

CERS Regulator User Group

Sept. 14, 2010 Meeting Notes/Action Items

Action items for next User Group Meeting:

- Join the User Group listserv (<http://www.calepa.ca.gov/listservs/ListSubscribe.asp?LID=101>).
- Contact Dan Firth (dfirth@calepa.ca.gov) if interested in being a user group voting member.
- Email requests to add agenda items for future meetings to Cathie Gause cgause@calepa.ca.gov.
- Next meeting is Tuesday, September 28th at 8:30am.

The meeting was a conference call from 8:30am to 9:30am

Introductions

Attending List: (apologies for spelling errors!)

Dan Firth, Cathie Gause, Chris Allen, Terry Brazell, Kristen Gibson, Stephanie Mitchell, Lauren Olson, Tim Smith, Manuel Regalado, Maria Woodin, Marilyn Kraft, Monica Jackson, Randy Sawyer, Ray Stevenson, Rick Bandelen, Darryl Booth, Greg Breshears, Vince Mendes, Ann Relan, Barbara Houghton, Howard Wines, Jackie Bretschneider, Jay Swasey, John White, Gino Ilacqua, Kim Ngreyen, Mike Vizzier (phone line might not have captured everyone)

Dan Firth went over the notes and the agenda.

Charter-Review

- **Action:** Email Dan Firth (dfirth@calepa.ca.gov) if you are interested in being a voting member for your agency. Software providers providing services to local agencies will not be voting members but the group does want them to participate in the meetings due to their knowledge of project and local agency needs. We need to finalize the list by Oct. 12th. Changes can easily be made after that date.
- Motion was made and approved to have 15 voting members for CUPA's and 15 for PA's.
- Motion was made and approved to have software vendors participate as non-voting members.

Listserv

- Future email notifications for the CERS Regulator User group will ONLY be provided via a listserv. Anyone who is going to be a member, participate in meetings, or has a general interest in the CERS Regulator User Group should subscribe to this listserv as soon as practical.

- **Action:** Go to <http://www.calepa.ca.gov/listservs/ListSubscribe.asp?LID=101> and subscribe to the CERS Regulator User Group listserv. Subscribing is a easy, 3 stop process:
 - Provide your name and email address on the subscription web page, AND
 - Select the link in the follow-up email you will receive, AND
 - Click the “Confirm” button on the web.

CERS Wiki

Dan and Chris covered the Wiki in CERS and encouraged all to review the content. Everyone (including the general public) has viewing rights to the site. The CERS Help Wiki is located at <https://cers.calepa.ca.gov/Help/>.

Change Management Committee

Identify potential Change Management Committee Representatives and notify Dan via email before next meeting. (Note: Mike Vizzier indicated that Barbara Houghton could be one representative. One more is needed)

User Group Meetings

Next meetings are: (meetings will be held for CAL/EPA in Conference Room 220)

- September 28, 2010
- October 12, 2010
- October 26, 2010
- November 9, 2010
- December 14, 2010

User Group communications: All meeting notes, communications, meeting schedules will be located on the wiki at <https://cers.calepa.ca.gov/Help/RegulatorUsersGroup.Default.aspx>

Completed Action item: Select three or more members from each of the stakeholder groups

Motion made and seconded email Dan Firth with members names by Oct. 12th

Completed Action item: Structure of the User Group

Motion made and seconded – Dan Firth will chair the User Group for the first year

Completed action item: Meeting schedule

Motion made and seconded – Meeting schedule approved: biweekly until November 9th and monthly thereafter on the second Tuesday.

Completed Action item: Policy Decisions

Motion made for how voting will be handled. Motion made and seconded that all voting will be majority present during meetings; no quorum, with any major changes/issues emailed out before voting at meeting takes place.

Completed Action item: User Group Draft Chart

Motion was made and seconded the User Group Draft Charter was approved.

Action item: User group co-chair selection

Motion was made and seconded: The co-chair of the group will be a manager level to be voted on at the next meeting (Note: Barbara Houghton, Kern County was nominated by Mike Vizzier, San Diego County). Please notify Dan Firth of any other nominees before the next meeting.