

**Community Resilience Panel:  
Coordinating Committee (CRPCC) Meeting**

**MEETING DATE:** January 9, 2017  
**TIME:** 11:00 am to Noon EST  
**ISSUE DATE:** January 30, 2017

**ATTENDEES:**

<b>Attendee</b>	<b>Panel Position</b>	<b>Affiliation</b>
Jay Raskin	Panel/CRPCC Chair	Jay Raskin Architect
Jesse Keenan	Panel/CRPCC Vice Chair	Harvard University
Lindsay Brugger	Panel/CRPCC Secretary	American Institute of Architects
Leanne Aaby	Data, Metrics & Tools Member	LMI
Robert Ashcraft	Buildings Stakeholder Representative	Accume Partners
Chris Baglin	Governance Stakeholder Representative	PPC
Debra Ballen	Social & Economic Functions Stakeholder Representative	IBHS
Steve Cauffman	Federal Sponsor	NIST
Megan Clifford	Data, Metrics & Tools Chair	Argonne National Lab
Kathryn Condello	Communication Chair	CenturyLink
Brendan Doyle	Federal Co-Sponsor	EPA
David Eisenman	Social & Economic Vice Chair	University of California, Los Angeles
Dryver Huston	Water & Wastewater Secretary	University of Vermont
Leon Kempner	Energy Chair	BPA
Julie Kramer	Civil Service/Infrastructure Stakeholder Representative	FBI National Infrared EMP Special Interest Group
Ting Lin	Data, Metrics & Tools Secretary	Marquette University
Terri McAllister	Federal Sponsor	NIST
David Mizzen	Panel Administrator	ARA
Ronda Mosley	Energy Secretary	Public Technology Institute (PTI)
Julia Phillips	Energy Vice Chair	Argonne National Lab
John Plodinec	Social & Economic Chair	CARRI
Don Scott	Buildings & Facilities Chair	PCS Structural Solutions
Sunil Sinha	Water and Wastewater Vice Chair	Virginia Tech
Mike Stuhr	Water and Wastewater Chair	Portland Water Bureau
Ann Terranova	Social & Economic Secretary	AECOM
David Vaughn	Buildings & Facilities Secretary	National Ready Mixed Concrete Association
Peter Vickery	Panel Administrator	ARA

**DISTRIBUTION:** Attendees and CRPCC

**NOTES BY:** Lindsay Brugger, CRPCC Secretary

## 1. Welcome and Introductions

Jay Raskin (Chair) welcomed participants and thanked them for attending. Following introductions, he ascertained a quorum was present. A motion to approve the minutes of the December 5<sup>th</sup> meeting was made, seconded, and unanimously approved.

## 2. Updates

### a. Panel Officers

Mr. Raskin welcomed new panel officers during the Welcome and Introduction period. Elected or appointed 2017 officers include:

- Lindsay Brugger, CRPCC Secretary
- Robert Ashcroft, CRPCC Buildings Stakeholder Representative
- Julie Kramer, CRPCC Civil Service/Infrastructure Stakeholder Representative
- Chris Baglin, CRPCC Governance Stakeholder Representative
- Debra Ballen, CRPCC Social & Economic Functions Stakeholder Representative
- Rachel Minnery, Buildings and Facilities Vice-Chair
- Kathryn Condello, Communication Chair
- Jim Pontius, Communication Secretary
- Paolo Bocchini, Data, Metrics, & Tools Vice Chair
- Leon Kempner, Energy Chair
- Ronda Mosley, Energy Secretary
- David Eisenman, Social & Economic Vice-Chair
- Steve Ernst, Transportation Vice-Chair
- Mike Stuhr, Water & Wastewater Chair

### b. Web Page/Project Coordination Software

Mr. David Mizzen reported that the Panel web page is now available on the <https://crpanel.nist.gov/>.

Mr. Stephen Cauffman has evaluated project coordination software options that are available at no/minimal cost. Microsoft OneNote has been tested and appears to work sufficiently for the purposes of the Panel. It allows use of existing email accounts. Mr. Cauffman is still determining users' ability to work on a draft within OneNote without sharing the draft with all platform users.

### c. Local Communities Survey

Ms. Rhonda Mosely reported there is movement on this subject. A call will occur January 10<sup>th</sup>, to further discuss the project. More information on the survey will be available after that meeting.

Dr. Jesse Keenan added that the team is working on survey design, editing, and testing. The Harvard Kennedy School will assist with statistical work.

Mr. Cauffman noted that NIST issued a blanket approval for the Panel that helps speed up the process of getting approval for individual products. Final survey approval will likely take about 4 weeks.

### 3. Resilience Knowledge Base

#### a. Vote to approve NIST Community Resilience Planning Guide

Mr. Raskin reviewed the RKB submittal form using the NIST Community Resilience Planning Guide as the first test case. The submittal form details information the submitted resource contains. It was suggested that an “N/A” category be added in addition to the Yes/No columns. Additional comments can be sent to Mr. Raskin.

It was also suggested that each standing committee use the template as a base for their standing committee submissions. Standing committees, if narrowing the content of the template, could do so by hiding rows/columns so as to maintain consistency across templates.

After determining that the Coordinating Committee is able to submit resources; a motion to include the NIST Community Resilience Planning Guide in the RKB was made, seconded, and unanimously approved.

#### b. Review of Data, Metrics and Tools Recommendation Paper

Ms. Megan Clifford, Chair of the Data, Tools, and Metrics Committee, introduced the Data, Metrics and Tools Standing Committee’s recommendation paper: *Including Portfolio Management Practices into NIST Guide and RKB*. The paper’s intent is to articulate the need to include portfolio management practices in the NIST work and to inform further action. Data, Tools and Metrics Committee member, Ms. Leanne Aaby expanded, stating that the committee’s role is not to develop material, but rather identify gaps and recommend future efforts. This paper specifically recommends an expansion of guidance (e.g., NIST Guide Briefs) on portfolio management and decision tools and processes, as well as roles and responsibilities.

Ms. Debra Ballen noted that “portfolio management” as essentially a synonym for “resilience planning.” In the current political climate, identifying and utilizing such synonyms may expand the Panel’s reach into previously uninterested communities.

Mr. Raskin praised the effort and ventured that the paper may be a template for future work.

### 4. Committee Reports

Mr. Raskin asked standing committee officers to report briefly on recent developments.

- **Buildings and Facilities (Don Scott):** The committee will meet on Wednesday, January 11. Groups were asked to conduct additional hazard-specific analyses to identify deficiencies and resilience gaps.
- **Communications (Kathryn Condello):** The committee has two primary goals for 2017: First, to assess resources for relevancy to RKB. Second, to make guide recommendations concerning how to find and engage relevant communications stakeholders in the planning process.
- **Data, Metrics, and Tools (Megan Clifford):** The committee will update their roles and responsibilities document. Megan will bring the new RKB taxonomy, provided by Mr. Raskin and Dr. Keenan, to the committee for discussion.

- **Energy (Leon Kempner)**: The Executive Team (Dr. Julia Philips, Ms. Rhonda Mosley, and Dr. Leon Kempner) will meet to plan for 2017.
- **Social and Economic (John Plodinec)**: The committee drafted 2017 goals that will be used as a springboard for the Miami face-to-face meeting and beyond.
- **Transportation (Susanne DesRoches)**: Absent due to Transportation Research Board meeting.
- **Water and Wastewater (Mike Stuhr)**: Committee members attended the Sustainable Infrastructure Conference and recruited additional committee members. The committee has over 200 documents to review based on their taxonomy and has established a process for uploading and reviewing documents. Taxonomy will be re-sent to CRPCC.

## 5. Scheduling

The next in-person Panel meeting will take place in Miami, Florida, on March 9-10, 2017.

Dr. Keenan is finalizing speakers and topics, with a focus on sea level rise, tropical storms, and urban flooding. Mayor Levine of Miami Beach is confirmed as a keynote speaker. Chief Resilience Officers from Miami Beach and Miami Dade County as well as representatives from the insurance industry are also confirmed. Additionally, the Van Allen Institute will be sharing the results of their [Shore to Core](#) design competition.

Mr. Mizzen is coordinating with the University of Miami on conference logistics. Hotel details are forthcoming.

Mr. Raskin asked that CRPCC members with suggestions regarding the location of the Fall 2017 meeting contact him directly.

## 6. Other Business

Ms. Clifford asked whether the next RKB sub-committee meeting has been scheduled. Dr. Keenan indicated there is no scheduled meeting at this time. The next Panel meeting may be an appropriate time to bring the working group back together.

## 7. Adjournment

There was no other business and the meeting adjourned at approximately noon EST.

## 8. Attachment

*Recommendation Paper: Including Portfolio Management Practices into NIST Guide and RKB.*