



Interstate Technology & Regulatory Council

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ITRC Board of Advisors Meeting Minutes

January 18, 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
- Jared Champagne (LA), Training Program Coordinator
- Claudio Sorrentino, (CA), Team Leader Liaison
- Samuel Iwenofu (WA), Special Projects Coordinator
- Stephanie Lewis (CA), Cross-Media Outreach Liaison
- Sandra Snyder (SC), State Engagement Coordinator

ITRC Staff Present:

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

Non-Voting Liaisons Present

- Cindy Frickle, U.S. EPA
- David Tsao, BP, IAP
- Brian Jordan, DoD-OSD
- Heidi Durako, DoD-USACE
- Jeremy Musson, Pinyon Environmental, IAP
- Lisa Matthews, U.S. EPA
- Natalia Vinas, DoD-OSD
- Kim Brown, DoD-Navy
- David Asiello, DoD-OSD
- Sarah Thompson, DOE-EM

Non-Voting Liaisons Absent:

- Andrea Leeson, DoD-SERDP/ESTCP
- Kathryn Lynnes, DoD-Air Force
- Poppy Harrover, DoD-Army
- Stephen Hurff, DoD-Navy

WELCOME & HAPPY NEW YEAR

Charles Reyes welcomed attendees to the ITRC January Board of Advisors (BOA) meeting. Reyes introduced the new ITRC Project Manager, Sarah Levy. Stephanie Lewis reported that she has started a new role at the California Air Resource Board (CARB).

BOARD BUSINESS

Approval of October Board Meeting Minutes

The BOA reviewed the draft minutes from the October 19, 2024, BOA Meeting. Minor editorial comments were requested during the meeting.

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

Rebecca Higgins
Minnesota Pollution
Control Agency
ITRC Co-Chair

Charles Reyes
ITRC Director

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

Review Outstanding Action Items

Reyes led a discussion with the BOA to review and confirm that there were no outstanding action items from October 2023 BOA Meeting.

REPORTS & DISCUSSION

ITRC Organization and Staffing Update

Reyes reviewed updates to the ITRC organization charts including staffing roles and responsibilities. Jeremy Musson recommended adding Co-Chairs to the high-level overview chart, and other Board members provided edits to enhance communication about Board functions and areas. Claudio Sorrentino recommended identifying first or second term for Board positions. Reyes introduced a new staff support assignment for each team in 2024 to help improve communication and staff professional development.

ITRC Annual Meeting, April 8-11, 2024

Reyes shared logistical information for the 2024 ITRC Annual Meeting including agenda and registration details. The Board reviewed the proposed agenda and team needs for the week. Reyes also previewed invitations and presentation topics for plenary speakers. The Board briefly discussed the Lifetime Achievement Award past winners. Reyes noted that additional side meetings and activities will be added to the agenda as they are confirmed.

Action Items:

- **State Board Members are asked to complete a reimbursement request form by January 31, 2024.**
- **Reyes will send a travel letter to State Board Members confirming reimbursement for their attendance by January 22, 2024.**

January 9-10, 2024, ITRC Kick-Off Meeting Recap

Sorrentino provided a summary of the Kick-Off Meeting activities and discussions. Sandra Snyder shared her experience talking with the team leaders about the State POCs and how to improve communication and collaboration. The feedback continues to be positive with hosting and attending this meeting.

January 10-11, 2024, ITRC Strategic Planning Team Meeting Recap

Reyes shared a summary of completed and upcoming actions from the Strategic Planning Team Meeting. Reyes shared proposed revisions to the ITRC Purpose, Values, Vision; results of the TOWS Analysis; and upcoming actions for both the Planning Team and BOA. Reyes will provide more specific communications and actions to the Strategic Planning group. Additional discussion and information will be shared with the Board of Advisors at upcoming meetings. Reyes noted that the new ITRC Strategic Plan will need to be approved by the ERIS Board of Directors before adopted.

MOTION TO ADJOURN

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

REMINDERS

New Team Kick-off Calls

- **1/22/2024, 3:00 PM EST: BioCEC Team**
- **1/23/2024, 12:00 PM EST: Vapor Intrusion Team**
- **1/23/2024, 3:00 PM EST: PFAS Team**
- **1/24/2024, 2:00 PM EST: Climate Workgroup**

External Reviews:

- **2/13/2024: 6PPD Team**
- **2/14/2024: Passive Sampling Team**

Next Board Meeting:

- **2/15/2024, 11:30 am EST**