



Interstate Technology & Regulatory Council

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ITRC Board of Advisors Meeting Summary

December 19th, 2024

Virtual

ATTENDANCE

Voting Members – Quorum Established

Randy Chapman, Virginia DEQ
Stephanie Lewis, California ARB
Dusty Hawkins, Alabama DEM
Grace Anne Martin, South Carolina DES
Justin Meredith, Tennessee DEC
Mike Penzone, Delaware DNREC

Non-Voting Liaisons

Brian Jordan, DoD-OSD
Heidi Durako, DoD-USACE
Lia Gaizick, DoD-OSD
Jeremy Musson, Pinyon Env., IAP
Hai Shen, DOE-EM
Cindy Frickle, U.S. EPA-OLEM

Incoming Non-Voting Liaison (2025)

Elizabeth Denly, TRC, IAP

ITRC Staff

Charles Reyes, ECOS/ITRC
Taylor Voelkel, ECOS/ITRC
Carolyn Sistare, ECOS/ITRC
Nicole Henderson, ITRC Contractor

Not In Attendance:

Sandra Snyder, South Carolina DES
Samuel Iwenofu, Washington ECY
David Asiello, DoD-OSD
Stephen Hurff, DoD-Navy
Patrick Kelly, DoD-Air Force
Andrea Leeson, DoD-SERDP
Natalia Vinas, DoD-OSD
Paula Panzino, Arizona DEQ
Kim Brown, DoD- Navy
David Tsao, BP, IAP
Poppy Harrover, DoD-Army
Lisa Matthews, U.S. EPA-ORD

WELCOME & CHECK IN

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

BOARD BUSINESS

Approval of November Board Minutes

The BOA reviewed the draft minutes from the November 2024 BOA Meeting.

- **Motion:** Stephanie Lewis put forth a motion to approve the minutes; seconded and passed unanimously.

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

Paula Panzino
Arizona Department of
Environmental Quality
ITRC Co-Chair

Charles Reyes
ITRC Director

DISCUSSION AND ACTION ITEMS

Revising the “Lifetime Achievement Award”

Reyes proposed changing the criteria of the ITRC “Lifetime Achievement Award.” The changes would include eliminating the requirement for a nominee to be retired or close to retirement and focusing on the impact the nominees have had on ITRC. The BOA agreed with the proposed changes and discussed a new name for the award, with the “ITRC Impact Award” receiving the most support. Adding “Lifetime” to the name or criteria was also recommended by BOA members.

Actions:

- ITRC staff will finalize the new name and criteria for the award by December 31, 2024.
- ITRC will release an announcement soliciting nominations in early January 2025.
- Chapman, Meredith, Penzone, and Denly volunteered to serve on a committee to assist ITRC staff in reviewing nominations and making a selection in February 2025.

Future of the ECP

Reyes summarized previous BOA discussions about the Early Career Program (ECP) and shared that ITRC staff reviewed previous feedback and developed proposals for the future of the Program. Voelkel presented proposals for modifying the ECP program:

1. Managing the program as a discussion group rather than a mentor/mentee program. Emerging and experienced environmental professionals can meet to introduce and discuss a variety of topics from networking in the field to introducing ITRC project teams for interest. The leaders of the group can be emerging professionals who oversee scheduling, topic decisions, speakers, and other activities. This solution could solve the previous issue of a lack of involvement in one-on-one meetings and provide a benefit to early career members.
2. The program can maintain the mentor/mentee structure and be run through project teams. This reduces the burden of trying to pair the two based on interests and location.
3. Combining the first two solutions. Begin with the discussion group structure and gauge interest on adding a mentor/mentee structure.
4. As proposed in August 2024, the program can be eliminated, and its purpose and goals can be incorporated in all ITRC programs and activities.

The BOA discussed the pros and cons of keeping the program. The program helps ITRC leaders identify new ITRC members, assists with marketing ITRC, and can aid in recruiting new members. The ITRC program and similar ones implemented in other associations or government require a lot of time and effort with few people leading the efforts and often fail to continue after initial efforts. Regarding mentorship, the BOA generally agreed that this should happen organically, not through a forced program.

Actions:

- ITRC Staff, led by Voelkel and Sabrina Heivilin, will revamp the ECP for execution like Proposal 1: an informal, separate discussion group with both early career and experienced professionals.
- ITRC staff will present the new ECP to the Board in early 2025 and share actions for developing the revamped program. The new program will launch before the April 2025 Annual Meeting.

ANNOUNCEMENTS**2025 Project Teams**

Reyes shared that new 2025 Project Teams are informally starting and membership is building. Program Advisors have been chosen for the three teams beginning in January 2025:

- Green and Sustainable Chemistry: Parsons
- Underwater Munitions: Tetra Tech
- Sustainable Management of Waste from Energy Resources: Cymbella

Reyes added that orientation meetings began in December for the new TLs and PAs and will continue in January. Henderson shared that PAs and TLs will have their own space in Microsoft to share best practices and get access to existing leadership.

ITRC Membership Management

ITRC started using Member365 as a new membership registration and renewal platform, and Microsoft Teams for project team registration and work. Detailed instructions for Member365 and Microsoft are on the ITRC website, Member365, Microsoft Teams, and shared in related approval and welcome messages.

Reyes summarized current challenges and what to expect in early 2025. Change has been the biggest challenge – the tools and processes are new to everyone including staff. ITRC staff will be developing improved guides, help sessions, and continue to work individually with members to set up accounts if needed. Staff will begin reviewing and removing legacy member accounts in early 2025, which are mostly members who were migrated over from our older membership tools but do not participate on project team. Staff will also work with a few organizations including DoD to resolve access problems.

Action: All BOA members need to create Member365 accounts and accept Microsoft Teams invitations.

2025 PRIORITIES AND LOOKING AHEAD

The new ITRC Strategic Direction was released in December. Reyes shared examples of initiatives ITRC will discuss and actions that may be taken in 2025 that align with new strategic priorities:

- Addressing environmental challenges: continued discussion about the project proposal processes to ensure ITRC addresses appropriate environmental topics including non-remediation topics.
- Educating the environmental workforce: improvements and diversifying ITRC's training delivery and methods and identifying new outreach opportunities.
- Empowering the next generation of environmental leaders: enhancements to the ECP and identifying future ITRC leaders through Project Teams and other ITRC programs.
- Improving usability and accessibility of ITRC solutions: revising ITRC's product deliverables (outputs) and identifying potential new training platforms.
- Enhancing partnerships: identifying opportunities with a new federal administration and improving recruitment to expand and/or strengthen partnerships.

UPCOMING MEETINGS

- Kickoff Meeting, January 22-23, 2025, in Orlando, FL.
- Annual Meeting, April 7-10, 2025, in Kansas City, MO.
 - The BOA is scheduled to meet April 7, from 1-5 pm, and April 10, from 8-12 pm.

MOTION TO ADJOURN:

- Chapman put forth a motion to adjourn the meeting; seconded and passed unanimously.