
From: Wyant, Dan (DEQ)
Sent: Monday, October 20, 2014 7:19 AM
Subject: October 6, 2014 - SMT Highlights - Message from Director Dan Wyant

Importance: High

Dear DEQ Staff,

Below is the information from the October 6, 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

The Director reported on many issues that he is working on with staff this month as follows:

- Urban Oil and Gas Workgroup
- Michigan Petroleum Pipeline Task Force Council
- City of Flint Drinking Water
- Plainfield Township
- Sanilac County Drain
- Radioactive Waste
- Lake Erie Issues
- Enbridge
- 111d update
- Sappi Paper

Deputy Director's Report

Deputy Director Jim Sygo will be meeting and touring Padnos Recycling in Grand Rapids on October 6, 2014 with DEQ staff.

Office of Policy

Forms Update:

The completion and submittal of forms is one of the major methods the department uses to communicate with industry and the public. A form can positively or negatively impact how our customer perceives the DEQ. A well designed, easy to complete form can greatly reduce the stress level of a permit applicant, or business complying with reporting and recording requirements of a regulation.

With that background and having met with the forms liaisons from all divisions and offices, I have the following announcements:

- All new forms should be created using Microsoft InfoPath or Word, preferably InfoPath. All staff have Microsoft InfoPath.
- Existing forms should be reviewed, updated, and converted to InfoPath to make it more user friendly.

- The Forms Liaisons should be the ones contacting the Web team to post new or updated forms to the Internet. Please encourage your staff to work through the forms liaison on form issues including posting.
- OEA may be able to provide some support to staff on the design and development of forms.
- By the end of October, My Templates will no longer be available. All staff will be notified ahead of time and instructed to obtain forms from SharePoint.

This forms information was also sent to the SMT separately on October 6, 2014.

111(d) Update:

For 111(d) we had a meeting in Chicago the week of September 30, 2014, with the Midwest Power Sector Collaborative to discuss joint comments that are not yet complete. The Midcontinent State Energy and Environmental Regulators meeting will be held in Indianapolis the week of October 6, 2014, and examine economic and energy modeling outputs. Vince Hellwig is working on the comments for the 111(d) proposal due December 1, 2014.

The One Voice Inventory list was reviewed at this meeting, and Dave Fiedler will add the additional items to the list as discussed, such as Gelman Science, an NPDES Permit issue, and Part 5 Workgroup. Any additions, deletions, or changes should be sent to Madhu Anderson and Dave Fiedler.

Legislative

Attached is a current list (as of October 3, 2014) of all bills that DEQ is the lead agency on. The list also includes other bills that DEQ is not lead on, but we are watching these bills as they may have an impact on the DEQ.

Information Technology

Mike Beaulac reminded the SMT of impending plans to expand electronic document management (EDM) throughout the department due to the funding approved by the Legislature this past summer. He asked that each division and office have at least one or two designated representatives for an EDM Project Team to help:

- (1) Develop an EDM core indexing scheme (file management scheme) based on common site identifiers used and/or cross-referenced by all divisions and offices.
- (2) Develop the EDM Project Plan to guide development and implementation of departmental EDM.
- (3) Identify stakeholders for needed orientation about EDM that includes next steps for their respective division/office.

The division/office representative should have:

- (1) basic knowledge of the types of documents currently maintained in hard copy and electronic format,
- (2) knowledge of how these documents currently are filed and/or indexed, and
- (3) understanding of what electronic documents their own division/office will be requesting from other internal division/offices.

Mike asked for representative names by COB Monday, October 13, 2014. This information was also sent to the SMT on October 6, 2014 so that they could meet this deadline.

Division/Office Chief Reports

Air Quality Division