-style-type: none"> • CBP Survey of the Culture of Trust, 5 mins (<i>Discussion Lead: Greg Allen</i>) • GIT Funding FY20 and FY21, 5 mins (<i>Discussion Lead: Greg Allen</i>) • Strategy Review System, 15 mins <ul style="list-style-type: none"> - <i>3rd Cycle Planning Update (Discussion Lead: Doreen Vetter and Carin Bisland), 5 mins</i> - <i>2021 Biennial Meeting Planning Update, (Discussion Lead: Greg Barranco), 5 mins</i> - <i>SRS Facilitation Update (Discussion Lead: Kristin Saunders), 5 mins</i> 	<p>11:35 – 12:00 p.m.</p>	<p>Materials:</p> <ul style="list-style-type: none"> •
<p>VI. Lunch</p>	<p>12:00 – 12:30 p.m.</p>	
<p>VII. Integrating DEIJ into our Work as a Goal Team (Discussion Leads: Bo Williams and Dave Goshorn)</p> <p><u>Diversity Action Team DEIJ Strategy Implementation Plan with Bo Williams</u>, 15 mins <i>History, intention, and structure of the Plan. Will highlight those actions that would involve GIT 6 and for which the Diversity Action Team would appreciate their feedback (i.e. are these feasible? useful? gaps?). Will also share template for gathering written feedback with group.</i></p> <p><u>Discussion with Dave</u>, 30 mins <i>Then Dave will lead a Discussion on the following:</i></p> <ol style="list-style-type: none"> 1) <i>Review suggested edits to Governance Document</i> 2) <i>Review summary document (short term vs. long term)</i> 3) <i>Determine next steps</i> 	<p>12:30 p.m. – 1:30 p.m.</p>	<p>Materials:</p> <ul style="list-style-type: none"> • DEIJ Strategy Implementation Plan • Suggested Edits to Governance Documents • Summary with Suggested Short Term vs. Long Term Tasks
<p>VIII. Break</p>	<p>1:30 – 1:35 p.m.</p>	
<p>IX. Return to GIT 6 Draft 2021 Workplan (Discussion Leads: Dave Goshorn, Greg A.)</p> <p><i>Discuss how the two key topics will influence new work and currently planned work</i></p>	<p>1:35 pm – 2:00 p.m.</p>	<p>Materials:</p> <ul style="list-style-type: none"> • 2021 Draft Workplan <p>Next Meeting → Wednesday, June 16, 2021</p>

COMPLETED ACTIONS & DECISIONS

ACTION: **Chantal Madray** will include Cummings and Bromiley's (1996) Organizational Trust Inventory (OTI) paper in the email with this quarter's actions and decisions for member reference. *Complete*

ACTION: **GIT 6 members** will review the draft Data Collection and Communication Plan and provide comments/feedback **by Wednesday, September 23** to **Chantal Madray** (madray.chantal@epa.gov). *Complete*

ACTION: **Chantal Madray** will share final Table 1 project descriptions with GIT 6 members to review in advance of the Sept. 29 Project Review & Scoring Meeting. *Complete*

ACTION: **GIT 6 members** will review the project overview videos and submit their scores to **Chantal Madray** (madray.chantal@epa.gov) **by Friday, September 25**. Scores will be recorded using the criteria scoring sheet, compiled, and averaged to come up with a final "GIT 6 score" for each FY20 GIT Funding project idea. *Complete*

ACTION: **Chantal Madray** will share **Kaitlyn May's** edits to the Governance Document, which aligns the language in the document with the language in ChesapeakeDecisions for member reference. *Complete*

DECISION: GIT 6 approves the LLWG Chair/Vice Chair succession plan for February 2021-2023.

DECISION: **GIT 6 members** approve playing a role in the action team that will oversee the implementation of the DEIJ Strategy.

ACTION: At the September 17 Management Board meeting, **Dave Goshorn** will inform the Management Board that GIT 6 is willing to participate in the action team that will oversee the implementation of the DEIJ Strategy. *Complete*

- If other GITs are unable to participate in the action team, **Dave Goshorn** will propose the idea of a GIT 6 representative for all GITs, who will report back to the larger group. *Complete*

ACTION: **Jake Solyst** will work with the Web Team to revise the Agreement as Amended (Jan. 2020) to meet accessibility standards by/before the Management Board Meeting on September 17 *Complete as of 11/5—Announce to GIT 6*

- Management Board members will be notified that these approved amendments have been made and posted online during the Business Meeting portion of the September 17 meeting

ACTION: **Doreen Vetter** and her team will assist with archiving the original Agreement and ensuring that all places where the Agreement is currently linked online is updated with the Amended version. *Complete as of 11/5—Announce to GIT 6*

DECISION: **BFWG Leadership** will discuss whether the Workgroup still needs to review its charge, determine whether Workgroup membership meets its charge, and assess Workgroup capacity (budget vs. finance). *Complete*

- The BFWG will report back on the outcome of this discussion at December GIT 6 meeting

ACTION: GIT 6 Staffer and Coordinator, **Chantal Madray and Greg Allen**, will initiate and facilitate the formation of the Governance Document Action Team (GDAT), which will be comprised of GIT 6 volunteers. *Complete*

- **Volunteers:** **Dave Goshorn, Carin Bisland, Greg Allen, and Jessica Blackburn.**

- The GDAT will, in collaboration with the DEIJ Action Team, address the DEIJ language changes proposed by SKEO as well as how to best incorporate state and federally recognized tribes in the Bay Watershed. *Ongoing (see DEIJ Strategy Implementation Plan)*

ACTION: **Chantal Madray** will share **Kaitlyn May's** edits to the Governance Document, which aligns the language in the document with the language in ChesapeakeDecisions for member reference. *Complete (edits ready when document is ready to go through editing process)*

DECISION: GIT 6 will hold on bringing recommended quorum language revisions and SRS language revisions to the Management Board. GIT 6 will work toward recommended DEIJ revisions first. All recommended revisions will be brought to the Management Board together at a future date. *Ongoing (see Current Governance Document Log of Revisions)*

ACTION: **LLWG** will update their QPM materials so that the “asks” of the Management Board are more specific and actionable. *Complete*

DECISION: On future GIT 6 meeting agendas, Workgroup updates will appear first (after introductions/order of the day). *Complete*