From: Jane Diamond
To: Jared Blumenfeld; jaredblumenfeld@comcast.net
Cc: Teddy Ryerson; Marie Rongone; Nancy Lindsay
Subject: draft materials for SMT retreat
Date: 02/13/2010 01:30 PM
Attachments: SMT retreat march 4 2010 DD presentation format version 2.doc
SMT Retreat March 4 2010 preliminary agenda.doc

Hi Jared. Here are two documents for your review and feedback in preparation for the SMT retreat, and anticipated discussion at the SMT meeting on Feb. 16. The first is a table into which the DDs would input content. I will make changes after I hear back from you, and I will try to get a preliminary sample filled in before the SMT meeting on Tuesday (we had talked about sustainable water infrastructure/SRF, but Alexis may not be in on Tuesday), or we may be able to describe a conceptual example. I didn't have access to software wizards, like Mindy, on Friday, so I used Word, but will explore whether there's a different format that would better serve our purposes. For now, I'm focused on making sure the template drives the Divisions towards production of the right info.

The second document is a draft agenda for the retreat--if you could take a look at that, I'd appreciate it. Given your trip to Baja at the end of the month, I'm assuming you'd like to have everybody's input before you go, which would mean collecting it by Feb. 24 and assembling into one packet for you by Feb. 25.

Since we'll both be away from the office on Tuesday morning (I'll be in Las Vegas all day Tuesday dealing with HR service center issues), I will do whatever is necessary this weekend to get things in shape for your discussion with SMT on Tuesday afternoon, and may call upon Marie Rongone and the Planning staff to help over next couple of weeks. Thanks, Jane

SMT retreat march 4 2010 DD presentation format version 2.doc SMT Retreat March 4 2010 preliminary agenda.doc

Region 9 Cross-Cutting Actions

Media Division: _____

Action *(Describe in language understandable to the public the top 5 measurable actions for CY2010, in relation to one or more of the cross-cutting priorities in the next column)*	Cross-cutting Regional Priorities *(Mark at least one for each Action)*					Specific Audience Focus *[List, if any, e.g, States, Tribes, Cities (rural?, urban?), Federal agencies, regulated sectors (e.g., utilities, industry), Public, other]*	Specific Geographic Focus *(List, if any)*	Resource Investment *(FTE and non-payroll $)*		

	Climate Change mitig.	Climate Change adapt.	EJ	Green jobs/ econ.	P2 or other sust. focus			FY10	FY11 +/- based on Pres. Bud	Forecast FY12 Needs

SMT Retreat
Thursday, March 4, 2010
Loews Santa Monica (confirmation pending)

Preliminary Agenda

Proposed participants: Jared, Jane, Teddy, Keith, Jeff, Alexis, Nancy L, Enrique, Nancy M, Debbie, Julie, Steven, Bridget, Colleen, Tomas (Thursday afternoon); with Abi and Romie on hand

Desired outcomes/products:

- Understand the top 5 measurable priorities for each Division for CY2010 as they relate to cross-cutting regional priorities.
- Adopt a common SMT vision for cross-cutting priorities.
- Plan for greater internalization of cross-cutting priorities in implementing programs at Regional and Division levels in FY2010-FY2012.
- Shape new approach for enhancing our geographic presence throughout the Region 9 footprint.

Preparation required:

- Jared and Jane to discuss expectations with each Division Director during 1-on-1s Feb. 16-24
- Each media Division Director will prepare information on 5 measurable must-do priorities by Feb. 26 (Feb 24? Given Jared's

leave schedule?).

- Jane to provide format by Feb. 17, test run with one priority/division by Feb. 19, roll out for completion by Feb. 22.
- Nancy L to provide data on current field and place-based staff by March 2

Schedule:

March 3: group dinner at 7 pm in Santa Monica (location TBD)

March 4:

8:00-8:30: Breakfast

8:30 am-12:00 pm:

- Opening remarks by Jared and Jane (15 min.)
- Media division directors present information on top 5 measurable priorities (15 minutes each)
- Group discussion on how to better structure our work around cross-cutting and geographic priorities to be more strategic regionally (1.5 hours)

12:00-2:30 pm:
Brief local sustainability tour (possibly storm water facility) en route to lunch with Joe Lyou (SCAQMD Board Member and Executive Director of the California Environmental Rights Alliance) and Joel Reynolds (NRDC) to hear perspectives regarding the need for EPA presence in L.A. Return to hotel

2:30-4:00 pm: Discuss opportunities to increase our presence in key geographic areas in the Region (especially Southern California and Phoenix)

Wrap up and depart at 4:15 pm

Logistics:

Participants will make their own travel arrangements, including booking hotel under their own travel cards. Steven John is reserving a block of rooms and will provide specifics once the contract is signed.

Transportation: There are flights nearly hourly on March 3 from Oakland and San Francisco to LAX. Return flights on March 4 should

probably not be booked until around 6 pm—we want to avoid any early departures from the retreat. Steven is looking into fuel-efficient group transportation from LAX to the hotel on March 3 and back on March 4. We realize many participants may be in L.A. prior to or following the retreat and not need group transportation; please let Abi and Romie know your travel plans so we can gauge needs.