

Devereaux, Tracy Jo (DEQ)

From: Devereaux, Tracy Jo (DEQ)
Sent: Wednesday, April 22, 2015 1:49 PM
To: DEQ-ODWMA-Supervisors-All
Subject: Draft Meeting Minutes - April ODWMA Manager Meeting
Attachments: ODWMA Management April 2015 Meeting Minutes -draft.docx; How To Request Time Off in Outlook.doc

Attached you will find the draft meeting minutes from the ODWMA management meeting, including a referenced attachment. Please respond with any suggested changes by c.o.b. Friday, April 24, 2015. I will send out the final minutes sometime next week. If you have any edits to the attendee portion (since I wasn't there) – please forward those as well, thanks.

Thanks,

Tracy Jo

Tracy Jo Devereaux, Management Assistant to
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ODWMA Management Team Meeting

April 21, 2015

Minutes

In Attendance: Richard Benzie, Jon Bloemker, Steve Busch, Sonya Butler, Kris Donaldson, Dana DeBruyn (scribe), Wendy Fitzner, Kirsten Gasper (treats), Jeremy Hoeh, Amy Lachance, Bob London, Carrie Monosmith, Kris Philip, Liane Shekter Smith, Kathy Tetzlaff, Chuck Thomas.

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 an ODWMA SharePoint Publisher (to help with Forms, Policies and Procedures, etc. in conjunction with Kate Jannereth, Forms Liaison)
- Training needed on SharePoint 101 (Intranet) and much deeper (workflow).
- KG Training
- 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.