To: Brown, Byron[brown.byron@epa.gov]
From: Debell, Kevin
Sent: Wed 8/30/2017 8:52:58 PM
Subject: RE: Priority Area Kaizen Projects: Draft Agenda and Presentation Template for August 31 Report Out Meeting

Got it, Byron, thanks!

Kevin M. DeBell, Ph.D., Acting Director

U.S. Environmental Protection Agency

Office of the Administrator / Office of Policy / Office of Strategic Environmental Management

1200 Pennsylvania Avenue NW (1807T)

William Jefferson Clinton Building West, Room 4122E

Washington, DC 20460

o 202 566 1931

c Ex. 6 - Personal Privacy

debell.kevin@epa.gov

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From: Brown, Byron
Sent: Wednesday, August 30, 2017 4:53 PM
To: Debell, Kevin <debell.kevin@epa.gov>
Subject: RE: Priority Area Kaizen Projects: Draft Agenda and Presentation Template for August 31 Report Out Meeting

Kevin, Here is the draft FOIA process powerpoint for tomorrow's internal discussion. Thanks.

Byron R. Brown

Deputy Chief of Staff for Policy

Office of the Administrator

U.S. Environmental Protection Agency

From: Debell, Kevin
Sent: Tuesday, August 29, 2017 11:00 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Yamada, Richard (Yujiro) <yamada.richard@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>
Cc: Ack, David <Ack.David@epa.gov>; Cannon, Rob <cannon.rob@epa.gov>; Green-Goldsborough, Kimberly <Green-Goldsborough.Kimberly@epa.gov>; Appleby, Michael <appleby.michael@epa.gov>
Subject: RE: Priority Area Kaizen Projects: Draft Agenda and Presentation Template for August 31 Report Out Meeting

Hi all:

Thanks again for all of your work. I know a few of you had difficulty accessing the agenda and presentation template yesterday, but I believe we have fixed that. Just a couple quick notes:

Ex. 5 - Deliberative Process

I believe many of you may already have a draft of the 1-2 pager, but want to make sure everyone understands the expectations. I appreciate your consideration of this request and will be happy to answer any questions about it.

Best,

Kevin

Kevin M. DeBell, Ph.D., Acting Director

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From: Debell, Kevin
Sent: Monday, August 28, 2017 1:39 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Fine, Steven <fine.steven@epa.gov>; Pirzadeh, Michelle <Pirzadeh.Michelle@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Kenny, Shannon <Kenny.Shannon@epa.gov>; Shaw, Betsy <Shaw.Betsy@epa.gov>; Richardson, RobinH <Richardson.RobinH@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Darwin, Henry <darwin.henry@epa.gov>; Greaves, Holly <greaves.holly@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Yamada, Richard (Yujiro) <yamada.richard@epa.gov>; Forsgren, Lee <Forsgren.Lee@epa.gov>
Subject: Priority Area Kaizen Projects: Draft Agenda and Presentation Template for August 31 Report Out Meeting

Hi all:

I hope you had a great weekend. I appreciate all of the effort you have been putting into preparing problem statements for your Priority Area Kaizen projects.

For Thursday's project report out meeting, I have developed a draft agenda and PowerPoint slide template. Both of these are available here. Please let me know as soon as possible if you have a problem participating in the meeting at the time allotted for your project. Please also complete the PowerPoint slide template for your project by COB Wednesday, August 30. I would appreciate it if you would save your completed slide in the same folder as the agenda and

template. Alternatively, you may email the slide to me.

At the meeting, process owners will be expected to report out on their projects. I'll be happy to answer any questions you might have.

Best,

Kevin

Kevin M. DeBell, Ph.D., Acting Director

U.S. Environmental Protection Agency

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