



Interstate Technology & Regulatory Council

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ITRC Board of Advisors Meeting Minutes

February 15, 2024

Virtual, 11:30 am – 1:00 pm EST

ATTENDANCE

Voting Members Present – Quorum Established

- Randy Chapman (VA), Co-Chair
- Rebecca Higgins (MN), Co-Chair
- Claudio Sorrentino, (CA), Team Leader Liaison
- Stephanie Lewis (CA), Cross-Media Outreach Liaison
- Sandra Snyder (SC), State Engagement Coordinator
- Samuel Iwenofu (WA), Special Projects Coordinator
- Jared Champagne (LA), Training Program Coordinator

ITRC Staff Present:

- Charles Reyes
- Carolyn Sistare
- Sarah Levy
- Devin Seckar
- Marguerite Bennett
- Nicole Henderson (Contractor)

Non-Voting Liaisons Present

- Cindy Frickle, U.S. EPA
- Lisa Matthews, U.S. EPA
- Heidi Durako, DoD-USACE
- Stephen Hurff, DoD-Navy
- Sarah Thompson, DOE-EM
- Poppy Harrover, DoD-Army
- Jeremy Musson, Pinyon Environmental, IAP

Non-Voting Liaisons Absent:

- Andrea Leeson, DoD-SERDP/ESTCP
- Kathryn Lynnes, DoD-Air Force
- David Tsao, BP, IAP
- Natalia Vinas, DoD-OSD
- Brian Jordan, DoD-OSD
- Kim Brown, DoD-Navy
- David Asiello, DoD-OSD

WELCOME

Charles Reyes welcomed attendees to the ITRC February Board of Advisors (BOA) meeting.

BOARD BUSINESS

Approval of January Board Meeting Minutes

The BOA reviewed the draft minutes from the January 18, 2024, BOA Meeting.

- **Motion:** Rebecca Higgins put forth a motion to approve the edited minutes; seconded and passed unanimously.

William R. Chapman
Virginia Department of
Environmental Quality
ITRC Co-Chair

Rebecca Higgins
Minnesota Pollution
Control Agency
ITRC Co-Chair

Charles Reyes
ITRC Director

Review Outstanding Action Items

- **Stephanie Lewis** will send Reyes a list of specific Project Team meetings she will participate in during the ITRC Annual Meeting.

REPORTS & DISCUSSION

ITRC Membership Update

Reyes provided an update on the ITRC membership. As of February 7, there were 936 active ITRC team members, but membership increases every day as new members join Teams. Reyes commented on the number of state government membership number as a percentage of all active members, which is a little lower than past years. Claudio Sorrentino suggested removing the ITRC Support Staff category (staff, program advisors, contractors) from the full membership count for an accurate summary of membership. Sandra Snyder asked if academic membership increased because of a specific POC effort to target college outreach opportunities.

Action Item: Marguerite Bennett will ensure that the POC Certificate Template is easier to find on the State Program Engagement (SEP) Connect Community.

ITRC Budget Update

Reyes shared that the new auditors did not have any questions or major findings. The new travel policy for ITRC approval for extended stays and multi-city trips helped address the single concern from the auditors associated with travel to in-person meetings.

Reyes shared PowerPoint slides that showed the following information for the Board of Advisors:

- FY2023 budget overview and actual revenues and expenses.
- FY2024 approved budget and a summary of actual and projected revenues.
- FY2024 Q1 expenses and projected expenses for the remainder of the year.

Rebecca Higgins commented that the FY2023 Actual Expenses made a positive financial case for ITRC using staff as the Program Advisor. Higgins added that there is a concern about lack of participation for in-person team meetings and a need to ensure state members can and want to go to the meetings. Claudio Sorrentino stated that ITRC needs to identify the reasons why state employees are not traveling for the meetings.

Reyes shared some opportunities to both cut costs and strengthen partnerships. For example, ITRC is investigating opportunities to utilize Microsoft Teams as a new platform and tool for Teams that will decrease costs for web services.

Action Items:

- Reyes will share the name of the new auditor with the BOA
- ITRC staff will assess state members' ability to travel to in-person meetings and the reasons why they have not been traveling to Team meetings.

2025 Project Proposals – Proposed Changes to Schedule, Guidance, and Processes

Reyes shared a schedule for opening the ITRC Project Proposal Request for 2025 projects and a summary of proposed process and guidance changes. The schedule allows for project solicitation to begin before the Annual Meeting to facilitate discussions at the Annual Meeting. BOA members discussed whether proposals should require a minimum of one state team leader. There was BOA support for keeping the requirement in the request for proposals.

BOA Roles & Responsibilities

Reyes shared that he is working on reviewing and updating materials to help clarify BOA roles and responsibilities for both the BOA and ITRC membership. This will be done in conjunction with ECOS and ERIS reviews of governance documents and the new ITRC Strategic Planning effort. This work will be discussed in April during the in-person meeting and several questions will be posed during the March virtual meeting to help with preparing for the April discussion.

OTHER NEWS/REQUESTS

Reyes reminded BOA members that there are teams still seeking members and support with recruitment for specific expertise.

MOTION TO ADJOURN

- **Motion:** Sorrentino put forth a motion to adjourn the meeting; seconded and passed unanimously.

REMINDERS

External Reviews:

- 2/14/2024: 6PPD Team
- 2/15/2024: Passive Sampling Team

Next Board Meeting: 3/21/2024, 11:30 am est