Message

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Sent: 2/13/2020 5:51:23 PM
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Subject: IMPORTANT TIME SENSITIVE Information for County Community Clean Water Action Plan Coordinators and Lead County Entities
Attachments: Homework Assignment for Clean Water Coordinators.docx; Coordinator Training Academy Agendas (002).docx; Webinar Wednesday Agenda 2-19-2020.docx

Importance: High

IMPORTANT TIME SENSITIVE Information for County Community Clean Water Action Plan Coordinators and Lead County Entities

Good afternoon County Phase 3 WIP Partners,

Thank you for taking time out of your busy schedules to meet in person with our Chesapeake Bay Office Phase 3 WIP coordination team over the last two weeks. We hope that you found the meetings to be as informative and helpful as we did!

As a county lead partner in this effort, you have demonstrated leadership and initiative in your desire to help Pennsylvania and your county achieve the nutrient reduction goals outlined in the Phase 3 WIP through the development and implementation of a Countywide Action Plan.

In this email and its attachments, you will find all details for your coordinator and your lead team members for the upcoming **Community Clean Water Action Plan Coordinator Training Academy (CTA)** and other important upcoming events and resources. Please read this entire email!

A significant part of leading your county to success is your coordinator's professional development. A coordinator on-boarding process has been designed to equip you to lead your county to success. The on-boarding process contains four components:

- **Clean Water Coordinator Orientation:** An online orientation program
- **Coordinator Training Academy (CTA):** A four-day in depth, in person training academy
- **Continuing Education and Networking:** A continuing education and networking plan ("Webinar Wednesdays")
- **PA Clean Water Academy:** The opportunity to self-select additional online resources for individualized skill building for yourself and local partners.

I am excited to invite your coordinator and your lead county team members to the ***Coordinator Training Academy*** (***CTA***). Please see attached agenda for this four-day Academy. We at the Chesapeake Bay Office, along with the executive and senior staff at Department of Environmental Protection (DEP), are very excited about the program and your participation in it. DEP is committed to supporting our local partners in their county action planning toward nutrient reduction efforts.

The ***CTA*** will lay the foundation for your growth and success as a County Community Clean Water Action Plan Coordinator. ***CTA*** will provide the necessary information, skill building, tools, and connection to key people that you will need to work with to be successful in developing and/or implementing your county's Countywide Action Plan (CAP). The program focuses on five key areas of importance to your role as Coordinator.

1. Pennsylvania's Phase 3 WIP
2. Leadership and Communication
3. Collaboration and Engagement
4. Facilitation and Meeting Management
5. Planning and Organization

IMPORTANT INFORMATION AND ASSIGNMENTS TO COMPLETE PRIOR TO CTA:

Community Clean Water Action Plan Coordinator Training Academy (CTA)
Dates: **February 25-28, 2020**
Location: Susquehanna River Basin Commission, 4423 N Front St, Harrisburg, PA 17110

Expectations:
- No evening sessions, but homework is assigned (read below for all information)
- Days will start promptly at 9:00am and end at 4:00pm, Tuesday – Friday
- Lunch will be provided

Homework to Complete BEFORE the Coordinator Training Academy (CTA):

- Contact Kate McKelvey Beats at kmckelvey@pa.gov or 717-772-5631 before **Tuesday, February 18** to RSVP for the CTA and to receive your key code for the Maxwell DISC Personality Indicator that you will be taking prior to the CTA. Kate can also give you information about food options and hotel accommodations, if needed. Your coordinator and up to three other people may attend—we encourage lead county entity partners to join your coordinator for this Academy. Coordinators are expected to attend all four days. We ask that lead entity partners commit to staying for each full day so that activities are not disrupted. If your lead team wishes to share days, that is acceptable, as long as each person commits to at least one full day.

- Before the CTA, we ask that coordinators please complete the mandatory online ***Clean Water Coordinator Orientation*** program in the PA Clean Water Academy (allow about 8-10 hours for this program). Instructions are provided in the attachment to this letter.

- Your Coordinator's Handbooks that we provided to you during our in-person visit will serve as the resource materials for the CTA. We ask that coordinators and lead partners please take the time to read the documents in both handbooks prior to the CTA and bring them with you to the CTA, along with any questions you have.

- Before the CTA, complete the Maxwell DISC Personality Indicator. Once complete, you will receive the Maxwell DISC Personality Indicator report. This report provides tremendous insight into areas such as leadership and communication style, strengths, and more. **Steps to follow:**
  - Contact Kate McKelvey Beats to RSVP for CTA and receive your key code.
  - Set aside 10-15 minutes of uninterrupted time to do the indicator.
  - Go to this link and register as a new user: **Ex. 6 Personal Privacy (PP)**
    Ex. 6 Personal Privacy (PP)
  - Copy and paste your unique key code. Important: Do not copy any additional spaces before or after the code.
  - Complete your report in one sitting.

  **You will receive your results by email. BRING THIS REPORT WITH YOU TO THE CTA.

- Join us for a kickoff call with all Coordinators and Lead Entity partners on **Wednesday, February 19, 2020 from 10-11am** to check-in, review and answer questions you have about the upcoming CTA. Dial in information: (Ex. 6 Personal Privacy (PP) / **Conference ID:** Ex. 6 Personal Privacy (PP) Please find the agenda for this call attached to this email.

We look forward to working with you. If you have any questions, please do not hesitate to call or email Kate McKelvey Beats at 717-772-5631 or kmckelvey@pa.gov.

Thank you!

Kristen Wolf
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