

From: [DeBruin, Dana \(DEQ\)](#)
To: [Deveraux, Tracy Jo \(DEQ\)](#)
Cc: [Maul, Sue \(DEQ\)](#)
Subject: 2015 April
Date: Tuesday, April 21, 2015 4:01:43 PM
Attachments: [How To Request Time Off in Outlook.doc](#)

Tracy,

These were my draft notes from both the AM and the PM meeting. Can you clean these up? Also, I forgot to take minutes during Sue's talk on enforcement. Sue, do you want to add anything?

2015 April

Tuesday, April 21, 2015

9:02 AM

ODWMA Management Team Meeting Agenda

April 21, 2015 – McCauley Conference Room

1. Employee Engagement/Leadership Discussion

Coursera classes (<http://www.coursera.org>) (Amy Lachance)

2. SMT/Office News

Well Construction/Pump Training- everybody is included that wants to attend this intense training on pumps, etc. Will Be Tuesday July 14 all day at LCC West.

In-Service Training- also will be at the LCC West. Needs modification of draft agenda. Program Slots will be scheduled for "interesting" stuff, not just talking about the rules.

 Liane needs to send out latest draft agenda

3. Personnel Issues

- IT Roles/Responsibilities for ODWMA vs. Section vs. DEQ (Carrie Monosmith)

Ronda's roll is not as a "help desk".

 Tracy Jo should be a ODWMA sharepoint publisher (to help with Forms, P&P)

Policies and procedures, forms always go through Kate

 Training needed on sharepoint 101 (Intranet) and much deeper (workflow). KG

- Availability of Phone Use During Emergency Situations

Discussion about 800 megahertz training. After ER meeting in May, then assess what we need

for Emergency response.

- Succession Planning (Richard Benzie) -
- ✓ EQS (Philip Vacancy)-discussion
- ✓ Operator Certification Program – Paul Brun Del Re Retirement – Nov 2015; Open up to other people internally, job shadowing, Paul's position (EQA 9-12) through fall exams.
- ✓ Others
- ✓ LCR/CCR Specialist Update

✿ This process of moving forward with these specialist positions needs to be coordinated and clearly communicated, so staff know what opportunities are available.

4. Training

- Coursera classes (<http://www.coursera.org>) (Amy Lachance)
- Michigan Environmental Health Association Annual Education Conference (Dana DeBruyn)
- LYNC Demonstration Scheduling (Ronda Page – 10:00 a.m.)

If you don't have LYNC 2013, call the help desk.

LYNC is a replacement for office view

May take several days to start working

What does it show when you lock your computer?

This is FOIAable.

This reviewed main features of LYNC, like creating LYNC meeting

These photos are the same as outlook. Remember DEQ policy on photos.

✿ Ronda will send quick reference guide thru Kate-which is now merged with Liane's email regarding calendars.

✿ Dana- Written instructions on time off will be sent to managers (conversation side bar)

<<How To Request Time Off in Outlook.doc>> attached

✿ Will ODWMA going to require LYNC of Staff at some minimal level? Discussion. Liane: Get it on all the computers and training will be offered.

5. Administration Issues

- Constitution Hall Validations for the Ellis Lot (Kathy Tetzlaff) KG, BF, TR, KT, will send out an