

CERS Regulator User Group Meeting

Notes and Action Items

September 14, 2010 REVISED

Action items for September 28, 2010 meeting:

- Action: Go to <http://www.calepa.ca.gov/Listservs/> and subscribe to the CERS Regulator User Group
- Email Dan Firth dfirth@calepa.ca.gov, if you are interested to be a voting member for your agency.
- Identify potential Change Management Committee Representatives and notify Dan via email before next meeting. (Barbara Houghton, Kern, has been nominated so far)
- Finalize the list of voting members by Oct. 12th. Changes can easily be made after that date.
- Vote at the next meeting to select co-chair. (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.

Charter Review

- Motion approved to have 15 voting members for CUPA's and 15 for PA's.
- Motion approved to have software vendors participate as non-voting members.
- Motion approved to accept list of stakeholder groups and to have three or more members from each of the stakeholder groups
- Motion approved to accept the Users Group Draft Charter

Structure of the Users Group:

- Motion approved for Dan Firth to chair the Users Group for the first year
- Motion approved to accept meeting schedule: biweekly until November 9th and monthly thereafter on the second Tuesday of each month.

Policy Decisions:

- Motion approved that all voting will be majority present during meetings; no quorum. User Group members will be notified in advance of any major changes or issues prior to the meeting.
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Partial Attending List:

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)

Agenda notes:

- Dan Firth went over the notes and the agenda.
- Introductions and Agenda Review
 - Email all meeting agenda items for future meetings to Cathie Gause cgause@calepa.ca.gov
- Charter Review
 - Motion approved to have 15 CUPA and 15 PA voting members
 - Motion approved to limit voting members to UPA and related state agency staff
 - Action: determine voting members for next meeting
 - Action: select co-chair at next meeting
 - Action: select Change Management Group representatives at next meeting
 - Motion approved to accept draft Charter
- Listserv
 - We will publish listserv link information for upcoming scheduled meetings, meeting notes and updates will be published in the future.
 - Action: Go to <http://www.calepa.ca.gov/Listserv/> and subscribe to the CERS Regulator User Group
- CERS Wiki/blog
 - Dan/Chris covered the Wiki in CERS and encouraged all to review. Everyone has access. Note: go to the CERS sign in page (<https://cers.calepa.ca.gov/CERS/SignIn.aspx>) and mouse over the help link. Select 'What's New'. Then select 'RegUserGroup' from the dropdown in the upper right corner.

- Change Management Committee
 - Action: 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)

- Users Group Meetings
 - Upcoming meetings are: (meetings will be held for CAL/EPA in conference room 220 to increase callers support)
 - September 28, 2010
 - October 12, 2010
 - October 26, 2010
 - November 9, 2010
 - December 14, 2010

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