

Small Business Compliance Assistance Advisory (SBCAAC) Panel Meeting

I. Call to order 13 December 2023 at 11:05am with welcome & self-introduction of attendees.

- **Liz Ulrich**, Analysis & Planning Supervisor Montana DEQ (AEM) Air Quality Bureau | (Council elected) Presiding Chair
- **Kenneth Holmlund**, (former) MT Representative, Educator | council member (representing General Public, pending appointment)
- **BJ Biskupiak**, Program Supervisor PHSD, DPHHS | council member (representing General Public, pending appointment)
- **Jon Wempel**, Owner, Choice Ammunition, Victor | council member (representing Small Business Stationary Sources, pending appointment)
- **Bonnie Rouse**, EECA Section Supervisor, DEQ (AEM) | Attendee
- **Ben Brouwer**, Energy Bureau Chief, DEQ (AEM) | Attendee
- **Michael L. Gustafson**, Small Business Ombudsman | Small Business Environmental Assistance Program (SBEAP) | SBCAAC Council Secretary

II. Council purpose and appointment process, needs moving forward (readings).

The purpose of the Council is to advise the Department of Environmental Quality on the Program to assist Montana businesses understand and comply with environmental regulations and to go beyond the regulations to prevent pollution and improve environmental quality. There are six additional members of the Council, four of which are appointed by the Majority and Minority leaders of the House and Senate, and one of which is appointed by the Director of the Department of Environmental Quality, and Council Secretary (SBO), Montana DEQ Energy Bureau Small Business Environmental Assistance Program (SBEAP). (See Council website for current membership list.) By statute, the council is required to meet once a year. However, throughout the year, council members review and render advisory opinions on SBEAP activities, ensure that information affecting small businesses is written in a style that is clear and understandable, and serve as an informational bridge between the small business community and the DEQ. The requirement for Montana to have a SBCAAC comes from the Federal Clean Air Act, 42 USC 7661f.

SBEAP is a federally required non-regulatory program within DEQ that offers environmental compliance assistance and outreach to small businesses across the state. The SBO | SBEAP works in partnership with the statutorily required Small Business Compliance Assistance Advisory Council (SBCAAC). Currently, the Council has several vacancies, and the new potential appointees / new members to the council are for a 3-year term. MCA 2-15-2110. The potential appointees have been invited to participate as though they are appointed.

III. Summary (short) of program activities in 2022-2023 (SBO | SBEAP readings).

Michael L. Gustafson | SBO & SBEAP

- I. Serves as the ambassador / liaison between the small business community in Montana and DEQ.
 - The advocate & resource for small businesses in collaboration with compliance assistance involving various regulatory & non-regulatory scenarios. Facilitates small business to the right resources.
 - Speaks with agency voice in all work within agency and outside stakeholders. Communicates in a manner to build trust and transparency – both internal and external to DEQ. Negotiates with others on challenging situations to find solutions and diligent technical analysis.

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- Was brought into a recent state project (State Hospital facility) scenario, in coordination with the DEQ Director, for advisement in coordination and assistance with the Water Quality Division in bringing the contracting agency (Missouri River Contractors working on Montana State Hospital – Warm Springs) into compliance.
- Assists the AQB/WQB/Enforcement Program and other DEQ divisions in collaborations and careful coordination to understand technical problems, investigate scenarios, document, analyze, identify, and recommend, to the people and/or resources that might help resolve them. (Examples: Montana Paint & Helena Autobody.)

II. Attends various stakeholder meetings and forums.

- Meets consistently with various stakeholder workgroups and attends meetings as regular member attendee. (Specifically: SBA, SBDA, SBDC, NCAT, MBAC, MMAC, MT Contractors Association, MT Building Codes Program, local Chambers, NSBEAP (Technical and Education sub committees), EPA Region 8 SBEAP, EPA Region 8/9/10 Radon Coordinators, DEQ (all Bureaus as needed), MSR Tag, MEDA, and SafetyFestMT training given recently).
- Was lead on DOE application 2969-1512 to DE-FOA-0002969, BIL State Manufacturing Leadership Program (Section 40534) Funding Opportunity. Montana will receive a \$2 million grant from the DOE under the State Manufacturing Leadership Program. DEQ, in partnership with the MMEC(MSU) and Highlands College, will launch a Smart Manufacturing Technologies Outreach Initiative to help Montana manufacturers access and implement advanced technologies. This allows them to improve facility operations and efficiency by providing information and assistance to small and medium-sized manufacturing firms and raises awareness of all the advanced technologies available to them, or who need technical guidance to select, design or implement an advanced technology project.
- Ensures semi-annual reporting accuracy and completeness to EPA for both SBO/SBEAP & Radon. Stays current in technologies and policy changes for primary subject areas (Involved with the SBEAP Listserv, NSBEAP Technical & Educational subcommittee and workshops, EPA Region 8 SBEAP & Radon standards with updates and forecasts) enabling many small businesses (DEQ as well) to acquire accurate technical assistance.

III. Supports agency and program positions and incorporates appropriate dialog to the layperson that is scientific, technical, and factual.

- Consistently moderates risk actions, decisions, and communications with stakeholders and the public. These decisions could affect the viability of projects and the credibility of the agency. Engages in agency initiatives and brings concerns to management and seeks to understand historical events and decisions, their causes, indicators, and effects on current projects, policies, and program operations and culture.
- Completed courses with certifications in the Indoor Air Quality Master Class to better assist with the AQB. Air Quality and Air Quality Management education received in college.
- Maintained certifications as water systems operator to assist Water Quality Division. (Class 1A/2B)
- Earned many certificates at March 2023 Building Codes Education Conference in Missoula with Thornburg Codes Services for International Code Council and the Building Operator Certification (BOC) course manuals from Northwest Energy Efficiency Council, to better assist the Energy Bureau.

IV. **Bureau initiatives focused on SB needs / reports (with input / Q&A from group).**

C-PACE support

MREP program w/SB incentives for EE (Bonnie Rouse)

SMM grant (Bonnie Rouse)

Workforce Needs and agency response.

V. **Next Steps/Next Meeting.**

Discussion of considerations for how often to meet and when. Also, send out all materials read today.

VI. **Council Adjourn: 1201pm.**