

Devereaux, Tracy Jo (DEQ)

From: Maul, Sue (DEQ)
Sent: Wednesday, April 22, 2015 8:22 AM
To: DeBruyn, Dana (DEQ); Devereaux, Tracy Jo (DEQ)
Subject: RE: 2015 April

No, your summary is good.

From: DeBruyn, Dana (DEQ)
Sent: Tuesday, April 21, 2015 4:02 PM
To: Devereaux, Tracy Jo (DEQ)
Cc: Maul, Sue (DEQ)
Subject: 2015 April

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 email. Programs will still get charged. Hand it to person at the gate.

- Office Calendars (Kathy Tetzlaff) Have your calendar open-subject, locations and times. Admin needs to see "upfront details". Instructions have been put together. This is the "default" setting. Please let us know if you see others are "busy".

☐ It was recommended that Liane send the notice and instructions.

- Taxable Travel (Kathy Tetzlaff)-see handout. Mostly applies to DS that have more than 1 workstations.

- Personnel Update (Kathy Tetzlaff) James will be starting next payday. An updated duties list will be sent.

- DEA Water Conservation -10 Billion Gallon Challenge Representative (Dana DeBruyn) The contact is Devan Dodge. Will need to encompass the water Strategy, Water Use Advisory council Recommendations, etc.

☒ Dana To send Liane the email to solicit a volunteer.

- Cashier's Office (Jeremy Hoeh) A few missed copies of invoices, the deposit transaction details was missing. These should have a special stamp. What is the processing time to be expected from ACC? RMG who does what lists the point of contact for the programs as the contact for the Cashiers Office. Typically 2-3 days behind, except Nov-Jan., 2-3 weeks behind. Mail changes are also impacting this timeframe. Pay electronically will expedite process. Lori S. Can take these cc payments over the phone-they do not need to go to MDOT CCS.

Liane-

Part 127 fresh start meeting with MGWA

VCL geothermal-starting to move forward

Went to Kalamazoo for AWWA spring regional meeting.

Flint update

SMT update included-District visits-different formats; updating telecommunication policy (and working at home policy); DTMB workgroup;

Next year (Mon-Tue) Aug 1-2, 2016 at the RAM down-payment due.

AWWA membership confirmed for employees, one membership number to get to electronic magazines.