

RTOC Tribal Representative and RIPSC Retreat

Monday January 27, 2014 9-4:30 pm

Downstairs Conference Room

Overall Outcomes

- 1) Build a stronger relationship between RTOC Tribal representatives and RIPSC;
- 2) Define, clarify and get general agreement on the RTOC representatives "job" i.e., roles and responsibilities;
- 3) Further clarify and get agreement on various RTOC processes (e.g., decisionmaking, etc.); and
- 4) Identify possible areas of focus and process for agenda development for FY14-15 RTOC meetings

8:30 – 9:00 Meet in the room, get coffee and get settled. Note: RIPSC members will join the meeting at lunchtime

Draft Agenda

_Note: Times approximate and breaks will be taken when appropriate and needed in the morning and afternoon

Opening (15-20 min)

- Welcome/Introductions – Corn/Jeff/Laura
- Agenda/Logistics Review – Lori Lewis

RTOC Tribal Representative Roles and Responsibilities (30-60 min)

Outcomes: Define, clarify and get general agreement on the RTOC "job" i.e., roles and responsibilities and understanding of process if a representative is unable to fulfill their roles and responsibilities.

- Review of official roles and responsibilities and presentations (@5 min each) by Syndi Smallwood and Tom Keegan sharing their perspectives of the representatives role and responsibilities
- Clarifying questions
- Large and Small group conversations(by geographical area) to identify additions/deletions and possible challenges
- General agreement on a draft list of roles and responsibilities

RTOC Decision making process (30-45 min)

Outcomes: Identify and clarify the RTOC decision making process and agree on process when tribes/people are not in attendance

- Review the current process (Corn)
- Identify what types of topics need decisions by the RTOC Tribal Representatives (Corn/All)
- Identify the process and expectations for when tribes and/or reps are not present
- Clarify and revise process as necessary; Check for general agreement (All)

Communication and Administrative Tasks (30-45 min) (Mariela)

Outcome: Provide general administrative information and Identify any possible problems, changes or additions

- Quick Overview of EPA RTOC Coordinator role (Mariela)
- Tribal Leader meeting issues e.g. Letter invites, etc.
- General Communication between EPA and tribes on RTOC
- Use of the Website and Use of Webinars and Virtual Meetings

Lunch (approximately noon for @ 60 min including History of RTOC – Part 1); Lunch will be brought in.

History of RTOC – Part 1 (@30 min)

Outcome: Orient newer RTOC members and identify links and connections

- Chart the history of RTOC and our current RTOC Tribal and EPA representatives (Lori/All)

Afternoon Opening/Welcome (approximately 1 pm - 15-25 min)

- Welcome (Jeff/Corn)
- Introductions
- Afternoon agenda and logistics review (Lori)

History of RTOC - Part 2 (30-45 min)

- Review our history and identify key points and learnings(Lori/All)

Overview of Current Reality for USEPA (15-20 min)

- Share current available information re. FY14 funding and issues. (Jeff/Laura)

Quick recap of Morning Discussions (as appropriate for RIPSC benefit) (@15 - 30 min)

- Roles and Responsibilities
- Communication and Tribal Leaders meeting invites
- Use of Website, Webinars, Virtual Meetings
- Decision making

RTOC Charter and SOPs (15- 30 min) – if needed

Outcomes: Check in on any proposed charter changes and possible SOP's that need to be developed.

2014/15 RTOC Agenda Focus and Development (20- 30 min)

- Identify a list of 1) possible topics/areas/issues that the RTOC can raise and focus on at FY14 and FY15 meetings and 2) possible outside invitees

Next Steps and Closing (20 - 30 min)

Outcomes: Identify key points to share with caucus and full RTOC and Identify any additional ways to work together effectively (i.e. RTOC Tribal and EPA representatives)

- Review bike racks
- Identify next steps
- RTOC report out
- Quick Evaluation and Closing comments

Optional: Additional discussions may continue at an alternate location.