

PAC Minutes
Concord, MA
Dates 6-10 January

Tuesday 7 January - PAC Meeting - NAE District Office

Meet with Frank Fedele, Chief of Operations, Joan Gardner, Deputy Chief, Operations, Kim Russell, Natural Resource Specialists for overview of District operations.

- Oh Ranger WiFi Status – Two projects: Bonneville Lock and Dam Hiram M. Chittenden Locks were selected as test pilots for the project. Implementation is scheduled to occur in spring 2014 with the projects. OhRanger will pay for the equipment and either the Corps project or a local partner will cover the monthly cost. (estimated to be under \$150.00 at Bonneville). During the developmental stages, a step-by- step process is being drafted to assist in the implementation for other USACE projects in the future.
- Park Perks – Courtney was assigned to develop a one page support document with FAQs to develop the concept. The concept was presented during the RLAT meeting and they asked that the PAC team explore the concept. The conceptual project may be in two phases. Phase I - would explore implementing the program with local Chambers of Commerce and Phase II would be to expand nationally, potentially through the NRRS reservation system. Once the support sheet is developed it will be presented to the RLAT Team and HQ. **Action Officer Courtney**
- Prospect Courses for FY14
 - Atlanta – 26-31 January 2014
 - Instructors: Allen, Titus, Miriam and Heather
 - Please review curriculum for your assigned sessions.
 - Action Officer Allen, Titus, Miriam and Heather**
 - Heather will bring a hard drive with each session, if you have changes send them to Heather .
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 - Portland 16-20 June 2014
 - Instructors: Alana, Chris, Joel and Heather with Courtney Auditing the class.
 - Sessions were assigned to each respective instructor.
 - Instructors send MIPR Request to Heather. **Action Officers Alana, Chris, Joel, Courtney**
- Prospect Course Plans and Locations for 2015
 - Confirmed Locations
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 - Session #1 Nashville, 26-31 October 2014
 - Instructors: Courtney, Chris, Miriam, and Heather

Session#2 Lake Ouachita 2-6 March, 2015 Heather is working out the logistics with Bill Jackson. **Action Officer Heather**
Instructors: Allen, Titus, Alana, and Heather.

- Handshake Program

Several administrative changes were discussed on the scoring sheets and application. Allen will make the adjustment to the application, scoring sheets, webinar, web page, and Prospect curricula. **Action Officer Allen**

A. Scoring Sheet

1. In order to improve the consistency of the scoring process, additional detail or ranges will be outlined for each scoring element.
2. During the scoring process, each PAC member will insert one comment on why they ranked or scored the nomination.
3. Prior to the scoring process the team will review process so we all understand the ranking process.
4. When the applications are forwarded to each PAC member for ranking an assigned order of review will be assigned.
5. Once the finalized scores are returned to Allen, he will include a spreadsheet which illustrated how each PAC member ranked the scoring elements to look for inconsistencies.

B. Handshake Application

1. A header line and definition will be added to each criteria element to eliminate applications that submit a narrative that may or may not address each scoring criteria.
2. The incentive category for the number of partners will remain for FY15 application. There is concern that projects my multiple list partners to increase their scores, but Allen will match the number of partners that signed the Challenge Partnership Agreement compared to number they listed on their application.
3. Additional changes will be elimination of the "Corps Will and the Partner Will" portions of the application.

4. In order to capture the data in OMBIL, past Handshake projects will need to submit their data in OMBIL before they can receive new Handshake funds. Allen will add this criterion to the application.

- Partnership in Excellence Award

- A. FY14 Logistics

- 1. Joel needs to finalize the trophy and Division Certificates with the Foundation.

- Action Officers Joel**

- 2. The proposed ceremony for the FY14 National winner will be in Eugene Oregon the week of 14-18 April. Heather will confirm with respective District, Project and Partner on availability. The intention is to have senior leadership present the award at the Project. **Action Officer Heather**

- B. Proposed concept changes in the Partnership in Excellence Award

- 1. A discussion was conducted with the concept that if the winning applicant pursues another activity with the same partner the following year they could receive up to \$30k non- competitively. Heather will discuss the concept with Mary. **Action Officer Heather**

- APPL & Partner Outdoors

APPL - Heather has prepared justification for either 5 or 10 participants to attend the conference. Due to the limited number of participants it is anticipated that no PAC member will be attending.

Partner Outdoors - Heather has prepared justification for the conference which will be held in DC in June and the Legends and Beacons winners may be attending the conference along with Mary, Heather, CAP if approved.

Travel MIPRS will be coordinated by Chris for the Legends and Beacon Winners. **Action Officer Chris**

- Remaining Items Priorities

- 1. The proposed budget for the Handshake is \$350K.
 - 2. The funding for Good Sam has been eliminated.
 - 3. The NPLD funding has been reduced to \$15K and Nashville District has submitted a reduction proposal to NPLD. Pending is a response from NPLD.
 - 4. PAC team travel will be funded for a total of \$40K which includes \$11K carry-over from FY13.

- Partnership Video Progress

Heather has provided Kevin with some comments and pending is an additional vignette from Miriam which will be filmed in Atlanta the week of 26-31 January. **Action Officer Heather and Miriam**

- Contribution Program ER & EP reference changes in Chapter 11. Reference changes have occurred and Chris has been assigned to identify and correct the references on the NRM Gateway. **Action Officer Chris**

The following Districts have not submitted Contribution Plans
New England, Buffalo, Nashville, Detroit, Baltimore, Philadelphia, Seattle, Alaska, Hawaii, Galveston, and Tulsa.

- Bass Pro FY 14 Plans
 1. Heather has attempted to contact Martin, Sandy or Laura and they have not returned her phone calls concerning the Outdoor Academy that was proposed at three lake projects. **Action Officer Heather**
 2. Store Events conducted in FY13 were inconsistently captured in OMBIL. A methodology needs to be developed to capture the data either as a direct or indirect contact. Heather will contact Pam for the final roll up report and attempt to address the value of the projects based on booth space, advertisement and staff time. In addition, she will discuss how the store events in FY14 will be coordinated. 3. **Action Officer Heather**
- Volunteer Awards
 1. Foundation - A roll up report was submitted to the Foundation to see if they could support the program by providing small recognition items like pens, coffee cups or other small items. Pending is a response.
 2. Camping Permits – Chris has been assigned to develop the concept of rewarding volunteers with free camping permits. **Action Officer Chris**
 3. National Volunteer Award – the concept was presented to RLAT and they support the idea but ask that the nomination process be aligned with other Partnership Awards. Miriam has been assigned to develop the concept and to prepare a one page for presentation at the next RLAT meeting. **Action Officer Miriam**
- Alcohol and Tobacco Partnerships

Allen will develop a one page talking page that will be presented to Mary/OC in the future on what changes are required and why the restriction should be removed from the Contribution Guide, as the ER/EP do not support the restriction. **Action Officer Allen**
- Foundation

Pending is response on volunteer award support and they are attempting to expand/reorganize their board.

- SCA
The existing contract expired 30 November and letters were forwarded to impacted projects that new SCA placement will not occur until a new agreement is signed. If a project must proceed they can contact SCA directly or they have to wait until a new agreement is signed. Fort Worth will be to lead once the Delegation of Authority is delegated to the District level and the issue of sole source or competition will be addressed as there are over 140 other organizations that support similar programs.
- Cooperative Agreements
Heather is acting as the PM for a National PDT which will include Grant & Agreement Officers to develop standards for Cooperative Agreements. **Action Officer Heather**
- Oh Ranger- Expansion of Water Safety Signs
Heather will contact Mark to see if the partner is willing to provide additional signs. **Action Officer Heather**
- OMBIL Edit Authority
Heather will contact Denna Williams and request the authority also be delegated to Alana. **Action Officer Heather**
- Volunteer Efficiency Credit in Rec-Status
Miriam is to develop a 1-2 page slides for the RLAT to discuss the concept for volunteer credit in Rec Status. **Action Officer Miriam**
- Agreement Matrix
Courtney has been assigned to develop an agreement matrix that can be posted on the NRM Gateway to assist projects in determining which type of partnership tool should be used. **Action Officer Courtney**
- Volunteer Webinar
Titus was assigned to develop volunteer program webinar (Heather will send a message to the field in February announcing the upcoming 'suite' of webinars that the PAC team will be offering. **Action Officer Titus**
- PAC Webinar Announcements
Select dates/times for the Mar-Jun webinars – **Action Officers All**
- CA Guide and Tool Kit
Titus will develop a draft CA guide similar to other federal agencies. Heather will send examples to Titus. **Action Officer Titus/Heather**

- The Annual Work Plan was updated along with the PAC Charter.
- PAC Meetings 2015
The proposed location is in Albuquerque, New Mexico either the first or second week in Dec or 17-21 November 2015. Pending is confirmation from SPA.

Wednesday 8 January - Meeting with NAE Managers at Hodges Village to discuss how the PAC could support their programs, to address specific questions about the USACE program, and a site visit of Buffumville Lake.

Thursday 9 January – Site visit to to East Brimfield to examine their partnership initiatives that include a water trail and multi-purpose trail , then toTully Lake to examine a Handshake funded project that solved a management and access problem. .

Assigned Task – see PAC Charter for due dates.

Courtney - Park Perks – to develop a one page support document with FAQs.

Allen, Titus, Miriam and Heather - Atlanta Prospect 26-31 January. Please review curriculum for your assigned sessions and get final edits to Heather.

Alana, Chris, Joel, Heather - Portland Prospect 16-20 June 2014. Instructors send MIPR Request to Heather.

Heather – Prospect class confirmation for Session #2 Lake Ouachita, dates are 2-6 March, 2015.

Allen - Handshake adjustment to the application, scoring sheets, webinar, web page, and prospect curriculum.

Joel - Partnership in Excellence Award - finalize the trophy and Division Certificates with the Foundation.

Heather - Coordinate Partnership in Excellence ceremony logistics in Eugene.

Heather - discuss proposed \$30K concept changes in the Partnership in Excellence Award with Mary.

Chris – Coordinate Travel MIPRS for the Legends and Beacon Winners.

Heather – contact Kevin on status of Partnership Video Progress.

Miriam – Filming of video in Atlanta the week of 26-31 January.

Chris - Gateway adjustments for the Contribution Program ER & EP references.

All - Missing Contribution Plans for New England, Buffalo, Nashville, Detroit, Baltimore, Philadelphia, Seattle, Alaska, Hawaii, Galveston, and Tulsa.

Chris - Volunteer Camping concept for rewarding volunteers.

Miriam - National Volunteer Award concept to be presented to RLAT.

Allen - Alcohol and Tobacco Partnership Talking Points.

Courtney – develop agreement matrix.

All - Quarterly calls with the MSCs in Feb.

Heather - Contact with Bass Pro concerning the Outdoor Academy in FY14.

Heather - Contact with Pam on status of Bass Pro Store Events for FY 14 and capturing the data in Ombil.

Heather – Oh Ranger- Expansion of Water Safety Signs

Heather - OMBIL Edit Authority for Alana

Miriam – develop 1-2 page slide for the RLAT on Volunteer Efficiency Credit in Rec-Status

Titus – develop Volunteer Webinar

All - PAC Webinar dates and announcements

Titus- develop CA Guide and Tool Kit