

**LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY (LDEQ)
BUSINESS AND COMMUNITY OUTREACH AND INCENTIVES DIVISION (BCOD)
SMALL BUSINESS / COMMUNITY ASSISTANCE PROGRAM (SB/CAP)
COMPLIANCE ADVISORY PANEL (CAP) MEETING**

DATE: Wednesday, August 11, 2010

LOCATION: Galvez Building, 602 North 5th Street, Baton Rouge, LA 70802, Room 1051

TIME: 10:00 am – 11:30 am

CAP members present: Steve Ayres, Deanne Bingham, Thomas David, Jr., Jonathan Mellard, Mark Starling, Wendell Wilkerson and Bijan Sharafkhani, BCOD Administrator

LDEQ : Dr. V. Alexander Appeaning, Deputy Secretary, Jonathan D. McFarland, Manager, Yanfu Zhao, Jennifer Pelloat, Linda Brown, Beth Altazan-Dixon and Tomeka Prioleau

ETHICS BOARD ATTORNEY: Michael Dupree

Dr. V. Alexander Appeaning called the meeting to order at 10:08 am. Dr. Appeaning provided a broad overview of the Division and the role of the CAP as an advisory body to the Small Business / Community Assistance Program.

Jonathan McFarland provided a detailed account of the SB/CAP, specifically its mission, accomplishments, and staffing.

Michael Dupree of the Louisiana Board of Ethics provided a detailed account of ethics laws and restrictions that affect the public servants. Specifically he discussed the prohibition on contracts/transactions; prohibition on gifts; prohibition from performing compensated services; participation; and nepotism. He also discussed the conditions and circumstances that require the submittal of financial disclosure reports. If members have questions regarding potential ethics conflicts while serving on the CAP, they can seek an official opinion from the Ethics Board. Michael Dupree agreed to send out an email with materials that the participants could review on this topic as well as a PowerPoint presentation. He provided the website: www.ethics.state.la.us for panel members to refer for additional information.

Bijan Sharafkhani indicated that the SB/CAP bylaws were close to completion and were going to be emailed to all CAP members shortly. He also indicated that Jonathan McFarland who serves as the manager for SB/CAP section will email tentative dates and times for subsequent meetings. The board will be expected to elect a chair and vice-chair at its next meeting.

Steve Ayers and Thomas David asked for clarification on the role of the CAP and gave some activity examples to help them better understand their roles. Thomas David brought up some compliance issues, grease trap requirements for BOD, and LA Civil code issues that have been concerns in the past.

Bijan Sharafkhani suggested that CAP members could provide a list of topics of interest from their respective organizations so that LDEQ can assemble the appropriate staff to discuss issues at future CAP meetings. Ultimately, the EnviroSchool program may be used to address topics of interest.

The meeting was adjourned around 11:15 am.



OFFICE OF THE SECRETARY

MEETING RECORD

DATE 8/11/10

AGENCY INTEREST NO.

PURPOSE OF MEETING:

LDEQ-BCOD

Small Business / Small Community Assistance Program

Compliance Advisory Panel

ATTENDEES	AFFILIATION	PHONE
Jennifer Pelloat Jonathan McFarland	LDEQ-BCOD LDEQ-BCOD	219-0179 (225) 219-3956
Beth Dixon	LDEQ-BCOD	225-219-3958
MICHAEL DUPREE	ETHICS BOARD	(225) 219-5600
Wendell Wilkerson	Advisory Panel	(337) 540-4156
B. JAY SHARAFKUAN	LDEQ-BCOD	225-219-3953
Jonathan Mellard	Advisory Panel	225-642-3169
Mark Starling	Advisory Panel	225-644-3361
THOMAS DAVID DU	Advisory Panel	318-473-2100
Steve Ayres	Advisory Panel	318 4455685
Linda Brown	LDEQ-OSBC	(225) 219-3954
Deanne Bingham	Office of Gov	225-342-5818
Alex Appeaning	LDEQ-Deputy Secretary	225-219-3951
Yanfu Zhao	LDEQ-SBAP	225-219 0860
Tomika Prioleau	LDEQ-BCOD	225 219-0877