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| **Composting Shortened Schedule – August Special 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 Obrien | Goldstein |  |
| Schedule proposed AC dates, reserve rooms | ASAP | Lee |  |
| Complete AC membership approval memo for director | ASAP | Lee/Obrien |  |
| Submit AC membership approval memo to director | When received from Lee/Obrien | Goldstein |  |
| Start drafting AC documents: Agenda, Fiscal Impact Statement, Draft Rules, other | Upon completion of AC membership approval memo | Lee |  |
| Director approval of AC membership | 1 week after submittal from Goldstein | Whitman |  |
| 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 – submit for management review | 3/28/19 | Lee |  |
| Start drafting Notice of Rulemaking | On completion of AC document drafts | Lee |  |
| Management completes review and approves AC documents | 4/11/19 | Lee/OBrien/Emer/  Goldstein/Mills |  |
| AC documents posted on web –GovDelivery notice of meeting | 4/15/19 | Goldstein |  |
| Advisory Committee Meeting | 4/22/19 | Lee |  |
| Complete minutes of AC meeting; revise documents as necessary | 4/29/19 | Lee |  |
| Complete draft of Notice of Rulemaking – submit for management review | 4/29/19 | Lee |  |
| Notice of Rulemaking reviewed and approved by management | 5/13/19 | Lee/Goldstein/Obrien  Emer/Mills/Goldstein |  |
| Publish notice/open public comment period | 5/15/19 | Lee/Goldstein |  |
| Start drafting EQC staff report | 5/15/19 | Lee |  |
| Public hearing | 6/14/19 | Lee |  |
| Close comment period | 6/17/19 | Goldstein |  |
| Start drafting responses to comments and EQC staff report | 6/17/19 | Lee |  |
| Responses to comments and EQC staff report draft complete – submit for management review | 6/20/19 | Lee |  |
| EQC staff report review and approval by management complete | 7/3/19 | Lee/Obrien/Emer/  Mills/Goldstein |  |
| EQC staff report due to Caldera | 7/11/19 | Obrien/Lee/Goldstein |  |
| EQC Meeting | 8/15/19 | Obrien/Lee |  |