**2020 Leadership Council Strategic Planning Meeting Action Items**

**Update 20 May 2020**

**Decision**: Move forward with an agreement between the North Carolina Governor, the Virginia Governor and the U.S. EPA Regional Administrators for Regions 3 and 4 within the next six months.

**Leads**: Carl H, Megan M, Rachel H, and John N

**Due Date**: July 2020 for final signing. Draft agreement for consideration by April 2020.

**Status:** In Progress, Limited discussions at present

**Decision**: Move forward as a true Partnership, initially focusing on work to be completed using only existing APNEP funds and APNEP office staff. Then, through time, work to incrementally build in more capacity and increase the available resources for our partners to carry out implementation actions agreed to by the Partnership.

**Lead**: APNEP Office staff working with the Leadership Council chair.

**Due date**: Outline of Partnership plan (focused on the priorities) and timeline for implementation developed by July 2020 for review and decisions by the Leadership Council.

**Status:** In Progress

**Decision:** Charge the APNEP office staff to team up with the chairs of the Leadership Council and the Scientific and Technical Advisory Committee to develop a limited set of near-term integrating focus areas and the corresponding geographic areas from the perspective of what the APNEP office staff can accomplish and in what timeframe. Start with the Scientific and Technical Advisory Committee’s recommendations for focusing on SAV and water quality. Consider fisheries habitat as well. Bring the recommendations back to the Leadership Council for review and final decisions.

**Leads**: APNEP staff, Leadership Council Chair and Scientific and Technical Advisory Committee Chair.

**Due date**: Recommendations from APNEP office staff working with the chairs delivered to the Leadership Council by April 1, 2020.

**Status:** Complete, Priorities submitted to Leadership Council 25 March 2020

**Decision**: Amend the Leadership Council’s roles and responsibilities to include: oversight of, receiving briefings, options and recommendations from chairs and APNEP office director, and staff; providing direction and feedback on upcoming priorities to the advisory committees, teams and APNEP office staff; and actively seeking the resources requested by the Chairs and Director from the Partnership and its partners.

**Lead**: APNEP Office staff.

**Due Date**: April 1, 2020 for delivery to the Leadership Council for review and decisions.

**Status:** Limited progress

**Decision**: Increase the frequency of Leadership Council meetings to quarterly including both in-person and remote meetings. Develop an annual meetings dates schedule. Direct agendas towards policy-oriented decisions and setting of priorities for the rest of the partnership. Distributed agendas and briefing materials two weeks ahead of time.

**Lead**: APNEP Office staff working with the Leadership Council chair.

**Due date**: February 15, 2020 for setting the Leadership Council quarterly meeting dates for the coming year.

**Status:** In Progress

**Decision**: A Management Board (as recommended) or Implementation Advisory Committee (as called for in the Executive Order) are not warranted at this time. The re-constituted Leadership Council will take on the roles and responsibilities originally envisioned for these groups.

**Decision**: A formal Citizens Advisory Committee is not warranted at this time. When there is a need on a specific topic for more comprehensive input from the community, the Partnership will convene a forum for seeking feedback from the non-governmental organizations.

**Decision**: Re-build a more functional and effective Scientific and Technical Advisory Committee by taking the following steps: set more action/implementation-oriented agendas; consider a steering group to recruit the experts needed for specific topics; publish STAC’s white papers on the APNEP website; align STAC’s priorities to match the Partnership’s priorities and needs; and increase the level of communications with the Leadership Council.

**Leads**: STAC Chair and APNEP Office staff.

**Due date**: August 2020 for delivery to the Leadership Council for review and decisions.

**Status:** In Progress, limited

**Decision:** The Partnership Office to develop an updated organizational chart along with a supporting set of updated governance procedures, bylaws and roles and responsibilities for each of the committees and teams.

**Lead:** APNEP Office staff.

**Date due**: By July 2020 for delivery to the Leadership Council for review and decisions.

**Status:** In Progress

**Decision:** The APNEP Director will update the Leadership Council on progress of achieving the Strategic Planning Session decisions and agreed to follow up actions during each quarterly meeting.

**Decision**: Stay at North Carolina Department of Environmental Quality as the host entity.

**Follow-up Actions**:

* Build firewalls to ensure that APNEP is viewed as independent from NC DEQ.
* Evaluate how to accept funds from varied sources, including private funds.
* Investigate obtaining APNEP DUNS number.
* Partners will work to get APNEP invited to provide briefing to legislators. Target for after July 1, 2020. The briefing will be specific to issues and interests of the legislators.
* Evaluate how to strengthen firewalls to ensure that EPA or the State cannot make changes in staff and funding that are not approved by Leadership Council.
* Work with John Nichols at the state level and make a request to Tony Able on specifics for EPA.
* Develop a proposal for a case study to engage local governments focused on services that APNEP can provide to local governments, building on what is available from others.
* Align with focus areas, highlight successes.

**Decision**: Set up a process for reaching to our decision makers, including state, regional and local decision makers, to determine what is the most critical data and information they need to support their decision making, what is their tolerance for timely information as well as the spatial coverage of the data.

**Lead**: APNEP office staff and EPA Region 4 contribution of staff time with input from Leadership Council members.

**Due date**: Targeting July 2020.

**Status:** In Progress, limited

**Decision**: APNEP staff will present the results of their work on the SAV and water quality indicators to date to the Leadership Council after a presentation to STAC. The Leadership Council will factor in the stated needs of the state, regional and local decision makers in determining what is needed in the monitoring strategy. The Leadership Council will also need to factor in the Partnership’s priorities in the selection of the indicators for the Partnership.

**Lead**: APNEP office staff.

**Due date**: April 1 2020 for the presentation of the draft SAV and water quality indicators to the Leadership Council.

**Status:** Complete

**Agenda Items for the April 2020 Leadership Council Meeting**

The following is a list of the agenda items for the April 2020 Leadership Council meeting:

* Draft NC, VA, and EPA agreement presented for review and comment
* Draft plans and tentative dates for the agreement signing ceremony
* Recommended topic priorities for the APNEP partnership
* Recommended realignments of Monitoring & Assessment and Implementation Action Teams
* Recommended changes to the Leadership Council membership to reflect the Partnership’s priorities
* Recommended amended Leadership Council roles and responsibilities
* Annual workplan and budget reflecting recommended priorities
* Detailed APNEP Director update on progress towards addressing each of the decisions and follow-up actions from the January 2020 Leadership Council Strategic Planning meeting

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