

ITRC February 17, 2022 Board Call

11:30am-1:00pm

Attendance:

Sandra Snyder, Sara Pearson, Claudio Sorrentino, Heidi Durako, Stephanie Lewis, Cindy Frickle, Melinda McClanahan, Jeremy Musson, David Tsao, Kaitlyn Nelson, Nate Bartlet, Rebecca Higgins, Karen Skubal, Randy Chapman, Lisa Matthews

Guests: Thomas Wallace, John McVey, Matt Placky, Jeff Kuhn, Tom Fox, Richard Spiese

Staff: Patty Reyes, Evan Madden, Devin Seckar, Nicole Henderson (*contractor*)

1. New Board Member Introductions – State and Federal Members

Randy Chapman started the meeting and asked for introductions, including new members. **Rebecca Higgins** was introduced as the new Board Co-Chair, former Team Leader Liaison, who is replacing **Keisha Long**. **Stephanie Lewis** introduced herself as the Cross-media Outreach Liaison from California (DTSC). **Claudio Sorrentino** introduced himself as the new Team Leader Liaison from California (DTSC), most recently having served as Team Leader for the Soil Background and Risk team. **Sandra Snyder** introduced herself as the new State Engagement Coordinator from South Carolina (DHEC). **Randy** asked the new federal board members to introduce themselves: **Cindy Frickle** (EPA representative replacing **Nate Bartlett**); **Karen Skubal** (DOE representative); **Heidi Durako** (Army Corps of Engineers representative).

2. QUEST Team Status

Thomas Wallace presented a presentation of the QUEST team's progress. The overall purpose of the team is to expedite the learning curve among new staff at regulatory agencies, helping bridge the knowledge gap between young and old staff. A key deliverable is a "Knowledge Map" which will serve as an interactive directory showcasing where to find specific topics in ITRC products and training materials. The team plans to develop a series of 3-5 short videos providing broad overviews of key subjects and topics. **John McVey** presented the work plan and reported the team does not anticipate any deadline delays. John asked the Board how ITRC plans on managing out-of-date content (i.e., outdated

documents, etc.). **Rebecca** responded that this was certainly a concern of ITRC and this particular issue will hopefully be taken on by the new Special Projects Coordinator. **David Tsao** also said that there is a fairly high bar for ITRC to actually consider removing a document. There are other measures taken with outdated documents prior to actually removing them in full. **Claudio** asked about training videos that the team is producing – specifically how the external review process will play out. He advised the team to plan these videos out well and also budget a lot of time to go through these videos, as it can be a long process.

3. Hydrocarbons Team Status

Tom Fox presented an overview of the Hydrocarbon team’s proposed training. The team intends to deliver an online 4-hour training, or an in-person training, with a 4- or 8-hour workshop, 9-18 short videos, and a trainer’s manual. **Tom** gave an overview of the team’s anticipated public and private websites, which would contain the team’s training videos and products. **Sara Pearson** asked whether the videos will be created as voiceover videos over PowerPoint slides, or something else. **Tom** said that the team has created 6-7 PowerPoint videos with voiceovers thus far. The Hydrocarbons team will be working to condense larger existing ITRC internet-based trainings (IBTs) into videos. **Sara** asked if the team has state involvement in the development of these videos, and **Tom** stated that team leaders and state team members review all products. **Sara** asked if there was a state member presenting the videos, and **Tom** said that based on the script and content, anyone can narrate these videos.

Claudio asked the team about their proposed training, and how often they plan on presenting their training. **Tom** said the number of trainings would mostly be based on the need and demand for the topic, but ideally once or twice a month. **Claudio** remarked that this training would be reaching a smaller audience compared to a standard ITRC IBT and asked about the resources required to supply trainers for these courses, cautioning to be mindful of the time commitment posed to state trainers. **Richard Spiese** stated that based on the design of the class, it would not be effective to present this to a larger group. **Sandra** asked for clarification about whether the team wants to use the POCs for review or advertising the training. **Tom** stated that the Hydrocarbon team hopes to work with the POCs in breakouts to review the training to determine its overall efficacy but would also like to have assistance from the POCs in identifying potential agency employees that would be interested in participating in the training.

4. New Special Projects Coordinator

Rebecca proposed Samuel Iwenofu (Washington) as the candidate for the Board Special Projects Coordinator. **Patty Reyes** asked if the board would like

to vote, or if anyone on the board had any objections to the candidate. **Rebecca** asked the voting board members for a motion to accept Samuel as the Special Projects Coordinator, **Sandra** motioned, **Claudio** seconded, and the board voted unanimously to approve Samuel Iwenofu to the Board as Special Projects Coordinator.

5. 2022 Team Membership Overview

Claudio led a presentation and discussion on ITRC membership. As a whole, ITRC membership is well balanced, but it would be nice to have more federal involvement. **Claudio** emphasized that for non-traditional remediation-focused teams especially, ITRC should reach out for additional involvement. **Lisa Matthews** said that ITRC should reach out to NACAA and AAPCA for more membership on the EtO team.

6. News

a. Annual Meeting

Patty gave an overview of the upcoming spring meeting, noting that the deadline for travel reimbursement estimates is Friday, February 18. **Lisa** said that EPA is back to 'normal' travel for non-bargaining unit employees. **David** asked if board members should coordinate any transportation to and from the airport. **Patty** said that ITRC is not coordinating transportation from the airport, but to reach out to **Devin Seckar** with any travel related requests. **Nate** asked if there were going to be any virtual components to the spring meeting. **Patty** responded that the board would summarize the meeting through notes and release them as soon as possible following the meeting.

Action: ITRC will send a Doodle poll out to board members regarding availability for the upcoming summer board meeting.

7. Adjourn

Rebecca asked for a motion to adjourn the meeting. **Claudio** motioned, **Sandra** seconded, and the board adjourned the meeting.