

ITRC June 17 Board Call Minutes

11:30am -1:30pm

Board Members: Rebecca Higgins, Deb Morefield, **Doug Bacon**, Jeremy Musson, Kaitlyn Nelson, **Keisha Long**, Lisa Matthews, **Melinda McClanahan**, Michelle Brown, Nate Barlet, Dan Murphy, Paul Beam, **Randy Chapman**, **Sara Pearson**, **Naji Akladiss**, Dan Powell

ITRC Support Staff: Patricia Reyes, Evan Madden

Guests: Nicole Henderson, Annica Burmester, Doug Morrison, Brian Pointer, Steve Brauner, Richard Spiese, Cherri Baysinger, Valerie Hanley, Alex MacDonald, Kim Nimmer

1. New Team Updates

a. Environmental Data Management

The team introduced their topic to the board and expressed frustration at being involved with the new website edits. They believe that the change to ITRC Connect is putting them behind schedule. They requested an extension on their project deadline to December 2022.

b. Microplastics

Valerie Hanley presented the topic and stated that **Kim Nimmer** is replacing **Alex Wardle** as a TL. Their guidance document is slated to be live 11/30/2022. **Naji Akladiss** asked if the team will want to extend into a second phase, like PFAS. **Valerie** responded that it is still too early to know.

Sara Pearson expressed support for the creation of fact sheets for regulators to distribute to the public and **Patty Reyes** stated that the team could develop products similar to the PFAS team's Explainer Videos.

c. Hydrocarbons

Richard Spiese presented the topic and stated that team's guidance document is slated to be live by Summer 2022. He believed that the new website was a challenge at first, but the team is adapting quickly.

Sara Pearson asked if the planned classroom training would be on demand or scheduled. **Richard** stated that he would offer a range of dates and then select what worked best for trainees. He is planning on partnering with universities and other facilities to ensure small class sizes and local trainers to lower the costs for ITRC. **Patty Reyes** asked for a budget proposal from the team before the FY22 budget is voted on at the August board meeting.

2. Approval of April Minutes

Keisha Long motioned to approve the April minutes as amended and **Doug Bacon** seconded the motion. The motion was approved unanimously.

3. EJ and DEI Statements

Patty Reyes thanked **Keisha Long** and **Michelle Brown** for helping put together the EJ and DEI statements. **Naji Akladiss** introduced the idea of adding equity to the EJ statement and Keisha Long and Michelle Brown discussed the history of the terminology of EJ; Michelle suggested an edit to add equity into the list of values embodied by ITRC in both the EJ and DEI statements. **Evan Madden** implemented these edits.

Patty Reyes called for a vote on the statements. **Rebecca Higgins** motioned to approve the EJ and DEI statements, and **Melinda McClanahan** seconded. The motion passed unanimously.

4. Process for Updating Old Documents

Naji Akladiss presented recommendations for Updating old ITRC documents. **Rebecca Higgins** questioned how many people would want to be involved in a document update team. Naji said that the team itself will not do the updates, they will just decide if a document should be retired or sent to get updated by an outside contractor. Rebecca brought up the idea that documents should only be reviewed, if nominated for an update.

Rebecca restarted the discussion regarding continuing teams. She introduced the idea that at the two-thirds point of the team lifecycle, they should report to the board whether they will need an extension or be a continuing team.

Nicole Henderson stated that previously TLs had exit interviews, where they were asked when their document should be revisited. This process could be reinstated with the current teams.

Randy Chapman moved to table this discussion until August. The next steps in the process will be for the board to send their comments to **Evan Madden** by July 15th.

5. 2020 Report of Strategic Plan Activities & 2021 Updates

Patty Reyes presented an update on the current strategic action plan that was created in 2019. ITRC has fallen off track due to the pandemic and staffing issues, and the action plan will need to be discussed further at the August board meeting. She mentioned that ASTSWMO did away with their annual action plan, and she believes that ITRC can as well.

6. Discussion of Proposals and Hybrid Team Options

Randy Chapman asked the board to get all the proposals out to their respective parties for a broad group review. The deadline for evaluation is August 6th. There are ten full proposals to review. Next year ITRC will have funding for three full teams and two mini teams; one full team will be the continuing PFAS team. The funding for the two new teams is based in part on past EPA money, and that amount may be subject to change.

Randy introduced the idea of mini teams that have a shorter timeline, smaller budgets, and may be more regionally specific. He asked the board to keep in mind which proposals would work well for mini teams.

Rebecca Higgins asked if alternative, creative funding could be found for the PFAS team, which could potentially open up another team spot for ITRC. **Patty Reyes** agreed but reminded the board that the PFAS team continues not just because it is an emerging issue, but because the team remains large and motivated.

7. Other Topics

Deb Morefield stated that she is retiring as of July 30th, and she thanked ITRC and the board for their time over the years.

Patty Reyes requested that the board members email her if they are going to be in Rhode Island for the August board meeting.

Doug Bacon motioned to adjourn the meeting, and **Keisha Long** seconded. The motion passed unanimously, and the meeting was adjourned at 1:30pm.