



COLORADO
Department of Public
Health & Environment

Pollution Prevention Advisory Board Assistance Committee Meeting Minutes

Tuesday, July 14, 2015

1:30 PM – 3:30 PM

CDPHE, Building A, Carson Room

Approval: September 15, 2015

Attendance

Name	Title	Present
Cary Bush	Committee Member	PHONE
Shirley Garcia	Committee Member	N
Susie Gordon	Committee Member	Y
Marjorie Griek	Committee Chairperson	Y
Eric Heyboer	Staff	Y
Wolf Kray	Committee Vice-Chairperson	Y
Alex Markovich	Committee Member	PHONE
Sarah Martinez	Committee Member	PHONE
Mary Beth Miles	Committee Member	N
Rachel Nathan	Committee Member	N
Alek Orloff	Committee Member	Y
Lindsey Wedewer	Committee Member	Y
Rachel Wilson-Roussel	Guest, Pollution Prevention Advisory Board Ex-Officio	Y
Walter Wright	Committee Member	PHONE

Call to Order at 1:35 PM

FY2016 Grant Projects

Eric provided an update on where each grant project was in the contract approval process. Eric committed to surveying committee members to finalize project monitor assignments.

Site Visit Results

Eric provided a summary of each site visit he conducted for all but one of the FY2015 grant projects. Eric confirmed that he would schedule a site visit to Recycle Projects in late summer 2015.

Quorum Achieved at 1:47 PM

June Meeting Minutes

A motion was made to approve the June committee meeting minutes. The motion carried with two abstentions.

Rebate Application Template

Eric reviewed changes made to the rebate application template to clarify certain requirements. A motion was made to approve the rebate application template. The motion carried unanimously. Eric confirmed he would request approval of the application template from the Pollution Prevention Advisory Board when they convene on July 28. If approved, Eric confirmed the rebate application would be posted on the department's website on August 3.

Grantee Survey

Eric reviewed the results of a previous grantee survey conducted in 2012. The committee made several suggestions for improvements. The committee instructed staff to develop a new survey that will be released in October or November 2015.

Strategic Plan

The committee updated the strategic plan to include new short and mid-term goals. Sarah requested that an ad hoc subcommittee be formed to explore how the grant program can support increased investment in organics collection and processing infrastructure. Sarah, Walter, and Marjorie volunteered to serve on this ad hoc subcommittee and will arrange a conference call with members of the Rocky Mountain Organics Council to discuss this idea further. Marjorie instructed staff to include time in the next meeting's agenda to review what was discussed.

Regional Planning Studies Solicitation

Eric updated the committee on progress made in finalizing the request for applications for regional planning studies. Eric committed to sending the RFA subcommittee a final draft for review before posting it to the department's website.

Grant Project Budget Reallocation Procedure

Eric shared a procedural question raised by Sarah and Rachel during an emailed request from Discover Goodwill to approve a budget reallocation for their grant project. The committee unanimously agreed that a budget reallocation request must be approved prior to the grantee purchasing the materials or equipment in question. The committee will not allow retroactive budget reallocations for materials or equipment that have already been purchased by the grantee.

Schedule and Future Agenda Items

The committee agreed not to reconvene in August. Eric informed the committee that the next scheduled meeting would be Tuesday, September 8. Marjorie instructed staff to survey committee members to determine if enough members would be available to reconvene the day after Labor Day. The committee will review and approve the rebate applications received, review what was discussed with the Rocky Mountain Organics Council, and elect a new Chair and Vice-Chair.

Adjourned at 3:30 PM

Post Meeting Action Items

Action	Assigned To	Deadline
Receive approval from the Pollution Prevention Advisory Board to release the rebate application template	Eric	07/28/2015
Poll committee members to determine availability for September meeting	Eric	07/31/2015
Post and advertise rebate application	Eric	08/03/2015
Arrange conference call between ad hoc subcommittee and Rocky Mountain Organics Council	Sarah	08/31/2015
Finalize project monitor assignments	Eric	08/31/2015
Gather comments from RFA subcommittee to finalize regional studies solicitation	Eric	08/31/2015
Develop grantee survey	Eric	Oct/Nov 2015

Decisions Made

- 1) June meeting minutes approved.
- 2) Rebate application template approved.
- 3) Procedural clarification that dictates all budget reallocation requests must be approved prior to a grantee purchasing the materials or equipment in question.

Post Meeting Email Votes

None