

Subject: Meeting minutes - Small Business Assistance Program Compliance Advisory Board Quarterly Meeting, June 19, 2002.

The Small Business Assistance Compliance Advisory Board meeting was held on June 19, 2002, at the Department of Environmental Quality, Woodbridge, Virginia.

Members Present: John Daniel and John Dwyer

Members Not Present: Jim Donati, Frank Ramos, Mitchell Carr, Mike Thompson and Dyane Pergerson

DEQ Staff: Richard Rasmussen, Doug Masini and Edith Cornell

Regional Office Staff: David Hartshorn, Rodney White, Chris Meoli, and Cynthia Sale

John Daniel opened the meeting, welcomed everyone for attending, and thanked our host for having us. John also introduced John Dwyer, our new incoming Compliance Advisory Board (CAB) Chairman. Richard Rasmussen also welcomed everyone. Due to the lack of a quorum there was only an informal work discussion held.

Introduction/Discussion

John Daniel and Richard Rasmussen expressed their regrets that Frank Ramos was not present to be recognized for his outstanding work as the CAB Chairman from December 1996 to March 2002. Mr. Rasmussen provided an introduction of our newest Board member, Mrs. Dyane Pergerson. She replaces Tom Sheets. Richard explained the background of the Small Business Assistance Program and its components for the benefit of Regional office staff.

Program Report -Richard Rasmussen

Loan Fund

The small business loan fund is still operational with approximately \$300,000 available for lending. Viable projects are air compliance, pollution prevention, and agricultural BMP's. Loans still have a cap of \$100,000 with a 3% interest rate.

" Cultivating Environmental Management Working with Small Business"

All five pilot sessions of this train-the-trainer course on small business environmental management systems have been completed . The sessions were held in: Sacramento, CA, Albany, NY, Chicago, IL, Denver, CO, and Tallahassee, FL. The program will be finalized after the Small Business Assistance Program National Conference in July.

2002 National SBO/SBAP Conference

The conference will be held June 29 through July 3, 2002 in Chicago, IL. The U. S. EPA hosts this conference annually for the SBAP's. It is an opportunity for programs across the nation to receive updated information, network, discuss future programs and projects, hear about rules under development, rule changes and rule progress from the people that write them. The conference also includes technical tracks for specific targeted areas such as "the do's and don'ts of a site visit." Next years conference will be held in Baltimore, MD.

Projects/Outreach Activities - Doug Masini

The WebSite is still under revision and should be finalized very soon. Once completed there should be approximately 500 links to various services and compliance information.

2002 Dry Cleaning Calendar has been very successful with the dry cleaners. This years calendar includes a storage pocket making it easier to keep records and receipts. It has cut down on inspection time and the time to review records.

Stage II Compliance Calendar is under development and is planned for early fall. The calendar should be useful to gasoline stations and distributors in the Richmond and Northern Virginia non-attainment areas. The calendar is being developed with the help of DEQ's air compliance division.

Small Business Assistance Providers Forum II is in the planning stages. Tentatively the forum will be held in late October or early November. The forum will focus on issues important to small businesses, and highlight the successes and failures of the small business assistance providers.

The next Compliance Assistance Board meeting will be held September 18, 2002. The time and place will be announced later.

The meeting adjourn at 12:45 p.m.