



Interstate Technology & Regulatory Council

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ITRC Board of Advisors Meeting Minutes April 10-11, 2024 Long Beach, CA

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

ITRC Staff Present:

- Charles Reyes
- Sarah Levy
- Nicole Henderson (Contractor)

Guest: Rob Seifert, DOE-EM

Non-Voting Liaisons Present

- David Tsao, BP, IAP
- Jeremy Musson, Pinyon Env., IAP
- Brian Jordan, DoD-OSD
- David Asiello, DoD-OSD
- Stephen Hurff, DoD-Navy
- Kim Brown, DoD-Navy
- Patrick Kelly, DoD-Air Force
- Sarah Thompson, DOE-EM
- Cindy Frickle, U.S. EPA
- Lisa Matthews, U.S. EPA

Non-Voting Liaisons Absent:

- Andrea Leeson, DoD-SERDP/ESTCP
- Natalia Vinas, DoD-OSD
- Heidi Durako, DoD-USACE
- Poppy Harrover, DoD-Army

WELCOME

Reyes welcomed attendees to the ITRC April Board of Advisors (BOA) meeting. The meeting took place in-person in conjunction with the ITRC Annual Meeting in Long Beach, CA.

BOARD BUSINESS

Reyes informed the BOA of Jared Champagne's (LA DEQ/Training Program Coordinator) resignation from the Board due to a job change.

Approval of February Board Meeting Minutes

The BOA reviewed the draft minutes from the March 21, 2024, BOA Meeting.

- **Motion:** Sorrentino put forth a motion to approve the minutes with no changes; 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

REPORTS & DISCUSSION

Annual Meeting Observations

Reyes facilitated a discussion about the BOA's observations of ITRC Project Team and Program Meetings during the week. Many noted that Team and Program leaders lead engaging meetings with most members actively participating. Specific notes and discussions included:

- Improving in-person meeting goals, discussion topics and problem solving, and making the most of the time together in-person as a Team. It was noted that some Teams spent too much time on topics that should have been handled offline or in regular virtual meetings.
- Some ITRC Teams need additional state members and state members need to be encouraged to assist in leading conversations to provide state perspectives.
- State Engagement Program (SEP):
 - More time is needed for the SEP meeting, and it should not be held concurrent with Project Team meetings as many POCs are active in Teams.
 - Open discussion, sharing best practices, and the inclusion of BOA Liaisons (federal agencies, IAP) were valuable and should be encouraged for future meetings.

Action Items:

- Reyes will invite PA/TLs from the PFAS, CEC Bios, Vapor Intrusion Teams and the Climate Workgroup to the May 16, 2024, BOA Meeting to provide briefings and discuss successes and challenges.
- Reyes, Sorrentino, and Henderson will:
 - Review and discuss observations for Team improvements and implement improvements to future PA/TL Orientations and Kickoff Meetings.
 - Discuss Annual Meeting observations with PA/TLs during their upcoming leadership meetings.
- Reyes, Snyder, and Marguerite Bennett (ITRC staff) will discuss opportunities to have the annual SEP in-person meetings occur at a different time of the year, outside of the Annual Meeting.

Membership

BOA members shared news and observations about ITRC's membership:

- Tsao noted that IAP membership on each Team is less than 50%.
- Snyder noted recent successes with some State POCs marketing ITRC to other programs and agencies within their state. She and the SEP program are also trying to build a mentor/mentee initiative to assist with succession planning.
- BOA members continue attempts to have Hawaii join the SEP and Project Teams.
- Higgins announced her resignation as Co-Chair due to a job change.
- The terms for several BOA Voting Members are scheduled to end in December 2024.

Action Items:

- Reyes will contact the Hawaii DOH to discuss the need for Hawaii representation on the SEP and Project Teams before the May 16 BOA Meeting. Reyes will also research local level government agencies in Hawaii to identify representatives that may be interested in joining Project Teams.
- Reyes will begin drafting materials, instructions, and process documents for a Co-Chair election to fill the upcoming vacancy due to Higgin's resignation. Information will be released to the ITRC membership in early May 2024.
- ITRC will release information about current and expected vacancies for At-Large voting member positions in May 2024 to begin collecting applicants.

Non-Voting Liaisons Priorities for 2024-2025

Federal agency and IAP liaisons shared information about priorities for 2024 and 2025:

- Tsao and Musson noted that IAP membership and interest in Teams will continue to remain high due to the PFAS Team and the recent efforts to select ITRC Project Teams on emerging issues. They also expressed the need to facilitate better engagement with all IAP members during virtual and in-person meetings.
- Jordan thanked the SEP for inviting DoD's participation in their meeting this year. Munitions cleanup is a priority for DoD; a project proposal on this subject will be submitted for 2025 project start. Asiello and Brown added that climate and energy are a priority, and ITRC should be open to non-remediation projects in these areas.
- Thompson shared that PFAS continues to be a high priority at DOE, and ITRC should consider multiple PFAS Teams or Projects in the future. She added that ITRC should consider the need for more Project Teams on specific technologies instead of broad environmental topic areas. Seifert agreed and added that climate and energy, specifically infrastructure for clean energy technologies, is a priority for DOE.

ERIS and ITRC Governance

Reyes shared that the ERIS Bylaws were revised on March 25, 2024 and summarized changes that impact the ITRC Program. Of importance is the change in titles for the five state voting members appointed to the BOA. Specific titles have been removed from the bylaws and the five members are now considered "At Large" members. BOA discussions about these changes are summarized below:

- Removing titles in the ERIS Bylaws does necessitate the need to remove positions and titles from the BOA. Reyes noted it provides flexibility in changing roles and responsibilities in the future without needing to revise Bylaws and other governance documents.
- There was general agreement that a SEP coordinator will still be needed.
- A committee approach may be an option for some programs that may include POCs from non-voting liaisons to provide a broader perspective. Cross-media outreach and the training program are two examples where non-voting liaisons can assist.
- If changes are made to roles and responsibilities, or any positions or BOA structure, ITRC will need to provide clear information to the full ITRC membership.

- Levy shared the need for BOA support and assistance with the Early Career Program (ECP) and several on the Board agreed noting it fills multiple BOA initiatives including mentoring and succession planning, more active participation on Teams, and marketing.

Action Items

- Reyes will draft new BOA roles and responsibilities in May 2024.
- Reyes will review and revise the current ITRC Governance Document (2022) in May 2024. The proposed revisions will be shared with the BOA for review and additional revisions. Any final revisions will need to be approved by the BOA and ERIS Board of Directors.
- Reyes will identify other formal BOA policy documents that may need to be revised in response to ERIS Bylaws changes and draft a plan of action for updates during the May 2024 BOA meeting.

ITRC Strategic Plan Update

The BOA reviewed the current draft of the new ITRC Strategic Plan and focused their discussion on improving the Strategic Priorities and descriptions.

- There was a discussion about the need for better distinction between Priorities regarding training the general environmental workforce and growing ITRC membership. The idea of expanding the SEP/POC network was brought up, with considerations of current challenges and the need for increased federal involvement. The final Priorities will create sub-priorities or goals to provide more details for each Priority as part of an internal implementation plan.
- The Board proposed including success stories as part of ITRC's strategic products, but a definition and target audience need to be established.
- The importance of a detailed marketing strategy with materials was highlighted for both the final Strategic Plan and regular and ongoing ITRC activities.

Action Items:

- Reyes and Henderson will draft language for the Strategic Priorities and share with the BOA for review when completed (expected June 2024).
- ITRC staff will work with Lewis to create an ITRC Marketing and Outreach Toolkit to be completed in July 2024.

Planning Upcoming BOA and Membership Meetings

- The summer BOA Meeting will be held on July 16-18, 2024 (2.5 days) in Washington, DC. Reyes will invite leadership from the federal agencies (DoD, DOE, and EPA) to participate.
- ITRC staff will begin drafting plans for the 2025 Annual Meeting/30th Anniversary to be held in March/April 2025 in the central U.S. The BOA discussed suggestions for the meeting including:
 - Eliminating the SEP Meeting and holding it at another time and location.
 - Having a longer plenary session with additional guest speakers, highlighting the history of ITRC, presentations from Project Teams, and a discussion about the future of ITRC.

- Holding a shorter BOA meeting at the start of the event and another at the end of the event that will include a meeting with the new Project Team leadership.
- An interactive session to help build 2026 Project Proposals.
- Including a lunch or breakfast for IAP members.

MOTION TO ADJOURN

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

REMINDERS

External Reviews:

- 5/17/2024: Reuse of Solid Waste Mining released for external review.

2025 Project Proposal Schedule:

- 5/15/2024: Proposal Submissions Due
- 5/15 – 5/28/2024: Executive Summaries & Abstracts Created
- 5/23/2024: Initial Review with BOA (monthly meeting)
- 5/28 – 6/28/2024: Proposal Ranking Process

Next Board Meeting: May 16, 2024, 11:30 am – 1:00 pm edt (virtual)