

Minicucci, Bob

From: Minicucci, Bob
Sent: Friday, June 08, 2007 9:19 AM
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Subject: NH DES ELI project: minutes of work group meeting 6/6/07

Hello - This message serves to record & communicate the discussions at the Wednesday, June 6, workgroup meeting.

These minutes are subject to the review of the attendees. If I've mis-represented things, please let me know.

Work group #2, SME Management Skills, met on Wednesday June 6 from approximately 1 PM to 3:00 PM at DES offices, 29 Hazen Drive, Concord, NH, Room 114. Attendees were: Tom Burack, DES; Rudy Cartier, DES; Mary Collins, NH Small Business Development Center; Jean Holbrook, USEPA Reg 1, via telephone; Bob Minicucci, DES; Andrea O'Brien, NH SBDC; Sharon Yergeau, DES.

The issue this work group looks to address is to see how to improve management skills in the small business sector (referred to as "Small to Medium sized Enterprises" - SMEs) in NH. How do we find and reach them and what information do we deliver once we get them?

The BIA reaches small businesses through the local Chambers of Commerce - NH BIA in fact the state Chamber of Commerce.

The SBDC reached about 3,000 SMEs through its electronic news and other outreach efforts. This number represents about 10% of the NH universe of businesses that have at least one employee.

The SBDC's mission in large extent is to deliver management training to SMEs. That having been learned, the discussions turned to how DES & SBDC could work together to deliver more, and better, training. Those present agreed that if there isn't any management structure present, we can't 'inject' environmental BMPs, P2 and EMS concepts it. We did agree that the target audience is the organization with 5 - 50 employees.

SBDC's structure in delivering training involves both web-based training and holding sessions at locations throughout the state. SBDC has regional offices in Nashua, Manchester, Concord, Durham, Rochester, Keene & Littleton. We could inject the information we want to convey into their existing trainings and/or a November '05 training on pollution prevention planning could be repeated.

We should probably focus on our five chosen sectors - manufacturing, land managers, construction companies, schools, and municipalities. SBDC feels confident they can reach the first three; we may have to seek other partners for the other two. UMass Lowell's "Public Entity EMS Resource" center (<http://www.uml.edu/ems/>) was mentioned as a possibility for those other two.

Some discussion of specific curricula followed. SBDC mentioned a short course called "Listening to your business" and a longer "Fast Track" course. The longer course has not been as popular with their customers. They need 10 - 15 people to hold a course. If all goes well, we can possibly start delivering this training in the '07-'08 school year.

DES could underwrite or co-sponsor SBDC training, with a trade association - invitations and certificates could go through this trade association partner. Invitations should come from a high level - Commissioner Burack? Someone at DRED?

What might such training lead to? It could be a pre-requisite, or a condition of membership, in tier 1 ("aspiring leaders") of the reward & recognition program.

There was some discussion of bringing in financial implications of better management and better environmental management. In theory, better management of risks should lead to better financial terms, but this is an unknown area to us so far and we're addressing it in another work group.

We need to develop some specific language on what DES wants and why someone would attend this particular training.

DES will put this on its docket.

I would like to schedule the next work group meeting during the first week of July, but I want to coordinate with the SBDC before scheduling. I'll let you know.

Thank you all
Bob Minicucci
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