

## Fall 2018 RMDZ 101 Agenda

1. Introductions, All -20 minutes, Julie
  - a. Your name
  - b. Your Zone
  - c. Is your office in EDC, solid waste, other?
  - d. What you would like to get out of this workshop
2. History/Julie - 5 minutes
3. What is in the program for you? – 40 minutes, Julie PP Overview
  - a. [Loan program intro \(101\)](#): Jim will give an overview and take questions.
  - b. [ZIRS](#), Frank: A database to store info about the businesses you work, to offer them free advertising, and for the ZA and ZL to share the latest info about a business.
  - c. [Zone Incentive Funds](#), Frank
    - i. Marketing & Outreach
    - ii. Zone Works travel costs
    - iii. Marketing and Outreach funds rollover from year to year. ZW funds do not.
    - iv. There is a pre-approval process.
  - d. [Zone Works](#), Julie
    - i. [Zone Works](#) offers the unique opportunity for Zone Administrators, CalRecycle Zone Liaisons and Loan staff, and valued program partners to regularly convene and discuss current issues and to coordinate business assistance activities. Through the educational and networking sessions, attendees will have the opportunity to learn about new and expanding funding opportunities and other business incentives to support recycling manufacturers and reuse/recovery networks.
  - e. [Business Assistance](#) (Desk Manual), Frank will give a brief overview.
    - i. The Desk Manual exists.
    - ii. You don't need to know it.
    - iii. A Mentor will lead you through the business assistance process.
    - iv. Pages 8-12 apply to us.
  - f. [RecycleStore](#), Julie
  - g. Q&A 10 minutes
4. [Zone Administrator duties](#) – 10 minutes, Frank
  - a. Serve as the central contact point for zone issues & establish a network of economic development and solid waste professionals to support zone activities.
  - b. Attend Zone Works
  - c. Complete [Zone Annual Report](#): Frank
    - i. Due 3/31 annually.
    - ii. Start and/or finish the report in January annually.
    - iii. Keep ZIRS up-to-date year-round and ZAR should only take a few minutes.
  - d. [Sign ZA Certification Form for RMDZ loans](#)
  - e. [ZA description](#)
  - f. [ZA responsibilities](#)
  - g. [Role Play Time?](#)
  - h. Q&A
5. Additional Resources – 15 minutes, Frank, brief overview of each program, i.e. these resources exist. I won't give any details.
  - a. ZL/Loan staff/Technical CalRecycle Staff/Permits Staff, [GO-Biz](#) and
  - b. [SharePoint](#)

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- i. [ZA 101 Handbook](#)
  - c. [RMDZ Website](#) –
    - i. [Find other ZAs and your Zone Liaison](#)
    - ii. [Find other Zones](#): This is [the page](#) that businesses will see. It's your opportunity to advertise your zone.
    - iii. [RMDZ Businesses Search](#), like RecycleStore
  - d. Many, many more
- 6. Q & A and Wrap up - 10 minutes Comments about the challenges zone administrators face and then feedback from seasoned ZAs might be helpful.
  - a. Such as:
    - i. Do you know how to log into ZIRS?
    - ii. Do you know how to reach out to manufacturers
    - iii. Do you know what some benefits of the programs are in your area?
    - iv. Who would you reach out to if you had questions: ZLs, ZAs, EDC/SW?
    - v. Could find the items above: desk manual, RMDZ web pages, ZIRs, SharePoint?