Appointment

From: Cooper, Glinda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=72C2E0A2283F42CC8F8CF3B22387505E-COOPER, GLINDA]
Sent: 9/24/2015 2:56:01 PM
To: Birchfield, Norman [Birchfield.Norman@epa.gov]; Jones, Samantha [Jones.Samantha@epa.gov]; Gibbons, Catherine [gibbons.catherine@epa.gov]; Rieth, Susan [Rieth.Susan@epa.gov]; Fritz, Jason [Fritz.Jason@epa.gov]; D'Amico, Louis [DAmico.Louis@epa.gov]; Lehmann, Geniece [Lehmann.Geniece@epa.gov]; Persad, Amanda [Persad.Amanda@epa.gov]
CC: DeSantis, Joe [DeSantis.Joe@epa.gov]
BCC: DCRoomPYN7661-South/ORD-NCEA-DC Ex. 6 Personal Privacy (PP)

Subject: Developing skills matrix for work on IRIS assessments (Call in # added and now some new documents added)
Attachments: skillsmatrix-Leanovation.xls; Example IRIS STAFF AREAS OF EXPERTISE - from Amanda_14FEB13.docx; Example Staff list (from Amanda)_6JAN12.xlsx; Notes from Jason_24Sept2015.docx; Notes from Lou_24Sept2015.docx
Location: DCRoomPYN7661-South/ORD-NCEA-DC

Start: 9/24/2015 8:00:00 PM
End: 9/24/2015 9:00:00 PM
Show Time As: Tentative

Required Attendees: Birchfield, Norman; Jones, Samantha; Gibbons, Catherine; Rieth, Susan; Fritz, Jason; D'Amico, Louis; Lehmann, Geniece; Persad, Amanda
Optional Attendees: DeSantis, Joe

Notes from Lou – (I don't think he will be at the meeting); Notes from Jason (initial brainstorming ideas); resurrected files from Amanda (attempt to overlay staff skills and assessment needs, plus staff "desires" (things they want to do or don't want to do)

Example IRIS STAFF AREAS ... | Example Staff list (from Amanda)_... | Notes from Jason_24Sept20... | Notes from Lou_24Sept2015...

Call in # Ex. 6 Personal Privacy (PP)

Please send notes/ideas ahead of time to me if you can't/don't want to attend.

Our focus for this first meeting is on what it is you would want this skills matrix to include/accomplish, and what you don't want it to include/accomplish. Hopefully we'll get to specifics of skills, attributes, other qualities needed.

skillsmatrix-Lean...