
From: Hoffman, Kelly (DEQ)
Sent: Friday, April 19, 2013 1:05 PM
To: DEQ-ODWMA-Supervisors-All
Subject: FW: mgrs meeting minutes
Attachments: ODWMA Managers Meeting.docx

Whoops, thanks Jon. What can I say, it's Friday. ☺

Kelly Hoffman
517-241-4668

From: Bloemker, Jon (DEQ)
Sent: Friday, April 19, 2013 12:57 PM
To: Hoffman, Kelly (DEQ)
Subject: RE: mgrs meeting minutes

Kelly:

You forgot the attachment.

From: Hoffman, Kelly (DEQ)
Sent: Friday, April 19, 2013 12:50 PM
To: Bloemker, Jon (DEQ); Busch, Stephen (DEQ); Donaldson, Kristina (DEQ); Lachance, Amy (DEQ); Thomas, Chuck (DEQ); Benzie, Richard (DEQ); Busch, Stephen (DEQ); Butler, Sonya (DEQ); DeBruyn, Dana (DEQ); Falardeau, Ric (DEQ); Fitzner, Wendy (DEQ); Hoffman, Kelly (DEQ); Monosmith, Carrie (DEQ); Shekter Smith, Liane (DEQ); Gasper, Kirsten (DEQ); Tetzlaff, Katherine (DEQ)
Subject: mgrs meeting minutes

Attached are the draft minutes from the past meeting. Let me know if you have any comments/changes, also if someone has notes from the second half of the meeting I can add those in if you send them to me. I plan to post the final in the S Drive, RMD_All folder.

Kelly Hoffman
West Unit Chief
RLS-ODWMA
DEQ
517-241-4668

ODWMA Managers Meeting 4/12/2013 9:30am

SMT Update – Liane

SMT Good job getting minutes out

Budget

SRF -20 percent cut

DWRF – 5 percent cut

Looking at set asides for balancing

House proposal- Does not fund debt service on SAW now

Training

Share with other staff what training is available and what training is good/useful

Ways to better share info?

DIT fixed Database – training reports now available

Share training reports quarterly

Liane shared email on supervisory training thru Civil Service

Plan for an in-service? When/Where – RAM Center

Needs to be successful/crossover training

Need to have concurrent sessions – RLS would need wastewater info

Need a curriculum/deadline/timing – Liane suggested July/Aug 2014?

Committee nominations, survey of staff?

Wendy spearheading

Mentoring New Employee – built in support system

Pair up new staff with experienced employee outside of new staff's unit

Better if pairs are physically located near each other

Quality of Life mentoring – not well advertised, nobody knew about it

Mentoring/Experienced folks should be volunteers not assigned

Training for mentors? Level of commitment?

Someone from ODWMA needed for communications point person for DEQ social media – keep in mind

Restacking Updates

RLS was dropped in the original plan, new plan in works

½ cage in Filley St. dedicated to ODWMA for equipment

Get to keep library in place – atrium level

Should be able to get collaborative space on 4th floor

Note sent to Rhonda about 2 drawer lateral files (specifically style E) – no response yet

New phone system

Now is the time, with restack

Pilot program going to cell phones – Bill Creal

All new phone numbers possible

QAPPs

RLS – need to have for SRF? – When there is a need

EPA wants to transfer burden to states for contractors

Drinking water lab has QAPP if sample taken to environmental lab than might not have QAPP

Liane- we should be covered since we take to certified drinking water lab

Metrics

Scorecard/Metrics stuff due next week

EPA Office of Water program measures