Community Resilience Panel:
Coordinating Committee (CRPCC) Meeting

MEETING DATE: October 26, 2017
TIME: 5:15 to 6:45 pm Central Time
ISSUE DATE: November 21, 2017

ATTENDEES:

Attendee	Panel Position	Affiliation
Jay Raskin	Panel/CRPCC Chair	Jay Raskin Architect
Jesse Keenan	Panel/CRPCC Vice Chair	Harvard University
Bill Anderson	Panel Member	TRB/NASEM
Robert Ashcraft	Buildings Stakeholder Rep	Accume Partners
Chris Baglin	Governance Stakeholder Rep	PPC
Debra Ballen	Social & Economic Stakeholder Rep	IBHS
Paolo Bocchini	Data, Metrics, & Tools Vice Chair	Lehigh University
Steve Cauffman	Federal Sponsor	NIST
Megan Clifford	Data, Metrics & Tools Chair	Argonne National Lab
Kathryn Condello	Communications Chair	CenturyLink
Susanne DesRoches	Transportation Chair	NYC Mayor's Office
David Eisenman	Social & Economic Vice Chair	UCLA
Leon Kempner	Energy Chair	BPA/USDOE
Charlene Milliken	Federal Co-Sponsor	NAS
David Mizzen	Panel Administrator	ARA
Sheri Moore	Federal Co-Sponsor	USACE
Sunil Sinha	Water & Wastewater Vice Chair	Virginia Tech
Ting Lin	Data, Metrics, & Tools Secretary	Marquette University
Terri McAllister	Federal Sponsor	NIST
John Plodinec	Social & Economic Chair	CARRI
Jim Ronlean	Energy Interim Vice-Chair	MIS LABS
Don Scott	Buildings & Facilities Chair	PCS Structural Solutions
Priya Shrinivasan	Communication Vice Chair	New York City
Ann Terranova	Social and Economic Secretary	AECOM
Peter Vickery	Panel Administrator	ARA

DISTRIBUTION: Attendees and CRPCC
NOTES BY: Debra Ballen, substituting for Lindsay Brugger, Panel Secretary

1. Welcome and Introductions

Jay Raskin (Chair) welcomed participants and thanked them for attending. Following introductions, he ascertained that a quorum was present. A motion to approve the minutes of the September 8 meeting was made, seconded, and unanimously approved.

2. Project Coordination Software and Resilience Knowledge Base (RKB) Updates

David Mizzen reported that all committees have now been briefed on the Project Coordination Software. The Data, Metrics, and Tools (DMT) Committee stated that some of their members were having difficulty accessing the SharePoint site, which is being looked into.

The RKB Committee meets on October 27. Before the system goes live, Dr. Keenan was suggested that a disclaimer be added to the site. Steve Cauffman will work with the NIST legal team to obtain the disclaimer language for the RKB.

3. Economic Modeling Paper

Early in 2017, the DMT Committee developed a paper ("Recommendation Paper: *Including portfolio management practices into the NIST Community Resilience Planning Guide and Resilience Knowledge Base (RKB)*") and shared it with the CRPCC. The paper provides a framework for portfolio management and is intended as a starting point for non-profits or others to advance this topic. The DMT Committee would like to post the paper on the Panel website with a disclaimer noting that it is a product of its authors and is not being published under the auspices of the Community Resilience Panel.

The CRPCC discussed the process for approving an asset management white paper authored and duly put forth by members of the DMT standing committee. The CRPCC discussed web publication of similar documents, produced by members of the standing committee rather than the Panel. These documents would identify gaps rather than offer specific guidance to communities. After a range of views were heard, it was suggested that such documents could be posted on the Panel website if approved by the CRPCC without requiring a vote of the full Panel. The most appropriate place to post such documents would be a documents tab organized by the standing committee. To that end, a motion to create a documents tab on the Panel website for white papers (for example, gap analyses) was made, seconded, and unanimously approved.

A second motion was made to establish a process wherein such papers require approval of the CRPCC (with a 30-day vetting period), but not the full Panel, prior to posting. This motion was seconded and unanimously approved.

Because the DMT Recommendation Paper was submitted to the CRPCC early in 2017, the 30-day vetting requirement has already been satisfied. A motion to approve the paper for posting to a documents tab on the Panel website was made, seconded, and unanimously approved.

4. Nominations

Nominations are being sought to fill the Panel leadership terms that will expire at the end of 2017. Mr. Raskin provided an update on vacant posts and the status of nominations to fill them. Most pressing are nominations for the Panel Chair and Vice Chair, insofar as these positions require a vote of the Panel membership (no quorum needed). A number of Standing Committee Chair, Vice Chair, and Secretary positions also must be filled, although these do not require a full Panel vote. Standing Committee Chairs and Vice Chairs are appointed by the Panel Chair, and Standing Committee Secretaries are elected by the relevant committee. A listing of vacancies will be sent to the Committee Chairs, with the request that it be circulated with a call for nominations. In addition, the Policy Committee must be populated. The committee decided that this should wait until 2018, insofar as there will be changes to the CRPCC which impact who is eligible for designated seats on the Policy Committee.

5. Future Goals and Planning

At the September meeting, the CRPCC discussed future goals for the Panel. The CRPCC decided there should be a common goal for the Panel, to which each Standing Committee would contribute. After discussion and voting, the committee identified the common goal of developing a decision support framework to help communities become more resilient by identifying key resilience questions they should be asking, and providing resources to help them understand best practices for community resilience. The framework will address three main areas: recovery support, knowledge gaps, and standards and codes/regulations/best practices.

Standing Committee Chairs reported on the extent to which the common goal was discussed during their meetings that afternoon. Several committees held preliminary discussions, but no conclusions were reached or recommendations developed. The CRPCC also considered whether the term "Recovery Support" should be changed to "Resilience Support" or "Risk and Resilience Support." Another question was whether the term "Decision Support Framework" should be changed to "Decision Support Resources." In discussing these questions, Mr. Cauffman noted that the Guide is intended for proactive community use in the absence of a disruptive event, as well as during recovery, with the goal of building back better. The CRPCC did not fully resolve the nomenclature questions but, instead, decided to move forward to advance the goal and then reconsider how to frame it.

Dr. Keenan put forward that any resources being advanced by a standing committee should have a corresponding question or questions that the resource could or should answer. To advance the goal, the Social and Economic Committee would begin processing resources by identifying or editing key resilience questions, and the DMT Committee would supply relevant metrics for benchmarking and/or clustering such questions, if applicable. A motion to move forward in this manner was made and seconded. The motion was approved, with one dissenting vote.

Underscoring the importance of the Decision Support Framework, Dr. Keenan suggested that when RKB documents are submitted, they should be accompanied with text identifying the question(s) they address, along with the taxonomy. A motion to add this element to RKB postings was made, seconded, and unanimously approved.

6. Scheduling

The spring 2018 Panel meeting will likely be held in New Orleans. Dates and venues are being explored.

The Fall 2018 Panel meeting will likely be held in Denver, in coordination with the Transportation Research Board meeting scheduled there in October.

7. Other Business

Due to new commitments, Mr. Raskin will step down as Panel Chair, effective immediately after the Panel meeting. The CRPCC warmly thanked Mr. Raskin for his leadership and keen insight as the inaugural Chair. Dr. Keenan will step into the role of interim Chair until the end of the year, when the new Chair and Vice Chair will be seated. Dr. Keenan's top priority is to significantly increase the number of documents posted to the RKB. To that end, it was clarified that documents for the RKB can be forwarded by Standing Committees to the CRPCC in meetings where a minimum of five (5) Standing Committee members are present to meet the quorum.

8. Adjournment

There was no other business and the meeting adjourned at approximately 6:45 p.m. Central time.