

Meeting Notes
Small Business Assistance Program
Compliance Advisory Board Quarterly Meeting
March 10, 2004

The Small Business Assistance Program Compliance Advisory Board meeting was held at Kanawha Medical Supply, Richmond, Virginia.

Members present: John Dwyer, Dyanne Pergerson and John Daniel.

Members not present: Mike Thompson, Frank Ramos and two vacancies.

DEQ Staff: Richard Rasmussen and Chuck McCarty.

Introductions

Richard Rasmussen opened the meeting by thanking Dyane Pergerson for her hospitality in hosting the meeting. He then welcomed and thanked everyone for attending. Because there was not a quorum present the meeting was declared a work session.

Board Appointments – Status

The appointment status of the various members and the vacancies on the Compliance Advisory Board was discussed. John Dwyer indicated that the vacancies need to be filled. He indicated that he would be glad to call the clerks offices. Richard suggested that that might be a good strategy particularly if the calls were made in mid to late April so that appointing authorities could be notified of all the appointments necessary to be filled. All seats on the Board expire in June 2004, except for John Daniel.. Richard also mentioned that there was an Omnibus Bill in the General Assembly dealing with boards and commissions and how it might affect the CAB.

Program Report – Richard Rasmussen reported:

National SBO/SBAP Conference

The conference will be held in Sacramento, CA on June 2-6. Scholarship funding from EPA is available for a CAB member to attend. Dependent upon costs, there might be additional money available in the SBAP budget to fund another member to attend. He asked for those wishing to attend to let him know by the week of April 5th. Meanwhile, he will put in a hold on block of rooms.

Current Activities

- **Loan Fund Status**

The fund still has about \$428,000 available for loans. One loan was just approved (amount not deducted from the balance) and another application has been received.

- **Virginia Comprehensive Assistance Network [VaCAN] Status**

The February 25th VaCAN meeting was discussed. The next meeting is on April 14th. The generic VaCAN brochure and paper version of the future website were passed around. There was discussion of the desire for an interactive calendar by VaCAN members to allow posting of upcoming events in which members might be interested in participating.

- Public Service Announcement [PSA]

The PSA has been reviewed and approved by DEQ management. We will make plans to have the contractor disseminate to the media for playing.

- 2004 Calendars

Copies of the 2004 calendars for dry cleaners and vapor recovery systems at gasoline stations were distributed to the members. They have been mailed out to all identified facilities.

- Grant Proposal for an Environmental Results Program for the Auto Body Shops in Northern Virginia

The SBAP is awaiting notice from the USEPA whether our proposal was successfully funded. The grant would develop an Environmental Results Program [ERP] for the auto body shops in Northern Virginia. The ERP is similar to programs in Florida, Massachusetts, Rhode Island and Delaware. Effective January 2005, the auto body shops in Northern Virginia are to be in compliance with Rule 9 VAC 5 Chapter 40 Article 48. To help these facilities comply with the regulations, the ERP will provide assistance to the shops so they will understand the requirements and have the opportunity to receive training in pollution prevention [P2] techniques. The assistance will include the P2 training, workshops, workbooks, guidance materials, site visits, etc. The ERP will be voluntary for the facilities and will include their submittal of an annual certification of compliance to DEQ.

Prior to distribution of any materials to the facilities, the CAB will be asked to review them to assure that they are in easy to read and understandable.

John Dwyer asked, if as part of this project, there would be the development of an auto body shop calendar. Richard said he would see if it were feasible.

- Other

Richard mentioned his participation and presentation at a recent Rappahannock SBDC meeting on Agribusiness. He also highlighted the upcoming participation with representatives from the SBAPs of Maryland, West Virginia and the District of Columbia at the Dry Cleaner CleaningExpo Showcase and Auction to be held this coming weekend in Upper Marlboro at the Show Place Arena. The programs are sponsoring and staffing an exhibition booth.

Acceptance of Meeting Notes

The meeting notes of the December 10, 2003 meeting were accepted with no changes.

2004 Meeting Dates

The next meeting was scheduled for 10 AM on June 23rd. The site to be announced.

Other future meetings are scheduled for:

September 8, 2004

December 8, 2004.

Adjournment

The meeting was adjourned at 12:15 PM.