

LSRPA Steering Committee Meeting Minutes

Meeting Date: June 12, 2009

Location: ENVIRON's Princeton office

Actions Taken

1. Meeting minutes from May 13, 2009 approved.
2. Agreed that documents/key positions being presented to NJDEP by subcommittees on behalf of LSRPA will be distributed to Interim Board members in advance. Given the time sensitive nature of these communications with NJDEP, the party distributing documents/key positions will provide a response deadline to the Interim Board members. More clearly defined procedures to be developed.

Action Items

1. Next meeting scheduled for July 9, 2009 (8:30am) at Environ. (Subsequent meeting to be every 2 weeks due to length of meetings and quantity of information to cover. Sue B. to schedule meetings)
2. Risk Management Committee to add "stakeholder outreach" subcommittee (Ken S. as chair; more detail below).
3. Additional action items/issues discussed are included in section below.

Additional Issues/Actions Discussed

1. "Stakeholder Outreach" subcommittee established.
 - a. Organized under Risk Management committee.
 - b. Ken Siet as Chair.
 - c. Members: John O., Jorge B., Sue B., Ben A., Tracy S., Tom F., Ken M., Nick D. (any missed, please reach out to Ken S. directly).
 - d. Julian D. has distributed (previously) an initial compilation of stakeholders. Sue B. to obtain NJDEP stakeholder list.
 - e. Subcommittee members to develop "talking points" for communication of common message to stakeholders.
 - f. Subcommittee members to pursue individual "small audience" meetings with key stakeholders.

- g. Encourage individual representatives of stakeholder groups to become Associate Members of LSRPA.
 - h. Also discussed preparation of a “fact sheet” with focus on clarifying misinformation being presented to business community.
2. Logistics for June 25 Full Membership meeting discussed
- a. June 22 all powerpoint materials final to John L. (John will coordinate with IT personnel at the venue).
 - b. Ken G distributed draft agenda. Minor modifications to agenda will be made by Ken G.
 - c. Agenda is focused on LSRPA (not an overview of SRRA).
 - d. Tom F. to provide some handout materials (LSRPA Interim Board personnel and Committee/Subcommittee structure)
 - e. Ken G. has volunteer “greeters” from his membership subcommittee to get names and volunteers (membership committee will also provide sign-up sheets, collect business cards, etc.)
 - f. Agreed to allow sponsors small amount table space for literature (not full display booths/table top displays). Individuals who secured sponsorship responsible for notifying and coordinating same with sponsor.
 - g. Tom F. will prepare small display of sponsors’ logos.
 - h. Next “full membership” meeting to be held in a northern NJ location.
3. Elected not to advertise in Commerce magazine. Roundtable discussion (to be moderated by Steve S.) to be conducted and produced into article for publication. July 1 deadline for incorporation into September issue.
4. Agreed that LSRPA supports the concept of a regular (e.g. monthly forum) meeting with NJDEP (i.e. Irene K and others). This recognizes that other stakeholders would be part of this process. This forum would a)serve as a status update on broad spectrum of issues b) be used to resolve different perspectives being communicated by different personnel/committees within NJDEP and c) might also include focused discussion of specific topic(s). Jorge B. was to continue to pursue this monthly forum concept with Irene.
5. Concept of having NJDEP representative “assigned” to each LSRP case (as a point of contact/continuity) was discussed. NJDEP initial thinking on this matter reportedly includes the following:
- a. NJDEP is agreeable to this concept.

- b. Would plan to use Tech Coordinators and Geologists (also Section Chiefs).
 - c. NJDEP is considering establishing technical “specialist” contacts (e.g. a “go to” person for a particular topic such as IEC, historic fill, vapor intrusion, etc.).
6. Communications Committee update (beyond issues covered elsewhere)
- a. Disclaimer language being worked on for website
 - b. Payment mechanism (e.g. Paypal) on website deferred (as fee not being collected for June 25 meeting).
 - c. Have begun initial planning to retain a paid webmaster.
 - d. Drew B. to work on “linked-in” profile with logo and mission statement (take to LSRPA website)
 - e. This committee will work on standardizing format(s) and protocols for certain LSRPA documents (e.g. meeting agendas/minutes). Also to establish a protocol for draft document distribution, review process and finalization/distribution of documents. This effort includes establishment of folders for subcommittees on website (which is currently in “trial run” mode). Julian D. to distribute proposed communications protocol. Concept was that once issuing group is ready to distribute, documents would be posted as “draft for comment” for review and comment by entire steering committee list to allow broad input (e.g. access to all folders by all steering committee members). Julian D. will notify Brian re website folder access protocols.
 - f. Julian D. to contact NJDEP (Janice B.) to see if they a) are interested in reviewing meeting minutes prepared by LSRPA based on meetings with NJDEP and b) object to these notes being posted on LSRPA website.
7. Finance Committee
- a. Preparing overall budget (will be contacting individual committee chairs to obtain input).
 - b. Interviewing accountants who focus on non-profits.
 - c. Bank account expected to be active in about a week.
8. Membership Committee
- a. Approx. 350 signed up on website as interested in LSRPA membership
 - b. Working on LSRPA membership dues amounts/procedures/timing
9. Risk Management & Loss Prevention Committee

- a. Has some volunteers on its subcommittee engaging their insurance carriers.
- b. Provided general update of its current issues being worked on.
- c. Developing list of “business considerations” (e.g. T & Cs, Confidentiality issues’ Document retention’ employment agreements, insurance, etc.)
- d. Will be looking at risk management a) for LSRPs and b) for LSRPA (e.g. disclaimer language, director’s insurance, etc.).

10. Regulatory Outreach Committee

- a. Multiple subcommittee meetings held on various subjects with NJDEP. Distribution of minutes encouraged. Discussion of meeting minutes review and distribution procedures (see above for more detail).
- b. RAO meeting – sample language was provided to NJDEP, NJDEP’s response was less than encouraging. Will need to continue outreach as needed to ensure the message of “professional opinion” and “insurability” are reflected in RAO language.
- c. Presumptive remedies meeting discussed. NJDEP “matrix” had been provided by NJSEP and distributed previously. General thoughts were that the “matrix” provided by NJDEP was a) too detailed, b) too prescriptive and c) generally unworkable. NJDEP wants comments “soon”. Discussed reviewing the concepts and responses that were being prepared Builders Association and see if we could team with or endorse/modify their intended response to NJDEP (though was that they may be well along on addressing this issue).

11. LSRP Licensing Board Committee

- a. LSRPA will not be “recommending” candidates for the LSRP Board.
- b. LSRPA will prepare a “white paper” identifying the “qualities” we believe a Board member should possess.
- c. Agreed that any LSRPA member that seeks membership on the LSRP Board must not suggest or imply that he/she represents or is endorsed by the LSRPA.
- d. Will seek meeting with Clark Bruno to discuss process for selection of LSRP Board members.
- e. Status of drafting of Interim Board Regulations is unknown. Julian D. to contact Karen G. for update.

12. Nancy Rothman provided insight regarding a key aspect of MA LSP program

- a. Provided overview of methods/approaches employed by MA (and the LSPs) for establishing a) consistency in data quality and b) determining data usability.
- b. Laboratory data quality will be an important issue to LSRPs.
- c. Nancy R. agreed to provide a write-up of what the goals might be for a subcommittee if it were to address this subject.