

August 1, 2018



Notes from the Environmental Workforce Professional Learning Community (PLC)—Cycle 19, Session 2.

This series of bi-weekly phone calls examines effective Environmental Workforce Development and Job Training (EWDJT) strategies from experienced grantees. PLC calls share ideas among successful grantees and prepare interested organizations for the next EPA Request for Proposals. Calls will be a mix of open discussion, workforce development news, resources, and presentations from current grantees.

Topics: 1. News from Washington and HMTRI

2. Questions from PLC members
3. Critical issues in developing sustainable environmental workforce development programs
4. Upcoming meetings and workshops
5. FYI- items of interest
6. Funding opportunities
7. EPA Regional Job Training Coordinators
8. Tune into the next PLC call - Wednesday, August 15st, 2018

### **1. NEWS FROM WASHINGTON AND HMTRI**

Following the FY18 environmental workforce development cooperative agreement awards, there have been no new announcements from EPA.

Only a few days until we convene the 2018 Annual Environmental Job Development All-Grantee Meeting. Once a year we have an opportunity to compare notes and exchange ideas on how we might strengthen our programs. We also have an opportunity to begin conversations on critical issues and best practices including drug testing, gender neutrality, student retention, placement, and sustainability. Attached to these post session notes is a detailed agenda with breakout session talking points.

### **2. QUESTIONS FROM PLC MEMBERS**

If you have questions you would like addressed, send it to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu)

We are considering building an environmental training program but because we are a small community, is it feasible to combine our program with other organizations to create a “critical mass”. Do you have some examples for us?

*Absolutely. We discussed several in today’s PLC such as Coalfields (a newer program) and Cypress Mandela (a well-established program). Partnering and leveraging are key elements of EWDJT sustainability. We will have an entire session devoted to this critical issue later in this series.*

I will not be able to attend this year’s All-Grantee Meeting. How can I obtain notes and materials?

*For those not attending the meeting, our next PLC (August 15th), will discuss highlights of the meeting). Additional materials and power points will be posted on [brownfields-toolbox.org](http://brownfields-toolbox.org).*

### **3. CRITICAL ISSUES IN DEVELOPING SUSTAINABLE ENVIRONMENTAL WORKFORCE DEVELOPMENT PROGRAMS**

Since the beginning of the Environmental Workforce Development and Job Training Program (EWDJT), HMTRI has assisted organizations establish, deliver, and sustain quality environmental workforce training in underserved communities.

Over the last 20 years, HMTRI has observed and collaborated with hundreds of startup and existing EWDJT programs. In the process of providing technical assistance, we have identified activities common to many of the most successful grantees. Those activities have been termed “critical issues in developing sustainable environmental workforce development programs”. Complementary to identifying critical issues, HMTRI has developed a set of best practices that address identified critical issues.

#### **Here are the eight critical issues in developing sustainable environmental workforce development programs.**

In today’s PLC, we discussed each critical issue and its relationship to program success and sustainability. Beneath each critical issue are examples of best practices associated with each issue. In future PLC sessions we will discuss best practices in detail.

#### **COMMUNITY AND LABOR MARKET ASSESSMENTS**

- Community Assessment and Selection of a Target Community
- Conducting Community Assessments
- Labor Market Assessments
- Conducting Labor Market Assessments

## **BUILDING PARTNERSHIPS**

- Defining Partnership Types
- Fiscal Partners
- In-Kind Partners
- Client Partners

## **LEVERAGING FOR ADDITIONAL SUPPORT**

- Federal Support
- Local Business, Foundations, Nonprofit, and Labor Organizations
- Community Development Corporations
- State and Local Government Support

## **STUDENT RECRUITMENT, SCREENING, AND ASSESSMENT**

- Student Recruitment
- Student Screening and Assessment
- Informing Unsuccessful Candidates

## **DEVELOPING A CURRICULUM**

- Core Curriculum, Awareness Training, and Life Skills
- Environmental Remediation, Health, and Safety Training
- Curriculum Delivery Methods
- Scheduling Training
- Finding and Recruiting Trainers
- Safety and Health in the Classroom and on the Worksite
- Adult Literacy, Life Skills, and Employability Skills Training

## **LIFE SKILLS, REMEDIAL TRAINING, SUPPORT SERVICES, AND STUDENT RETENTION**

- Child and Dependent Care
- Financial Literacy and Support
- Personal and Legal Issues
- Transportation

## **PLACEMENT AND TRACKING**

- Finding Sustainable Jobs for Students in Environmental Technology
- Maintaining Contact with Alumni and Providing Post-Placement Services
- Engaging Graduates to Support the EWDJT Program
- Drug Use and Graduates with Incarceration Histories

## **PROGRAM SUSTAINABILITY**

Application to EPA for Continued Funding

Replacing EPA Dollars with Support from Other Sources

Merging Environmental Training with Other Local Workforce Programs

As discussed in today's PLC, a few concepts need to be kept in mind when deciding to move forward with an environmental job training program:

- Before early planning, when deciding to move forward, critical issues should be considered in a reverse order.
- For example, can the community sustain a job training program without continuous federal assistance? Are partnerships and leveraged resources available?
- The single most important goal of the program is to train and place community residents in sustainable jobs. Are local employers willing to consider program graduates?
- Program planners need to consider critical issues as an integrated system with each activity influencing the others.
- For example, community and labor market assessments impact recruitment and placement.
- In turn, recruitment impacts curriculum which is based on employer demand for skilled workers and the ability to place graduates.
- In order to retain participants, student selection and assessment drives the need for student support.
- Success in addressing critical issues is highly dependent on partnerships and leveraged support.

Before characterizing the EWDJT program as complicated, expensive and time consuming, consider that since the beginning of EWDJT, hundreds of organizations have successfully provided thousands of underserved community residents with good paying sustained environmental careers.

## **4. UPCOMING MEETINGS AND WORKSHOPS**

### **Annual Georgia Environmental Conference**

**August 22-24, 2018**

**Jekyll Island**

The Annual Georgia Environmental Conference is the largest and most comprehensive environmental conference in the Southeast, aimed at providing cutting edge information to more than 700 environmental leaders. They represent state, local, and federal government,

business and industry, attorneys, consultants, engineers, developers, land owners, architects, agribusiness, energy experts, water planning districts, academia, public health, solid waste, recycling, environmental nonprofits, and HR recruiters.

### **Student Scholarship Poster Competition**

The Student Scholarship Poster Competition is intended to provide students the opportunity to present their research on timely environmental issues to a wide range of environmental professionals. Six student finalists will have the opportunity to attend the Annual Georgia Environmental Conference (August 22-24, 2018 | Jekyll Island) and participate in the final round of the poster competition. The finalists will be granted full conference registration, three nights lodging, and have the unique opportunity to showcase their research ideas to conference attendees from throughout the Southeast and beyond. (Student finalists are expected to provide their own travel to and from the conference, and are responsible for the printing of their posters for display at the conference. Additional Eligibility & Conditions are listed below.) Three \$1,000 scholarships – typically one for a graduate student and one for an undergraduate student from Georgia colleges, as well as a “Southeast Superlative” for a student from a college in the Southeastern Region – will be awarded after the final round of judging at the conference. In addition to the monetary award, each scholarship recipient will be recognized on the conference web site and will be offered a complimentary registration for the Georgia Environmental Conference for the following year.

For more information, go to: <http://www.georgiaenet.com/scholarship-overview/>

### **2018 WV Brownfields Conference**

**September 5-7**

**Charleston Civic Center**

**Charleston, West Virginia**

The 2018 WV Brownfields Conference will include sessions covering all aspects of brownfields redevelopment, interactive workshops, two networking receptions, and the 2018 WV Brownfield Awards.

This premier redevelopment event attracts over 250 stakeholders including economic development professionals, environmental professionals, real estate developers, lawyers, state and local officials, EPA and other federal officials, entrepreneurs, planners, bankers, investors, and community redevelopment professionals.

For more information and registration, go to:

<http://wvbrownfields.org/2018-wv-brownfields-conference/session-information/>

## **EPA Grant Writing Training**

**September 5, 2018**

**Charleston, WV**

On the first day of the West Virginia Brownfields Conference, this session is part of the WV Brownfields Assistance Centers' 2018 Training Series and will provide helpful tricks and tips for writing and packaging your US EPA Brownfield Grant. At this training, presenters from the WV Brownfields Assistance Centers, WV Department of Environmental Protection, NJIT, and the US Environmental Protection Agency will provide background on the brownfield grant application, assessment, and cleanup process, as well as tips on building a compelling story that will lead to a successful redevelopment project. They will also include a demonstration on navigating the sam.gov website, a necessary step in the grant submission process.

More information on this training and other conference events here:

<http://wvbrownfields.org/2018-wv-brownfields-conference/session-information/>.

## **National Brownfields Leadership Summit**

**September 25th & 26th, 2018**

**Washington DC**

Don't miss the brownfields redevelopment event of the year: join CCLR and NALGEP (a division of CCLR) at the National Brownfields Leadership Summit in Washington, D.C. The Summit will bring together private, public and non-profit leaders from across the redevelopment industry and connect them with key decision makers in the nation's capital. Hear the latest in redevelopment policies, programs, and funding opportunities and interact directly with leading federal agency personnel. Whatever your role as a redevelopment practitioner is, the Summit is the must-attend brownfields event of 2018.

For information and registration go to: <https://www.cclr.org/dc-leadership-summit-092018>.

## **2018 Southeast Brownfield Conference**

**September 26 - September 28, 2018**

**Birmingham, AL**

You're invited to the 3rd Annual [Southeast Brownfield Conference](#), taking place in Birmingham, AL from Wednesday, September 26, 2018 to Friday, September 28, 2018.

The Conference is a forum for developers, real estate professionals, environmental professionals, state environmental agencies, tribes, local governments, non-profit organizations, and community members interested in brownfield redevelopment. More than

200 attendees are anticipated from all Southeastern states, providing great opportunities for you to network with old friends and new prospects.

The conference is organized by the Alabama Brownfields Association (ALBFA), the Alabama Department of Environmental Management (ADEM) and the Environmental Protection Agency (EPA). Alabama is proud to be hosting this regional conference this year and to continue to build upon last year's successful state conference.

To view the agenda and lodging information, and to register, go to:

<http://campaign.r20.constantcontact.com/render?m=1130022048030&ca=839d6215-c495-4329-ba36-2e7e120a57f2>.

### **PA Brownfields Conference**

**October 1-3, 2018**

**Lehigh Valley, PA**

The 2018 Conference is set for October 1-3, 2018 at the [Sands Bethlehem](#) in the Lehigh Valley area of Pennsylvania.

Plan to join us to learn about opportunities for transforming communities throughout the commonwealth. Conference attendees will experience the Lehigh Valley's success in creating a vibrant destination where people want to live, work, play and visit.

The Conference is planned in collaboration between the [Pennsylvania Department of Environmental Protection](#) (DEP) and the [Engineers' Society of Western Pennsylvania](#) (ESWP).

More Information, go to: <https://eswp.com/brownfields/overview/>.

### **5. FYI – ITEMS OF INTEREST**

**August is National Water Quality Month**

**Wednesday, Aug 1, 2018 until Friday, Aug 31, 2018**

Learn more about EPA's Office of Water go to:

<https://www.epa.gov/environmental-topics/water-topics>

Nearly half of the EPA Office of water budget goes into grants to state environmental programs, non-profits, educational institutions, and others. They use the money for a wide variety of projects, from scientific studies that help us make decisions to community cleanups. Overall, grants help us achieve our overall mission: protect human health and the environment.

For additional information, go to:

<https://www.epa.gov/grants>

## **The E-News brief of the National Clearinghouse**

The E-News brief of the National Clearinghouse is a free weekly newsletter focusing on new developments in the world of worker health and safety. Each issue provides summaries of the latest worker health and safety news from newspapers, magazines, journals, government reports, and the Web, along with links to the original documents. Also featured each week are updates from government agencies that handle hazmat and worker safety issues such as DOE, EPA, OSHA and others.

The Clearinghouse News brief provides articles and resources relating to the worker health and safety community. While NIEHS is not a regulatory body, we seek to provide information of relevance to the training community.

[Subscribing](#) to the National Clearinghouse News brief is the best way to stay on top of the worker health and safety news.

## **Updated Version of the Minimum Health and Safety Training Criteria is now available**

The development of the Minimum Health and Safety Training Criteria: Guidance for Hazardous Waste Operations and Emergency Response (HAZWOPER) and HAZWOPER-Supporting Training was based on a series of national technical workshops sponsored by NIEHS WTP to serve as the quality control basis for the training grants awarded by the WTP. Following WTP's fourth workshop held on October 2017, the updated final guidance document was prepared and issued based on comments received.

[Minimum Health and Safety Training Criteria](#) 

Back issues of the News brief are available on the [archives page](#).

[National Clearinghouse for Worker Safety and Health Training](#)

## **The 2018 BUILD Act & EPA Brownfields Program**

Missed the webinar?

Check out post webinar materials

Originally held, June 6, 2018

The webinar featured members of EPA's Brownfields and Land Revitalization Program who provided an overview of how the BUILD Act changes some aspects of EPA's brownfields grants, ownership and liability requirements, and State & Tribal Response Programs. The webinar focused on EPA's implementation plans and impacts on 2019 grant processes.

Slides and notes:

<https://clu-in.org/conf/tio/BUILDAct/>

## 6. FUNDING OPPORTUNITIES

### US EPA Environmental Justice Small Grants Program

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.

The Environmental Justice Small Grants Program provides financial assistance to eligible nonprofit organizations and tribal governments to build collaborative partnerships, identify local environmental and public health issues, envision solutions, and empower the community through education, training, and outreach. Environmental Justice Small Grants fund projects up to \$30,000.

For more information, go to:

<https://www.epa.gov/environmentaljustice/environmental-justice-grants-funding-and-technical-assistance>

### The 2018 Department of Transportation BUILD Discretionary Grants

#### The other BUILD ACT – not to be confused with The 2018 BUILD Act & EPA Brownfields Program

The 2018 Department of Transportation BUILD Discretionary Grants NOFO are currently available. The DOT's BUILD Discretionary Grant (not to be confused with the BUILD Act) replaces the previous DOT TIGER program.

BUILD Discretionary grant information located at <https://www.transportation.gov/BUILDgrants>.

Link to original NOFO (.pdf):

[https://www.transportation.gov/sites/dot.gov/files/docs/policy-initiatives/build/114796/fed-reg-build-nofo-2018\\_0.pdf](https://www.transportation.gov/sites/dot.gov/files/docs/policy-initiatives/build/114796/fed-reg-build-nofo-2018_0.pdf).

Link to DOT Build webinar outreach slides, which highlights Environmental Protection criteria on Slide 13::<https://www.transportation.gov/sites/dot.gov/files/docs/subdoc/236/final-how-compete-build-52418.pdf>

This \$1.5B program is for communities seeking infrastructure funds to assist in community revitalization.

## 7. EPA REGIONAL JOB TRAINING COORDINATORS

EPA Region 1 Danny Rodriguez	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1060 E-mail: <a href="mailto:rodriguez.danny@epa.gov">rodriguez.danny@epa.gov</a>
EPA Region 2	NJ, NY, PR, VI	Phone: (212) 637-3283

Schenine Mitchell		E-mail: mitchell.schenine@epa.gov
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3246 E-mail: barnett.jeff@epa.gov
EPA Region 4 Bushra Jawaid	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8569 E-mail: jawaid.bushra@epa.gov
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EPA Region 6 Rita Ware	AR, LA, NM, OK, TX	Phone: (214) 665-6409 E-mail: ware.rita@epa.gov
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EPA Region 10 Deborah Burgess	AK, ID, OR, WA	Phone: (206) 553-2580 E-mail: burgess.deborah@epa.gov

**10. TUNE INTO THE NEXT PLC CALL – WEDNESDAY, AUGUST 15, 2018**

**Cycle 19 – 2018 Environmental workforce PLC schedule**

8/15/2018 Session 195	10/10/2018 Session 199
8/29/2018 Session 196	10/24/2018 Session 200
9/12/2018 Session 197	11/07/2018 Session 201
9/26/2018 Session 198	11/21/2018 Session 202

Join our 30 minute discussion with EPA EWDJT grantees, alumni and new interested stakeholders. PLCs give grantees a chance to highlight their programs and an opportunity for others to learn from their experience.

Email questions or to be placed on the PLC register send contact information to [hkballou@eicc.edu](mailto:hkballou@eicc.edu). Feel free to invite a guest! Send your contact information to Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

Visit our [HMTRI Brownfields Toolbox](#) website for more information on Brownfields Environmental Workforce Development and Job Training programs. All [PLC session notes and recordings](#) are also located on the website. For those interested in providing content or suggestions, please contact Heather Ballou at [hkballou@eicc.edu](mailto:hkballou@eicc.edu).

**NOTE:** The PLC brings together ideas and opinions of individuals interested in environmental workforce development and job training. Ideas and opinions are not those of EPA or its policy and should not be taken as official guidance.





**ANNUAL  
ENVIRONMENTAL JOB DEVELOPMENT  
ALL-GRANTEE MEETING**

**SPONSORED BY:** Hazardous Materials Training and Research Institute (HMTRI)  
under a Cooperative Agreement with the U.S. Environmental Protection  
Agency

**FACILITATORS:** Heather Ballou, Linda Baxley, and Mike Senew—HMTRI

**LOCATION:** Crowne Plaza Old Town Alexandria

Tuesday, August 7, 2018  
6:00 p.m.–8:00 p.m.

**CHECK-IN ONLY (NO MEETING)**  
Receive name badge and meeting materials.

**LOCATION**  
*Foyer outside Jefferson Room*

**HMTRI**  
Heather Ballou and Mike Senew

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The meeting will start at 8:00 a.m. on Wednesday, August 8<sup>th</sup> and Thursday, August 9<sup>th</sup> in Jefferson.

Breakout sessions will be held in Kennedy, Roosevelt East, and Roosevelt West.  
Room locations are noted in parentheses after the title of each session.

Continental breakfast and check-in will be available at 7:15 a.m.



## WEDNESDAY, AUGUST 8, 2018

7:15 a.m. **SIGN-IN / CONTINENTAL BREAKFAST / NETWORKING**

8:00 a.m. **WELCOME / OVERVIEW OF THE DAY** (Jefferson) - Heather Ballou & Mike Senew, HMTRI

Meeting goals and objectives • Networking and breakout sessions

8:15 a.m. **RECOGNITION BY GROUPS** (Jefferson)

Recognition of new grantees • Recognition of experienced grantees • Recognition of those new to the All-Grantee Meeting • Regional Offices • Brownfields Job Training Coordinators • EPA staff introductions

8:30 a.m. **GROUP NETWORKING** (Jefferson)

Meet and greet • 5 minute “speed” introductions and mixer

9:00 a.m. **WELCOME / UPDATES FROM EPA HEADQUARTERS** (Jefferson)

Agency overview • OBLR history, organization, and activities • The BUILD Act as it may impact EWDJT • EWDJT program plans and RFP schedules • ACRES - purpose and use • ARC grants and the EWDJT program • Goals and objectives of the EWDJT program

- *David Lloyd, Director, Office of Brownfields & Land Revitalization, EPA HQ*
- *Rachel Congdon, EWDJT Program Lead, Office of Brownfields & Land Revitalization, EPA HQ*

9:30 a.m. **EWDJT STUDENT AND ALUMNI PANEL** (Jefferson)

An informal introduction and discussion of environmental training programs and careers from EWDJT program graduates.

- *Corey Mayo, St. Louis Community College*
- *Frank Hardy, Groundworks Rhode Island*
- *Kashmira Diaz, Groundworks Rhode Island*
- *Ricardo Loza, formerly TCB Industrial, City of Tacoma*
- *VaShawn Wade, RichmondBUILD*
- *Walt Yakabosky, Energy Coordinating Agency*

10:30 a.m. **BREAK & MOVE TO REGIONAL MEETINGS**

10:45 a.m. **EPA REGIONAL MEETINGS**

Grantee introductions and experience • Core curriculum and program emphasis • Regional expectations • Regional contacts • Social media and webinars • Conference calls • Grant administration from a regional perspective • Quarterly reporting • Past issues with grantees • Budget issues • Work plan approval • Changes in work plans, instruction or staff • Open discussion and questions

- ✓ Regions 1 & 2—(Jefferson)
- ✓ Regions 3 & 4—(Kennedy)
- ✓ Regions 5-7—(Roosevelt West)
- ✓ Regions 9 & 10—(Roosevelt East)

11:30 a.m. **BREAK & MOVE TO NEXT SESSION**

11:45 a.m. **CONCURRENT SESSIONS**

- ✓ **ACRES – Program reporting** (Roosevelt West)  
Reporting requirements • Introduction to ACRES • ACRES demonstration • Refresher for existing grantees • EPA overview • New developments
- ✓ **Selling your program** (Roosevelt East)  
Working with elected officials • Networking • Public meetings • Working with community leaders • Finding potential employers • Marketing methodologies • Setting up and using advisory boards • Making your program known to employers • Media tools for increasing program awareness
  - *Discussion Starter - Rene Dulle, St. Louis Community College*
  - *Session Facilitator - Alma Moreno Lahm (R7)*
- ✓ **Ensuring your program is gender neutral** (Kennedy)  
Women in nontraditional jobs • Recruitment methodologies • Harassment policies • Bullying issues • Female instructors • Supporting women in non-traditional jobs • Marketing materials • Female role models and mentors • Tools and working attire • Physical limitations
  - *Discussion Starter - Amy James Neel, Oregon Tradeswomen*
  - *Discussion Starter - Debra Love, Lawson State Community College*
  - *Session Facilitator - Christine Lombard (R1)*

12:30 p.m. **WORKING LUNCH / NETWORKING** (Jefferson)

**SIT ANYWHERE & network with others outside your region.**

1:30 p.m. **WORKFORCE TRAINING PROGRAMS & RESOURCES PANEL** (Jefferson)

- **NIEHS** - The Environmental Career Worker Training Program (ECWTP)-*Sharon Beard - NIEHS*
- **EPA** - Superfund Job Training Initiative - *Melissa Friedland - USEPA*
- **NSF** - Advanced Technology Environmental and Energy Center- *Linda Baxley - ATEEC*
- **HMTRI** - Environmental Workforce Development Resources – *Heather Ballou - HMTRI*

2:15 p.m. **BREAK & MOVE TO NEXT SESSION**

2:30 p.m. **CONCURRENT SESSIONS**

- ✓ **Retention strategies that work** (Kennedy)  
Strategies that increase retention rates • Ways of relating to students • Student services offered • Retaining individuals overcome by drug and alcohol addiction • Transportation, child care, and legal assistance • Life skills training • Employing case workers to resolve student issues • Social networks • The importance of family nights to retain participants • Maximizing retention – minimizing dropouts • Caseworkers, mentors, and personal counselors • Preparing graduates for employment • Leveraging student support services • Policies that allow applicants to “drop out” • Work study programs
  - *Discussion Starter - Eric Shanks, Cypress Mandela Training Center*
  - *Session Facilitator - Craig Mankowski (R5)*

- ✓ **Using technology effectively** (Roosevelt East)
  - Computers in the classroom • Using smartphones for communications, tracking, and scheduling • Using tablets to deliver curriculum • Announcements and communications • Social media strategies • Use of visual media • Virtual reality • Keeping in touch with graduates • The “digital divide” as a headwind to advancement • Using digital games for team building • Digital administrative tools
    - *Discussion Starter - Elizabeth Cornell, Limitless Vistas, Inc.*
    - *Session Facilitator - Gianna Rosati (R3)*
  
- ✓ **Environmental Justice** (Roosevelt West)
  - EJ Small Grants program • Community assessment and environmental justice • Using Environmental Justice mapping tools • Selecting EWDJT target communities • Working with community groups and neighborhood organizers • Using EJSCREEN to characterize target communities
    - *Presenter - Simone Walter, USEPA*
    - *Presenter - Tai Lung, USEPA*

3:15 p.m. **BREAK & MOVE TO NEXT SESSION**

3:30 p.m. **CONCURRENT SESSIONS**

- ✓ **Chemical safety, lead, and asbestos training** (Kennedy)
  - EPA renovation • Repair and painting regulations (RRP) • Asbestos abatement • Lead based paint inspector certification • Asbestos inspector certification • Clandestine drug lab cleanup
    - *Discussion Starter - Fred Lucero, City of Richmond*
    - *Session Facilitator - Jeff Barnett (R3)*
  
- ✓ **Curriculum and training – where the jobs are** (Roosevelt East)
  - Mandatory curriculum • Popular courses • Balancing curriculum and EPA funding constraints • Health and safety curriculum • Courses in most demand • Training tools • Digital vs print materials • Training schedules (day vs night) • Training cycles and optimal class sizes • Essential training • Best training to insure employment opportunities • Gaining traction with potential employers and contractors • Environmental job trends • Untraditional environmental occupations
    - *Discussion Starter - Janet Kerley, Santa FE CC*
    - *Session Facilitator - Nova Blazej (R9)*
  
- ✓ **Solid waste management** (Roosevelt West)
  - Recycling • Deconstruction • Solid waste occupations • Career opportunities • Landfill operators • Solid waste management and remediation • Urban agriculture/composting • Flagger certification • Solid waste remediation technician • Forklift training • Solid waste disposal training • Storing hazardous materials • Hazardous materials spills and clean-up
    - *Discussion Starter - Ken Alexander, Recycle Force*
    - *Session Facilitator - Deborah Burgess (R10)*

4:15 p.m. **BREAK & MOVE TO JEFFERSON ROOM**

4:30 p.m. **RECRUITMENT AND SCREENING STRATEGIES** (Jefferson)

Tryouts and pre-training • Recruitment timelines • Student assessment strategies • Student contracts • Pre-admission drug testing • Class size vs applicant pool • Testing methods

- *Presenters - Montgomery Profitt, OAI*
- *Presenters - Cleophus Lee, OAI*

5:15 p.m. **QUESTIONS / ANNOUNCEMENT / ADJOURN**

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The meeting will continue on Thursday morning at 8:00 a.m. in Jefferson.

**Continental breakfast will be available at 7:15 a.m.**  
**Casual dress**

**PLEASE WEAR YOUR NAME TAG.**

## THURSDAY, AUGUST 9, 2018

7:15 a.m. **CONTINENTAL BREAKFAST / NETWORKING**

8:00 a.m. **OVERVIEW OF THE DAY** (Jefferson)—*Heather Ballou & Mike Senew, HMTRI*

8:15 a.m. **REGIONAL COORDINATORS – CRITICAL ISSUES PANEL** (Jefferson)

Summary of regional breakout sessions • Quarterly reports • Grant preparation • Issues to avoid • Critical issues • Positives and negatives during grant reviews • Relationships between grantees, the regional office, and grants administration • Work plan changes • Problems with work plans or administration • Staff changes • Common mistakes grantees make • Mistakes new applicants make when writing proposals • Mistakes experienced grantees make when developing proposals for program continuation

- *Panel member - Schenine Mitchell (R2)*
- *Panel member - Linda Morgan (R5)*
- *Panel member - Nova Blazej (R9)*

9:00 a.m. **BREAK & MOVE TO NEXT SESSION**

9:15 a.m. **CONCURRENT SESSIONS**

✓ **Water and stormwater management** (Roosevelt East)

Water stormwater occupations • Water gardens • Wastewater operator • Base level water operator stormwater management and green infrastructure • Trenching and shoring • Wastewater operator • Water operator for distribution • Water operator for ground water • Safety technician • Example core curriculum

- *Discussion Starter - Bill Clark, Rose State College*
- *Session Facilitator - Rita Ware (R6)*

✓ **Placement and tracking strategies that work** (Kennedy)

Revisiting labor market assessments • Potential employers as trainers • Potential employers as advisors • Alumni nights • Working with human resource organizations • Working with temp and manpower firms • Acquiring bonds for new hires • Using first hire and project labor agreements • Establishing and maintaining union relationships • Pre apprenticeship programs • Partnering with organized labor • Social networks • Keeping in “touch” • Example job titles • Internships, work study, and pre-apprentice programs • Digital tracking tools

- *Discussion Starter - April Reed-McCoy, Zender Environmental*
- *Session Facilitator - Linda Morgan (R5)*

✓ **Are you OSHA compliant?** (Roosevelt West)

Training records • Regulatory updates • New regulations • Proposed regulations • Participant physicals • Instructor credentials • OSHA basics • Certifications that might blend well with OSHA 10 and HAZWOPER • What does “certification” mean for a course • Frequently made mistakes • How to

choose good OSHA trainers • What qualities, experience, and education levels are necessary for instructors

- *Presenter - John Morgan, HMTRI, CCCHST*

10:00 a.m. **BREAK & MOVE TO NEXT SESSION**

10:15 a.m. **CONCURRENT SESSIONS**

- ✓ **Employer engagement** (Roosevelt West)  
Developing relationships with potential employers • Employers as instructors • Employers as mentors • Corporate partnerships • Participation in social events • Requests for donations • Bonding to the EWDJT program • Using labor market assessments to find employer support • Setting up internships and work study programs with potential employers • Employer meetings • Working with city hall purchasing to identify potential employers
  - *Discussion Starter - Jake Markosky, Pauline Auberle Foundation*
  - *Discussion Starter - Ricardo Loza, formerly TCB Industrial, City of Tacoma*
  - *Session Facilitator - Donnie Williams (R4)*
- ✓ **Using advisory committees effectively** (Roosevelt East)  
Purpose and reasons for having advisory boards • Composition of the advisory board • Frequency of meetings • Meeting topics • Employers as advisors • Retiring nonperforming advisors • Duties of the advisory board • Recruiting advisory boards
  - *Discussion Starter - Paul McFadden, City of Rochester*
  - *Session Facilitator - Jeff Barnett (R3)*
- ✓ **Health and safety basics for EWDJT managers** (Kennedy)  
Finding trainers • Vetting trainers • Student safety • Certifications vs training without certification • Mandatory courses (1910.120) • Recommended courses ( OSHA 10) • Popular courses (Confined Space Entry, First Aid/CPR/AED, OSHA 7405 Fall Protection, OSHA 7410 Excavation and Trenching, OSHA 7300, Confined Spaces) • Spills and emergency response
  - *Presenter - John Morgan, HMTRI, CCCHST*

11:00 a.m. **BREAK & MOVE TO NEXT SESSION**

11:15 a.m. **GRANT ADMINISTRATION** (Jefferson)

Hints & Tips on working with partners, subcontractors, and consultants • Allowable costs and potential “land mines” for grant managers • EPA grantee procurement process guidelines • Contractor guidelines and regulations • Sub grantee guidelines and regulations • Contractor/consultants vs partnerships and sub-grantees • Record keeping • The BUILD Act

- *Presenter - Jim Drummond, USEPA*

12:00 p.m. **WORKING LUNCH / NETWORKING** (Jefferson)  
**SIT ANYWHERE**

1:00 p.m. **DRUG ISSUES PANEL – SCREENING AND PLACEMENT** (Jefferson)

- *Panel member - Jake Markosky, Pauline Auberle*
- *Panel member - Jeffrey Lewis, PathStone Corporation*
- *Panel member - Amy Bell, City of Tacoma*
- *Panel member - Kathy Stiller, West End Neighborhood House*
- *Panel member - Janet Kerley, Santa Fe Community College*

1:45 p.m. **BREAK & MOVE TO NEXT SESSION**

2:00 p.m. **CONCURRENT SESSIONS**

✓ **Program sustainability** (Kennedy)

Backstop supporters • Importance of partnerships • State appropriations • Court awards • Private funding • Corporate partnerships • Program merging • Synergistic grant awards • Resource leveraging • Reduction of services offered

- *Discussion Starter - Merl Craft, City of Pittsburg*
- *Discussion Starter - Eric Shanks, Cypress Mandela Training Center*
- *Session Facilitator - Schenine Mitchell (R2)*

✓ **Support services** (Roosevelt East)

Interviewing Skills • Life skills and remedial education • Case workers • Daycare • On-the-job Training • Paid Apprenticeship • Behavior modification • Restoration justice • Drug rehabilitation • Working with WIBS • Participant qualification for support services • Leveraged sources of support • Transportation, city, and state support

- *Discussion Starter - Laury McIntyre, Employment Skills Center*
- *Session Facilitator - Christine Lombard (R1)*

✓ **Filling funding gaps – program leveraging** (Roosevelt West)

Partners who backstop programs • Using advisory committees to seek support • Sharing resources with other programs • Finding leveraged resources • Offering student services not supported with EPA funds • Locating funding opportunities • Sources of leveraged support • Grants.gov

- *Discussion Starter - Isaac Weber, City of Springfield*
- *Session Facilitator - Craig Mankowski (R5)*

2:45 p.m. **BREAK & MOVE TO NEXT SESSION**

3:00 p.m. **CONCURRENT SESSIONS**

✓ **Partnerships and community involvement** (Kennedy)

Finding leveraged resources • Private sponsors • Equipment donations • Community events • Supplemental grants • Working with City Council • Working with faith based organizations • establishing fund raising organizations for support

- *Discussion Starter - Marilyn Wynn, Coalfield Development*
- *Session Facilitator - Rita Ware (R6)*

✓ **Hiring barriers and successful placement** (Roosevelt East)

Criminal records • Addictions • Employability curriculum • Remedial training  
• Anger management • Team building strategies • Placing ex-offenders •  
Federal and state bonding • Using labor market assessments to identify  
potential employers • Entrepreneurship as an option to direct employment •  
Resume making/updating • Job retention

- *Discussion Starter - Susan Almono, Merrimac Valley WIB*
- *Session Facilitator - Stan Walker (R7)*

✓ **Best practices and proposal development** (Roosevelt West)

Revisiting community and labor market assessments • Update your curriculum  
• Engage your partners • Engage the community • Grant writing basics •  
Investing in comprehensive program plans • Organizing your team • Learning  
from other program – successful strategies • Information exchange •  
Networking with other grantees • Responding to Requests for Proposals

- *Discussion Starter - Matthias Bohler, Merrimac Valley WIB*
- *Session Facilitator - Nova Blazej (R9)*

3:45 p.m. **MOVE TO JEFFERSON ROOM**

4:00 p.m. **FREESTYLE DISCUSSIONS – ROUNDTABLE** (Jefferson)

Topics selected by session participants • As a team select topics for discussion • Open  
discussion about issues of concern • Technical assistance and mentoring

- *All Participants*

4:45 p.m. **RESOURCES, ANNOUNCEMENTS, QUESTIONS, MEETING  
EVALUATION** (Jefferson)

Post meeting notes • PowerPoints • Post meeting evaluation and feedback

5:00 p.m. **ADJOURN - Thank you for coming! Have a safe trip home.**

