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| **Composting Shortened Schedule – July EQC** | | | |
| Note: all significant documents must be reviewed and approved by Obrien, Emer, Communications (Susan Mills), Goldstein | | | |
| **Note: Lee should contact all document reviewers now to have them reserve time on their schedules for document review – Emer normally requires two weeks for review; someone will have to talk to her about this schedule** | | | |
| **Event/Action** | **Date** | **Owner** | **Notes** |
| Complete rulemaking planning form | ASAP | Obrien – review and approval by Emer required |  |
| Obtain leadership team approval of planning form | Upon completion by O’Brien | Goldstein |  |
| Schedule proposed AC dates, reserve rooms | ASAP | Lee |  |
| Complete AC membership approval memo for director | ASAP | Lee/Obrien | Completed 3/5/19 |
| Submit AC membership approval memo to director | When received from Lee/O’Brien | Goldstein | Submitted 3/5/19 |
| Start drafting AC documents: Agenda, Fiscal Impact Statement, Draft Rules, other | Upon completion of AC membership approval memo | Lee | Completed 3/8/19 |
| Director approval of AC membership | 1 week after submittal from Goldstein: 3/12/19 (anticipated) | Whitman | Approved |
| Contact AC members to invite their participation; schedule AC meeting | Immediately on receiving director approval | Lee |  |
| Complete documents for AC meeting:   * Agenda * Fiscal Impact Statement * Draft Rules * Other documents (slide show?)   Submit for management review | ~~3/4/19~~  3/7/19 | Lee/Obrien |  |
| Start drafting Notice of Rulemaking | On completion of AC document drafts | Lee | Goldstein to determine whether it’s amend, adopt, etc. |
| Draft emails to AC members | ASAP | Lee | Done |
| Call AC members | Upon approval of AC members | Lee | Done |
| Draft AC appointment letters | ASAP | Lee | Need new letterhead, meeting time and link to webpage |
| Draft AC charter | ASAP | Lee | Not needed |
| Review of Agenda, Fiscal Impact Statement, Draft Rules | 3/11/19 | Emer | Done |
| Review of Agenda, Fiscal Impact Statement, Draft Rules | 3/13/19 | Goldstein | Done |
| Review of Agenda, Fiscal Impact Statement, Draft Rules | 3/15/19 | Mills | Done |
| Management completes review and approves AC documents | 3/16/19 | Lee/Obrien/Emer/  Goldstein/Mills |  |
| AC documents posted on web –GovDelivery notice of meeting | 3/18/19  Once finalized | Goldstein |  |
| Advisory Committee Meeting | ~~3/25/19~~  4/1/19 | Lee |  |
| Complete minutes of AC meeting; revise documents as necessary | ~~3/29/19~~  4/3/19 | Lee |  |
| Complete draft of Notice of Rulemaking – submit for management review | ~~3/29/19~~  ASAP | Lee |  |
| Draft message map | After FIS review is complete | Lee |  |
| Review of minutes and Notice of Rulemaking | 4/5/19 | Goldstein |  |
| Review of minutes and Notice of Rulemaking | 4/8/19 | Obrien |  |
| Review of minutes and Notice of Rulemaking | 4/10/19 | Emer |  |
| Review of minutes and Notice of Rulemaking | 4/12/19 | Mills |  |
| Notice of Rulemaking reviewed and approved by management | 4/12/19 | Lee/Goldstein/Obrien  Emer/Mills/Goldstein |  |
| **Publish notice/open public comment period** | **4/15/19** | **Lee/Goldstein** | **Drop dead date** |
| Start drafting EQC staff report | 4/15/19 | Lee |  |
| Public hearing | 5/15/19 | Lee |  |
| Close comment period | 5/17/19 | Goldstein |  |
| Start drafting responses to comments and EQC staff report | 5/17/19 | Lee |  |
| Responses to comments and EQC staff report draft complete – submit for management review | 5/24/19 | Lee |  |
| EQC staff report review and approval by management complete | 6/11/19 | Lee/Obrien/Emer/  Mills/Goldstein |  |
| EQC staff report due to Caldera | 6/13/19 | Obrien/Lee/Goldstein |  |
| EQC Meeting | 7/18-19/19 | Obrien/Lee |  |