

**COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT'S
SMALL BUSINESS ASSISTANCE PROGRAM COMPLIANCE ADVISORY PANEL –**

QUARTERLY MEETING MINUTES - June 12, 2014, 1 – 3 p.m.

Staff in attendance: APCD - Christine Hoefler & Dena Wojtach
DEHS - Elizabeth Sapio & Patrick Hamel
CAP in attendance: Troy Dunn, Allison Frederick, Keith Igoe, Derek Boer, Mike Cugnetti
Guests in attendance: Ellen Graham, Department of Regulatory Agencies
Staff not in attendance: APCD – Kaitlin Stabrava

Introductions of all CAP members, CDPHE Staff, Guests

Orientation for CAP

This was the first meeting for the newly appointed CAP. SBO began the orientation session for CAP Members. In Nov 2013, previous CAP members were asked what they would have wanted to know as new CAP members. Their comments are guiding the presentation of materials.

Presented the statutory authority (Federal Clean Air Act – 1990 Amendments Title V and CRS at 25-7-109.2) and structure of Program (SBAP, SBO and CAP)

Discussed the difference between multi-media and cross-media definitions

Discussed the national SBO/SBAP network, NCAP, Annual Meeting, EPA's SBO, Annual Report, and SBAP Survey Evaluations

Legislators need to make two additional member appointments

Shared the following documents with those present:

- CDPHE Org chart- where and why SBAP and SBO are situated in different divisions at the department
- one-page summaries “What is Public Health”, “What is CDPHE”, with mission and vision
- CDPHE Strategic Map 2011-2016
- CAP/SBAP/SBO Guidebook – discussed function of the CAP
- Glossary of Acronyms - that we will try to avoid using
- Summary prepared for the Legislative Sunset review being conducted by Dept of Regulatory Agencies- summarized what CAP members have participated in with SBAP/SBO over the past 5-6 years
- Copy of 2012 SBAP Annual Report to EPA
- SBAP Guidance documents – Perc Dry Cleaner Compliance Calendar, Compliance Certification Workbook for Colorado Small Businesses

New Business Discussed

- SBAP Workshop review and Internet Resources presented by Christine
- All members shared their experience with small business and why they want to participate on CAP
 - Derek Boer – CDPHE appointment, GAP and Haz Waste inspector, previous Public Information Officer for department, fluent in Spanish, interest in compliance assistance and training
 - Keith Igoe – Awareness of environmental pollutants, general contractor CO forest and energy sectors, skilled in communication/outreach and solar energy
 - Mike Cugnetti – family business as small oil distributor, radioactive lab work, stack tester for air emissions, familiar with environmental regulations, worked with power plants, refineries and small businesses

- Allison Frederick – worked with small business for 10 years, technology protection for trademarks and patents, interest in creating sustainable systems and communications, works with local environmental groups on renewables and Environmental Management Systems
- Troy Dunn – Involved as a small business for last 10+ years, clients are small businesses, took business to Gold environmental leader status, passion is non-profit humanitarian space agency that leverages technology and satellite imagery to help people in remote areas.
- Troy self-nominated to serve as Chair –Moved by Keith Igoe, ^{2nd} Mike Gugnetti , all ayes. Troy Dunn will serve as Chair of CAP
- Troy Dunn made motion to have Allison Frederick serve as Vice-Chair, ^{2nd} Keith Igoe, all ayes, Allison Frederick will serve as Vice-chair of CAP.
- CAP Objectives for this 2-year term – tabled until next meeting

Next Quarterly CAP Meeting

Doodle Poll will be sent to request time of next meeting (confirmed for Sept 3, 2014, 1-3 p.m.)

3:00 Motion to adjourn Troy Dunn, ^{2nd} Keith Igoe, all ayes

Approved by CAP on 9-3-2014