
From: Wyant, Dan (DEQ)
Sent: Saturday, December 13, 2014 2:11 PM
Subject: December 1, 2014, SMT Highlights - Message from Director Dan Wyant
Attachments: IMTDream Team slide FINAL .pdf; IMT Summary report for DEQ SR 11242014 .pdf; 4DX One Year Later.pptx

Dear DEQ Staff,

Below is the information from the December 1, 2014, Senior Management Team (SMT) meeting. If you have any questions or need clarification, please contact your division/office management directly.

DEQ SENIOR MANAGEMENT TEAM MEETING NOTES

Director's Report

Future SMT Meetings:

Division/Office chiefs may be asked to attend the Executive Division 8:00 Monday morning staff meetings on a rotating schedule. Also, division/office chiefs will be asked to prepare presentations to the SMT on priority key issues on a rotating basis as well. This will give an opportunity for the other division/office management team and the executive team to react and provide comments. A schedule will be available prior to January 2015.

Future 1 on 1 Meetings with the Divisions/Offices:

Mary Beth will work with your division/office in December to schedule division/office meetings with your management team to go over division/office priorities, budget, and policy and legislative changes that may be needed. Please also include your division/office management team once they are scheduled. These will be scheduled for January/February.

The Director discussed his upcoming priorities:

- Culture Change
 - Engagement
 - Leadership
 - Compliance Assistance
 - Customer Service
 - Enforcement Policy
- Fundamental Programs
 - Air
 - Remediation for Redevelopment (R4R)
 - Waste
 - Water
 - Natural Resources Industries
- Technology
- Communication
- Economic Development

We will continue to focus on our 3 guiding principles and to be the best department in state government. We will continue to package Telling Our DEQ Story, focus on economic development,

oil and gas, redevelopment, recycling, and many other items listed above that will help us obtain long term funding.

Some of the following items have crossed the Director's desk this past month:

- 111d update - comments are due on December 1 and we are working with AQD to send these comments to the U.S EPA. A copy will be available on the Web site.
- Ozone Transport
- City of Flint Drinking Water
- Enforcement Policy
- Proposed Director's Advisory Council
- Future Grant Summit
- Communications
- Action Learning Teams
- Water Use
- Water Strategy
- Urban Oil and Gas Workgroup
- New Legislators
- Budget
- Update on Great Lakes Pipeline Task Force Council
- Enbridge
- Sappi Paper
- One Voice Document
- 201 Amendments
- 201 Criteria Workgroup
- Compliance Assistance/Customer Service/Employee Engagement
- Part 5

Deputy Director's Report

Deputy Director Jim Sygo announced a new Information Technology Section within the Administration Division:

- Creation of IT Section in Administration Division (Mike Beaulac, Bonita Sporer, and Deb Sweet)
- Provide increased priority on IT needs and address department needs
- Leverage staff skill sets within Administration Division

Deputy Director Jim Sygo also asked that the division/office chiefs prepare their performance objectives within the next two weeks. Included will be performance objectives on customer service and a Compliance Assistance Plan for each division and office chief.

4DX Presentation by George L. Krisztian

George Krisztian gave a great presentation on the laboratory and how they implemented The 4 Disciplines of Execution. The Wildly Important Goal (WIG) was to change the turnaround time, price, and quality to be as excellent as possible. Attached is his Power Point. This process has worked well and all divisions/offices are encouraged to use this process. The process engages staff on a project or objective. George provided excellent examples. This process takes 100 percent commitment and it works well. The Executive Division has copies of "The 4 Disciplines of Execution" available for borrowing. If interested, please contact Rosemarie Olszewski at 517-284-6700.

Legislative

Maggie Datema reported that we are working on legislative bills this week pertaining to Part 201 changes, the Refined Petroleum Fund, Urban Oil and Gas, and Scrap Tires. For the rest of the year, legislative sessions will occur through December 18, 2014.

Action Learning Team Presentation

An Action Learning Team of the 2014 Leadership Academy presented their project to the SMT. Their project focused on Incident Management Teams. Detailed summary background documents are attached for your information and interest. Discussion followed and outcomes of this team will be reviewed further.

Information Technology

Web Site Redesign

The Sustainability category of DEQ's Web site is now new and improved. This new interface is the product of the DEQ Web Redesign project. A better Web site was the top action step identified by the SMT to improve overall customer service. Easier access and more user-focused material will boost public perception of the DEQ's work, provide greater online access to important information, and support the Department's customer service mission.

Improvements began this fall after experts conducted an inventory of Web site pages and a user-validated information architecture for the DEQ site. As additional changes are rolled out in the next several months, you will notice top level categories will reflect media – not DEQ's organizational structure. You will also notice consistency in subcategories which will ease user navigation throughout the site. Ultimately, language will be tailored to the user and links will be improved. The site will be fully documented which will aid in on-going content management.

The project is a coordination of efforts among eMichigan, subject matter experts, IT staff, and the Web Redesign Team: Madhu Anderson, Mike Beaulac, Deb Sweet, Bonita Sporer, and Carin Sodeman, the lead facilitator.

Office of Human Resources

Human Resources

1. Retirement Seminars – Tami Eyer has taken a poll of DEQ division chiefs regarding retirement seminars and how we were allowing staff to attend these, whether we were requiring them to use administrative leave or allowing them to attend on regular work time. The answers Tami Eyer received were varied so she polled other HR offices to see how other agencies were allowing staff to attend these one-on-one seminars. She discovered that Administrative Leave should be used when the employee requests the time off, the department supports the time; however, it is not necessarily a direct "benefit" to the department. A good example of allowing Administrative Leave would be donating blood here in Con Hall, it meets the three criteria listed above and it is the "right thing to do". Regular time should be used when it directly impacts or benefits the department, i.e., Civil Service training. So, Jim Sygo and Tami Eyer decided that employees requesting to attend the one-on-one sessions with VOYA (the new ING), we would allow a one-time session using Administrative or Regular time but any requests after that should be on their own time (annual leave).
2. Disability Management Office (DMO) – there will be some changes regarding how we handle medical leaves, FMLA, etc. from HR. Cathy Feldpausch will no longer be the liaison between QOL and DMO. Effective immediately we need to encourage employees to call the DMO directly at 877-766-6447, option 2, or locally at 335-5794, option 2. If they do not get the answers or support they need from the DMO, they may call the QOL HR office.

Division/Office Chief Reports

Air Quality Division

See Director's comments on 111(d).

Remediation and Redevelopment Division

The DEQ and the Washtenaw County Environmental Health Department conducted sampling of 90 private residential wells in Scio Township near the Gelman site to look for possible migration of 1,4-dioxane. The results of the well monitoring are in, and no 1,4-dioxane was detected in any of the 90 water supplies sampled. The detection limit for those samples was 0.001 mg/L, or 1 ppb. Six water supplies were also sampled for volatile organic compounds (VOCs) due to their proximity to a different potential contamination site. Two of those six supplies were found to contain a trace amount of 1,1-dichloroethane (1,1-DCA), less than the laboratory's minimum reporting limit of 0.0005 mg/L (0.5 ppb). Please note that the DEQ's drinking water criteria for 1,1,-DCA is 0.880 mg/L (880 ppb). The full sampling results will be posted on the DEQ Web site.

The RRD Executive Section will be developing a Wildly Important Goal for fiscal year (FY) 2015 and holding periodic WIG meetings to report progress.

In the Grand Rapids district, work is scheduled to begin this week on removal of the Muskegon pipeline in Bridgeton, Michigan.

Office of Oil, Gas, and Minerals

The OOGM will be holding a public meeting on December 9, 2014, to provide information and receive comments on the OOGM application for primacy of the federal Underground Injection Control program. We are finalizing a proposed permitting instruction to add requirements for oil and gas drilling in urban areas, and waiting to see what will happen with legislation on the issue. OOGM has made some final revisions to the proposed rules on high-volume hydraulic fracturing and is preparing the JCAR report.

Administration Division

Internal Control Evaluation (ICE)

Each department is required by law to complete an internal control evaluation every two years. The process is defined by the DTMB Office of Internal Audit Services. The first step in the process is for program areas to complete a Risk Assessment Worksheet, which includes 16 criteria used to rank the risk of the program. The worksheets have been completed by 45 program areas. The second step in the process is for the 15 programs with the highest scores to complete a Risk, Control Activities, and Monitoring (RCAM) evaluation form. The Office of Internal Audit Services will be providing training on December 4, 2014, for budget liaisons and program contacts for the 15 programs impacted. RCAMs are due back to the Administration Division by January 9, 2015.

2014 Year-End Closing

The books are officially closed for FY 2014. DEQ spent all but eight cents of our general fund. Thank you to all budget liaisons for their hard work in assuring a successful year-end closing. The MDOT Accounting Service Center indicated DEQ was a model department.

2016 Budget Development

Much of the budget focus at this time is on legislation pending this calendar year and potential transportation funding. No decisions have been made regarding the proposal for change submissions sent to the State Budget Office.

Cost Allocation

The DEQ dedicates \$26 million annually of General Fund and restricted funds to support DTMB costs for IT services, building occupancy, and rent as well as DEQ costs for the Executive and Administration Divisions. In addition, a federal indirect rate of 12 percent is applied to federal grants received. The majority of the federal indirect revenue is deposited in the General Fund. In 2016, DEQ will be able to maintain more of the federal indirect revenue and offset the costs charged to restricted funds. Specific division impact will be shared in the upcoming weeks.

Budget Liaison Meeting

Administration Division staff and division/office budget liaisons will be meeting on December 17, 2014, to discuss what worked well over the last year, what opportunities there are to improve, and what steps need to be taken to best position DEQ for implementation of the SIGMA project, which will replace the State's financial system as well as DCDS.

Office of Drinking Water and Municipal Assistance

Richard Benzie has accepted the Field Operations Section Chief position. This vacancy has rotated as an acting position for the last two years. We are pleased that the position will now be filled going forward.

The ODWMA also shared that with the support of Carrie Hardigan (OWMRP), we completed a LEAN process improvement evaluation of the campground license renewal process and we are now underway with a LEAN process improvement review of the revolving loan disbursement process.

Office of Waste Management and Radiological Protection

Compost Operations Workshop: Composting in Southeast Michigan has been challenging for some time, in part, because some operations are not well managed. The recent flood presented a number of new challenges to the DEQ. As such, composting training will be provided in concert with OEA and WRD in Detroit on December 4, 2014. Composting regulatory information and best management practices will be presented.

Recycling: The OWMRP has completed interviews for the four Recycling and Waste Minimization Specialists. These positions will provide on-site training, outreach, and technical assistance to enhance recycling efforts. The successful candidates and their respective district responsibilities are:

1. **Noelle Grain** – Southeast Michigan
2. **Brian Burke** – Saginaw Bay, Cadillac, Marquette
3. **Katie Venechuk** – Grand Rapids, Kalamazoo
4. **Emily Freeman** – Lansing, Jackson

Office of Environmental Assistance

Employee Engagement

The first meeting for the Employee Engagement One Voice Team (Team) will occur on December 1, 2014. The Team is led by Amy Peterson and Kelly Ploehn. Members of the Team include Jeremy Boyd, Dan Chamberlin, David Kline, Meredith Hartmann, Michelle Selzer, Fred Sellers, Dan Dailey, Amy Robinson, Bob Byrnes, Amy Abdo, Bethel Skinker, Jaclyn Merchant, Karen Edlin, Alana Berthold, Alisa Gonzales-Pennington and Karen Tommasulo. The next meeting is scheduled on Friday, January 9, 9:00-11:00.

Office of Great Lakes

An event was held on November 14, 2014, regarding the Deer Lake Areas of Concern.

Water Resources Division

A letter has been received from the U.S. EPA regarding Water Act Section 404 Program revisions related to enactment of Public Act 98. Bill Creal will provide a copy to the Water Resources Division and appropriate other DEQ staff.

Other Items

Jim Kasprzak, Chief, Administration Division has announced his retirement effective January 31, 2015. Congratulations to Jim on his decision. A retirement open house will be held late January 2015.

Five DEQ staff members attended the Dr. Glen Pfau training on December 1-3, 2014.

Next Meeting: December 15, 2014

Enjoy the holiday season.

Thank you.

Dan Wyant
Director

Attachments