

LSRPA STEERING COMMITTEE MEETING MINUTES

Scarinci Hollenbeck, LYNDHURST
2018 0412
2:00 PM to 5:00 PM

In Person:

C. Barnes, Vice President, External Affairs
D. Morris, Secretary
S. Boyle, Executive Director
Linda Watson, Administrative Assistant

W. Call, Trustee
J. Scagnelli, Esq., Trustee
T. Toskos
Scott Drew, Vice President, Internal Affairs

D. Warner, Trustee
D. Hoffman, Trustee
B. Alter
I. Kropp

Via Telephone:

M. Pietrucha, Treasurer
R. Ferguson Jr., President
K. Goldstein, Former Board President

G. Nicholas
R. Hollender
B. Katcher

J. Postorino
R. DeLorenzo

Absent:

E. Palko, Trustee

A. Robbins, Esq., Trustee

S. Senior, Esq., Trustee

Topic	Discussion	Action Items
PRESIDENT'S REPORT	AC Pedersen Meeting - Executive Comm meeting on April 18th.	Send agenda items to R. Ferguson and S. Boyle. Agenda items subject to approval by AC office
	SRPLB Meeting - meeting with J. McGregor and Licensing Board to discuss audit policy	Licensing Board may meet with a small group, but agenda items requested.
	Communications Hot Topics - SRRA 2.0 call with Communications Chair. Want to get ahead of the SRRA 2.0. Prepare a document for release.	Meeting scheduled with DEP, but not on SRRA 2.0. S. Boyle will contact Senator Smith to see if he wants to do an OpEd.
	Committee meetings not held during summer.	
	SRRA 1.5 - AC Pedersen has briefed the Commissioner Designee and Deputy Commissioner on Site Remediation Program and LSRP process to date, but has not discussed changes.	Stakeholder process meeting scheduled for April 24th with environmental organizations on how the LSRP program works. A second meeting will be held in May if necessary. A meeting with all stakeholders will be held later.
	Requested that our White Papers not be distributed to environmental organizations	
	Advise group with concerns on LSRPs doing their job, should be advised there is a mechanism in the program to address concerns of human health and the environment	South Jersey Chamber has ties to Senator Sweeney and B. Katcher offered to reach out to the organization
	Pending 2012 Remedial Action Timeframes.	Add to AC agenda We need to advise LSRPA members of this issue
	LSRPA Reimbursement Policy. Includes getting approval of either President or Executive Director in advance. Purchases over \$500 needs approval of the BOT.	Governance Committee drafted policy on issue. Motion made to adopt, seconded, approved and will be posted to the website.
EXECUTIVE DIRECTOR'S REPORT	LSRPA Draft Crisis Communication Policy. Prepared by communications advisor.	Motion made, seconded and approved.
	All calls received by Board or Steering Committee members for comment should be referred to either the President or Executive Director. Crisis calls have not yet been reviewed.	Calls will be referred to a Crisis Management Team designee, who will respond on behalf of the Association.
		Policy will be sent to LSRPA Secretary for signature and posting on website, followed by an eblast to members regarding the policy
	Remedial Action Deadlines	
	Scholarship Fund Contributions. Now a 501(c)(3).	Received and deposited in Foundation, \$1,000 and \$500 honorariums for courses held at Montclair CEEP and Rutgers
	Put a button on the website for donations to Scholarship Fund whenever someone registers for an event	Deciding whether to donate a portion of each course to Fund or a certain percentage of all profit.

	Finance Committee. Being reinvented.	Have four volunteers. Reviewing HDRF changes. Finance Committee will keep track of the impact. Invited Drew Bonas to chair Committee
	Change June meeting from the 21st to the 14th, and still hold at ELM	
	October meeting will now be held at Ramboll and will be open to membership.	
	Purchased a \$500 add in <i>Commerce Magazine</i>	
	Dana Haymes is attending upcoming Due Diligence Course.	
	Meeting with Deputy Commissioner scheduled for May 14th. Executive Comm., S. Senior and S. Boyle attending	
	SRAG meeting agenda items	Send to AC Pedersen and R. DeLorenzo, whose company is hosting the meeting
SECRETARY'S REPORT	Reimburesment Policy Adopted	
TREASURER'S REPORT	\$414,000 in reserve and Foundation has approximately \$2,800, with additional deposits from honorariums. Income from NJ SRC and membership renewals was \$120,000 with January and February reporting \$25,000.	
	Increase in renewal fees begins today.	
CONTINUING EDUCATION COMMITTEE	George Nicholas is now co-chair.	
	Breakfast credit applications submitted.	
	Ethics course will be revised.	Case studies on an ethics website may be used.
	Upcoming Exam Prep course.	Hold in mid-June or early July.
SITE REMEDIATION CONFERENCE COMMITTEE	Rohan Tadas is co-chair. Committee size is now 10 or 12 members.	
	Framework and infrastructure in place to hold next conference	
	Conference financials - \$177K income; \$112K expenses with \$60K profit	
	Not a good idea to hold multi-day conference next year.	Recommend annual meeting. Collect and analyze data from the previous 8 years' conference before deciding
	Include other organizations in the conference. Share in risks and rewards and offer other-type of continuing education credit as well as LSRP credit	
	Should annual meeting be combined with 10-year anniversary celebration?	Present recommendation for 2019 annual meeting during May BOT call. What is appropriate for the 10- year anniversary?
REGULATORY OUTREACH COMMITTEE	RAP Committee. Approximately 20% administrative deficiencies and 30% technical deficiencies.	Almost 100% rejection of old submitted CEAs that were converted to RAPs. People were not aware of the LISTSERV explaining back fees must be paid when submitting . Nonpayment is automatic rejection.
		Technical deficiencies include not submitting final evidence when submitting RAO.
	Perimeter Air Monitoring. New workgroup with respect to remedial actions. Gag order placed on participants not to share information yet.	This defeats purpose of representation on the committee. Environmental groups not contacted for committee representaion.
	Compiling list on LSRP representation on guidance committee and will be posted to website.	Representatives will be asked to prepare monthly updates on guidance documents. LSRPA representation needed on the committees since not all LSRPs are Association members
	Stakeholder Groundwater Rule Committee meeting scheduled for March was cancelled.	Committee has met only once since September 2016 formation.

SRRA 2.0	No report	
RISK MANAGEMENT AND LOSS PREVENTION	Trying to reinvigorate the Committee. Focused on insurance and need for LSRPs to have insurance.	Request an eblast refocusing individuals on points to consider regarding insurance. Discuss group policy issue. Interest during the NJ SRC by attendees on insurance.
		Verify that committee members are LSRPA members.
LICENSING BOARD	Two decisions made on SRRA § 16i violations.	Each violation fined \$250. No further details until summary is released.
	Limited discussion on defining remediation in terms of LSRP retention.	
	Licensing Board received 200 additional renewal application and down one staff member	
SOUNDING BOARD	In-person meeting needed.	
	Suggestion to share information on the unique inquiries received and develop into lessons learned course	
LEGAL AND LEGISLATIVE COMMITTEE	No Report	
MEMBERSHIP COMMITTEE	Reinvigorated group, subgroup for Next Gen	Five new members.
	Monthly breakfast updates.	All months except November covered. Northern location needed.
	Networking/baseball game being planned.	Include other groups in event.
	Members- 749 active members	517 LSRPs, 138 Associate members and 94 students
LSRP FOUNDATION	No Report	
COMMUNICATIONS COMMITTEE	Social Media Engagement. Preparing budget that covers payment for costs when someone is invited to present, etc.	
	Information on website. Many committees, including Executive, Legal, Stakeholders, Finance, Membership and Scholarship don't have Committee information on the website.	
	Meeting minutes only for 2016	Identify what should be on the website and process for getting information on website. Committee will identify what content is needed
	Policy needed with this information. Is this responsibility of Committee or staff?	
	Facebook - 67 likes, 78 followers, average post reaches 250	
	LinkedIn - 1,066 followers	Increase this number.
	Twitter - 131 followers, 4 tweets in April with 2,175 impressions	
	Eblasts - average open rate is 36%. 756 members receive eblasts on a regular basis.	
	Committee to engage in website update.	
	NJ Business Magazine - hard copies available. Send suggested articles to C. Drake	
GOVERNANCE COMMITTEE	No Report	
NOMINATING COMMITTEE	No Report	
COLLEGE OUTREACH AND MENTORING	No Report	
EXTERNAL STAKEHOLDER COMMITTEE	No Report	
LEGAL AND LEGISLATIVE COMMITTEE	No Report	

GOLF COMMITTEE	Hosting event on October 9th. Save the Date will be circulated shortly.	Goal is to raise \$22,000
	SWEP is not managing financials this year due to transitional changes. LSRPA or Foundation will manage this year	
	Coordinate marketing of event with Communications Committee	
	Keynote sponsorship needed	
	No dinner speeches.	
HOT TOPIC	EBC Meeting	