

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

MEETING DATE: February 7, 2017
TIME: 11:00 am to Noon EST
ISSUE DATE: February 22, 2017

ATTENDEES:

Attendee	Panel Position	Affiliation
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
Robert Ashcraft	Panel/CRPCC Buildings Stakeholder Representative	Accume Partners
Chris Baglin	Panel/CRPCC Governance Stakeholder Representative	PPC
Debra Ballen	Panel/CRPCC Social & Economic Functions Stakeholder Representative	IBHS
Don Scott	Buildings & Facilities Chair	PCS Structural Solutions
Rachel Minnery	Buildings & Facilities Vice Chair	American Institute of Architects
David Vaughn	Buildings & Facilities Secretary	National Ready Mixed Concrete Association
Kathryn Condello	Communication Chair	CenturyLink
Priya Shrinivasan	Communication Vice Chair	New York City
Ting Lin	Data, Metrics & Tools Secretary	Marquette University
Julia Phillips	Energy Vice Chair	Argonne National Lab
Ronda Mosley	Energy Secretary	Public Technology Institute (PTI)
John Plodinec	Social & Economic Chair	CARRI
Ann Terranova	Social & Economic Secretary	AECOM
Mike Stuhr	Water and Wastewater Chair	Portland Water Bureau
Sunil Sinha	Water and Wastewater Vice Chair	Virginia Tech
Dryver Huston	Water & Wastewater Secretary	University of Vermont
David Mizzen	Panel Administrator	ARA
Steve Cauffman	Federal Sponsor	NIST
Brendan Doyle	Federal Co-Sponsor	EPA

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 January 9th meeting was made, seconded, and unanimously approved.

2. Updates

a. Project Coordination Software

Mr. Stephen Cauffman has moved forward with Microsoft OneNote and shared the platform with Mr. Raskin and Dr. Jesse Keenan for testing. Invitations for OneNote will be sent to the rest of the CRPCC shortly and a webinar will be held to introduce product capabilities. Mr. Cauffman noted that OneNote also creates an associated SharePoint site for file sharing for established projects. Mr. Cauffman indicated that NIST will set up the structure within Sharepoint to create a work space for the Panel and standing committees that allows collaboration both within and between committees.

b. Local Communities Survey

Ms. Ronda Mosely reported that, with the help of Dr. Keenan, the survey was tested, formatted, and sent to a handful of local governments (large/med/small), cities and counties for testing. Corrections were made and the survey is now in its final format. The survey was sent to Mr. Cauffman late last week for final approval. The intention is for the Panel to send the survey to as many local governments as possible to help inform Panel work. The list is based on the contacts from PTI.

Mr. Cauffman is investigating if Paperwork Reduction Act (PRA) clearance is required for the survey. He suspects it will not be needed, but will confirm.

c. Resilience Knowledge Base

Mr. David Mizzen is developing the RKB; based in part on the HUD Clearing House and US Climate Resilience Toolkit sites. He will build the page into the Panel website and include a searchable database. Within the RKB page, documents will be tagged by category. Currently the tags align with the six Community Resilience Planning Guide Steps, but future tags could also connect to a hazard/region. Mr. Mizzen will solicit input from the RKB group and panel.

Dr. Keenan added that the RKB working group will reconvene when the first draft of the website is complete. This will ideally occur in time for the panel's March meeting in Miami.

Ms. Julia Phillips asked about the process for input on the RKB. Dr. Keenan responded that the working group first needs to better understand the parameters of the site's architecture before developing an input process. Anyone with further questions should contact Dr. Keenan.

Mr. Robert Ashcroft asked if the document he and Ms. Rachel Minnery developed had been received by Mr. Mizzen. Mr. Raskin acknowledged the good work. He added that Mr. Raskin and Mr. Keenan only recently saw the document, which will be sent to Mr. Mizzen.

3. Committee Reports

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

- **Buildings and Facilities (Don Scott):** The committee met last month. They continue to work within scenario teams, integrating the overall committee goals. Ms. Minnery worked with Mr. Ashcroft to assess the RKB form for Building and Facilities Committee needs. The committee will designate membership as voting or corresponding (i.e., non-voting) members to ensure sufficient voter participation in the future. Those who have not participated in the last 4 months will be designated as “corresponding.” Mr. Mizzen agrees this approach is in line with the charter. Ms. Debra Ballen suggested the committee maintain voting/non-voting terminology (rather than “corresponding”) for consistency with larger panel membership designations. Mr. Raskin encouraged Mr. Don Scott to send the methodology to the CRPCC for use panel-wide.
- **Communications (Kathryn Condello):** The committee has not yet met this month. One of the committee’s goals for the year is to determine how to get in contact with local providers. The committee will evaluate the applicability of existing best practice resources for inclusion in RKB.
- **Data, Metrics, and Tools (Ting Lin):** The committee updated their roles/responsibilities document and shared feedback from the CRPCC on the DMT recommendations paper. In Miami, the committee will start reviewing documents. Ting requested that conference lines be available in Miami for members that cannot be present in person.
- **Energy (Julia Philips):** At last month’s committee meeting, Leon was introduced as the new committee chair. During the meeting, the committee reviewed the work done at the last face-to-face meeting in Fort Collins regarding document submission and the taxonomy. The committee received an update on guidance documents and set a standing meeting monthly time/date. The committee will also hold a strategic meeting with committee leadership each month prior to the committee meeting.
- **Social and Economic (John Plodinec):** The committee is developing a written statement of goals (i.e., a framework). In Miami, the committee will determine how to implement these goals. The committee also established liaisons for each committee to assist with cross-teaming.
- **Transportation (Susanne DesRoches):** Absent. Ms. Chris Baglin noted that a call is scheduled for February 15th.
- **Water and Wastewater (Mike Stuhr):** Committee members are collecting documents for the RKB. Five documents have been voted and approved. In Miami, the committee will work on procedures for voting and explore example documents that water/wastewater might need to identify or develop. The committee also divided into sub-committees for more detailed literature reviews. Mr. Raskin clarified that review is completed by the coordinating committee and requested that documents be sent to him for dissemination. Mr. Brendan Doyle noted that the EPA Water Security Division is hosting a workshop on Wednesday February 15th in Portland, OR.

4. Future Panel Meetings

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

Dr. Keenan is coordinating the final schedule for committee meetings. Mr. Raskin will circulate an evite for a non-sponsored dinner on the 8th at the Biltmore.

Mr. Mizzen is meeting with the conference coordinator to review outstanding items. The Alumni Center has limited capacity for breakouts so the Panel will also use the law school. The agenda may need minor tweaking to accommodate travel time between the alumni center and the law school. The cross committee portion of the agenda will move to Friday morning (approximately 10:00am-11:15am), allowing

committee break-outs to occur in one larger time period Thursday afternoon (approximately 2:15pm-5:30pm)

Mr. Raskin asked the CRPCC how they would like to use the cross-committee time. Mr. John Plodinec noted that grouping members by hazards was not particularly helpful in Portland. Ms. Kathryn Condello asked if the Data Metrics and Tools (DMT) and Social and Economic (SE) committees – as the two most cross cutting – would instead like to divide themselves among the other committees. Mr. Plodinec was open to the idea, noting that the SE committee would need some time together to prepare. Another option would be to have SE present their perspective to the whole panel. Mr. Raskin resolved that the cross-cutting time slot would be held for committee work and the exact nature of that work would be determined at a later date. Mr. Cauffman noted that committees are still trying to manage their own efforts and it may be best to hold off on the collaboration efforts until individual committees are more established. Ms. Baglin offered that she, as one of the stakeholder representatives, could assist with cross-cutting in some capacity. As a fellow stakeholder representative, Ms. Ballen agreed.

5. Other Business

Mr. Raskin will clarify the next meeting date/time.

6. Adjournment

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