

PAC Minutes 18 January 2013

1:00 pm est

Attending:

Alana Mesenbrink, NWS  
Allen Gwinn, NAD  
Jamie Gyolai, MVD  
Heather Burke, HQUSACE  
Titus Hardiman, SWD

Chris Rapenchuk, LRD  
Joel, Miller, SPN  
Chad, Eller, SAW  
Miriam Fleming, SAM

1. Minutes approved for 15 December call - Approved and posted on the Gateway and Shared Site.
2. Prospect Courses
  - A. Portland
    - a. Partner exercise scenarios sent please respond to Jamie by 22 Jan. **Action Officer-ALL**
    - b. Housekeeping
      1. All Instructors should review their presentations for classroom pencil changes in values, hours, or amounts. Send updated Power Point files to Heather by 31 January.  
**Action Officer-ALL**
      2. Cell Phone number confirmations will be sent to the PAC.
      3. Team Meeting will be held Sunday at 3:00 pm at the Hilton.
      4. Class debriefing - will be held immediately after the class during lunch.
      5. Miriam will be the official auditor and time keeper to capture comments, questions, or items that need to be clarified.
  - B. Ft. Worth Class
    - a. Housekeeping
      1. Jeff has made hotel reservations for instructors.  
PAC Instructors are Jamie/Titus/Joel/Heather with Chad, Jeff and Doug Cox assisting.
      2. Field trip plans- Chad & Jeff need to be firmed up. **Action Officer-Chad & Jeff**
  - C. Nashville Class
    - a. Housekeeping
      1. Heather will coordinate with the local contact Mark Klimaszewski in the District Office.  
PAC Instructor Heather, Alana, Miriam, and Chris R or Allen.
3. CNREF Update
  - a. They continue efforts to expand grant guidance to the field projects.
4. Oh Ranger!
  - a. Seasonal signage with rotating sponsorship - under development.
  - b. Sponsorship of WIFI in selected recreation area – locations will be determined by the partner.

5. Excellence in Partnership Award

- a. Allen will coordinate the trophy and either ship or deliver it to Heather.
- b. Heather will follow up with Debbie C. on the status of the Division certificates.

**Action Officer -Heather**

- c. If possible the Division PAC representative should coordinate or encourage a regional award presentation for the Division nominations.
- d. Invitational travel orders for Tom Burrell
  1. Our Lands and Waters Foundation wants to cover Tom's travel cost, thus opening the opportunity for others to attend.

6. APPL March 11-15 – Portland Travel Dates Sunday 10 March and Friday 15 March

a. Approval Pending - Hold on conference registration. It is possible that only the two presenters (Rocky & Chad) Mary, and Heather may be authorized per 16 Jan 2013 memo "Risk Mitigation in the Face of Financial Uncertainty"

b. National approval is being coordinated by HQ for the field sites and they should not be requesting approval for National Conferences. Heather is forwarding an E-mail to clarify.

**Action Officer -Heather**

- c. PAC Travel MIPRS for APPL due 1 Feb to Chris R. – will hold them and forward upon conference approval.
- d. Heather will be providing a hotel list – once received proceed with your hotel reservation before all rooms are booked. (You may have to cancel if not approved). **Action Officer -Heather**
- e.
- f. Excellence in Partnership Award Presentation – Mary will be presenting along with Debbie. Heather will develop script. **Action Officer- Heather**

7. Webinars

- a. Partnership 101 Webinar – 28 Jan 11:00 to 12:00 pm Pacific Standard Time. **Action Officer -Heather**
- b. Grants –April **Action Officer -Heather**
- c. Cooperative Joint Management – June **Action Officer –Allen/Titus**
- d. Handshake - August **Action Officer –Allen**
- e. Handshake – September **Action Officer –Allen**

8. PAC Funds –Chris R.

- a. PAC Balance \$28,710.00 - 14 Jan 2013 – HQ funded \$30,000 to date.
- b. Pac funding for FY13 is targeted at \$50,000.

9. OMBIL - Heather

- a. Final Value -\$28.5 million in 2012.
- b. In 2014 OMBIL will close on 31 October with no exceptions. Heather will be permitted a two week window to make quality control corrections.

10. Public NRM Gateway -Update

- a. Format Team input and comments – Top 20 Stories. Heather will assign each PAC member topics to find the best success stories for the assigned topic found on the NMR Gateway. These will be posted the external site. **Action Officer Heather/Team**
- b. Ace-IT Concept Film- Release of Script 1 to ACE-IT to produce one venue. **Action Officer Chris R.**
- c. Creating venues in Portland
  1. Filming equipment is available 14 & 15.
  2. Need to locate additional filming sites or located existing films that can be utilized to support

the partnership scripts. Jamie, Allen, and Chris R. will contact their respective PA office or other means.

11. Partnership Outreach Page – “Why Partner with the Corps”

- a. Format Issue on 8 x 11 double sided version - being corrected with ACE-IT. **Action Officer Chris R.**
- b. Distribution Plan upon correction.
  1. E-mail to Operation Managers.
  2. Place on Public Gateway Site.
  3. Forward to RLAT members as tool for Managers.
  4. Place on NRM Gateway Site – Chris R. will make proposal on gateway site locations.  
**Action Officer Chris R**

12. Quarterly Talking Points Report

- a. Completed - Alana- 10 December  
Allen- 11 December  
Jamie – 19 December  
Miriam – 3 Jan 2013  
Chris- 10 January.
- b. Planned - Need to establish dates for 1<sup>st</sup> Call.  
**Action Officer Joel**  
**Action Officer Titus**

13. Partners Outdoors - 19-21 February 2013

- a. HQ approvals pending.
- b. Miriam & Allen MIPRS ready if approved.
- c. Filling 8 slots via a message to the MSCs. **Action Officer: Heather**

14. Handshake

- a. Two of the 2013 Funding Request were received.
- b. One of the 2011 closure reports was received.
- c. Overdue Handshake Reports Update
  1. Kaskaskia River Project – 2010 Project POC James Hill, Kaskaskia and Mississippi Rivers Interpretive Area, \$25,000.00.
  2. Lucky Peak Lake – 2010 Project POC Keith Hyde, Mutual Aid Repeater, \$20,000.00

15. Strategy for the Development of a Partnership Handbook.

- a. Alana will place the Internal Forest Service Handbook on the shared site. **Action Officer Alana**
- b. We will need to create an outline and discuss at a later call or APPL.

16. Fall meeting 7-11 October/Boston

- a. Business Meeting
- b. Meet with OMs from the field sites to discuss partnerships on the 2<sup>nd</sup> or 3<sup>rd</sup> day. Allen will forward an inquiry to the OMs on partnership topics or questions. **Action Officer Allen**
- c. Potential field trips to two Handshake locations.

17. Volunteer.gov website improvements/Volunteer Clearinghouse future

- a. Allison Ross will replace Carolyn Bauer as the POC in March

- b. Vol.Gov site may replace the USACE Volunteer Clearing House as most federal agencies are migrating their efforts to a centralized site. If you have concerns or comments notify Heather.

18. LRB Ranger Conference – 14 February Heather

19. New Cap - Joe Custer starting 4 February in HQ – to be included in future PAC calls.

20. RLAT – Joint Cooperative Management response letter should be returned in March to the PAC.

Next Call: Portland

### **PAC Action Items**

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2. All Instructors should review their presentations for classroom. Pencil changes in values, hours, or amounts, etc. Send updated Power Point files to Heather by 31 January. **Action Officer-ALL**
3. Field trip plans for Ft. Worth Class need to be firmed up. **Action Officer-Chad & Jeff**
4. Heather will follow up with Debbie C. on the status of the Division certificates. **Action Officer -Heather**
5. National approval is being coordinated by HQ for the field sites and they should not be requesting approval for National Conferences. Heather is forwarding an E-mail to clarify. **Action Officer -Heather**
6. APPL hotel list for APPL. **Action Officer -Heather**
7. Public NRM Gateway - Top 20 Stories. Heather will assign each PAC member topics to find the best success stories for the assigned topic found on the NMR Gateway. **Action Officer Heather/Team**
8. Ace-IT Concept Film- Release of Script 1 to ACE-IT to produce one video. **Action Officer Chris R.**
9. Partnership Outreach Page – “Why Partner with the Corps” Format Issue on 8 x 11 double sided version - being corrected with ACE-IT. **Action Officer Chris R.**
10. Place “Why Partner with the Corps” on the NRM Gateway Site – Chris R. will make proposal on gateway site locations. **Action Officer Chris R.**
11. Quarterly Talking Points Report - Need to establish call dates.  
**Action Officer Joel**  
**Action Officer Titus**
12. Alana will place the Internal Forest Service Handbook on the shared site. **Action Officer Alana**
13. Forward inquiry to the OMs on partnership topics or questions for the fall meeting. **Action Officer Allen**
14. Future of USACE Volunteer Clearing House. Send comments to Heather.  
**Action Officers All.**