
From: Thelen, Mary Beth (DEQ)
Sent: Friday, July 05, 2013 2:30 PM
To: Fitch, Hal (DEQ)
Cc: Sygo, Jim (DEQ);Thelen, Mary Beth (DEQ);Kinney, Deana (DEQ)
Subject: DRAFT - SMT Highlights - July 1

Importance: High

Hi Hal, Could you please approve the content of the meeting meetings below? I still need to do a thorough proof but would love to get these out today yet or over the weekend. Please advise. Thank you.

Dear DEQ Staff,

Below is the information from the July 1, 2013, senior management team (SMT) meeting. If you have any questions or need clarification, please contact your division/office management directly.

AGENDA and NOTES
DEQ Senior Management Team Meeting
July 1, 2013

The meeting was chaired by Hal Fitch.

Director's Report

Director Dan Wyant met with the U.S. EPA Region 5 on June 26 regarding the State of Michigan's Wetlands Program and the new Act that was passed. A meeting was also held with the U.S. EPA Region 5 Administrator Susan Hedman and the Region 5 State Directors on June 27 to discuss a variety of policy issues. Director also spoke at the Air and Waste Management Conference held in Chicago.

The Director has also been involved recently on several challenging issues relating to Fracking, I-75 Foundry Sand with MDOT, Enbridge, and PetCoke. Staff is doing a great job with these case issues.

Staff will hear more in the coming weeks regarding Reinventing Performance Michigan (RPM), Permit Times, Customer Service, Engagement, Telling Our Story, and Site Visits. Additional discussion followed on permit times compared to other states, process improvement on tangible outcomes, and return on investments. Additional discussion will be held on July 28 regarding process improvements.

Deputy Director's Report

Deputy Director Jim Sygo provided Kudos to the Water Resources Division staff on their great work with the contract dispute relating to the I-75 Foundry Sand issues with the Michigan Department of Transportation. He also updated the SMT on his meeting with the U.S. EPA Region 5 states meeting that he attended with the Director. Issues of discussion at this meeting included wetlands, corrective action, permitting numbers compared to other states, enforcement cases, President's Climate Change Action Plan, other states' budget, E-Enterprise, and environmental justice..

Jim Sygo also discussed updates on Dimond Chrome, Ozone Transport Commission, and Lansing's Board of Water and Light's gas generation.

Legislative

Maggie Datema reported the legislature is out until the week of August 26th, although some committees may still meet during that time.

The Governor signed HBs 4665, 4666 and 4708, to extend the solid waste fee an additional 2 years, and to restructure and extend the hazardous waste fee for one year.

Awaiting the Governor's signature is SB 264, allowing for the open water disposal of uncontaminated dredge materials, and SB 163, wetland protection reforms.

Policy Updates

Jim Goodheart spoke about three topics. First he thanked those divisions who assigned staff to attend the June Placemaking Training classes. He also attended all of the sessions and reported on his observations, including a recommendation the trainers consider adding more on low impact development, use of pervious pavement, and the promotion of more green infrastructure in future training modules. Secondly, he spoke about the ICC Rural Development Workgroup and that USDA Rural Development mentioned a community assistance fund they have that could be used for local harbor dredging projects. More evaluation and discussion will occur with them on this. Lastly, he mentioned the EPA sponsored Hard Rock Mining session scheduled for August 20-21 between MI, WI, MN, EPA, stakeholders, Tribes and industry. The Eagle mine's soon to be new owners, Lundin Mining Company from Toronto, have also been invited.

Dave Fiedler reported updates on DEQ Forms and Templates.

Forms that are easy to fill out, easily accessible, and accomplish a goal are good customer service for both public, regulated community and DEQ staff. Our Forms Team reviewed over 800 internal and external forms and templates. About 480 of them are considered active the rest being obsolete or need updating. All of the original files of these documents are being stored on the DEQ Intranet SharePoint which should eliminate losing files that occurred when they were kept on network drives. All DEQ staff have access to internal forms through the Intranet, and DEQ staff and the public can access the external forms on the Internet. We have refurbished the DEQ Public Forms Database.

The Director recently signed a new policy titled "Design and Management of Forms and Templates." The policy contains some specifications that all of our forms should meet and it explains how the Form Team saves them on SharePoint. The Forms Liaisons in each division and office will be providing assistance to staff and ensuring the policy is being complied with. I plan on sending out email to all staff letting them know about the new policy today. We created a FAQ document located on the Intranet.

We have completed our first phase of the project which was organizing the forms. The second phase will make the forms more user friendly. A new version of the Adobe Reader will allow us to create fillable PDF forms that the user will now be able to save. We did not make PDF fillable forms in the past because they were not savable.

Information Technology

Proposed DTMB Policy on Use of Personal Smart Phones and iPads for State Business:

Mike Beaulac reported the results of a survey of DEQ's divisions and offices about their interest in adopting the proposed DTMB policy the use of personal devices showed one "neutral," three "yes" and six "no" votes. By popular vote, the DEQ will not participate in the proposed option to use personal communications devices in lieu of state issued options.

Windows 7 Migration and Application Testing:

Mike Beaulac reported the DEQ must determine how to best participate in the testing of 111 applications for the impending migration to Windows 7. Testing is to be performed to determine the