Site Remediation Reform Act Implementation Committees "Minutes" Form

Committee	SRRA Measures of Success					
Meeting Date,						
Time, Location	March 12, 2010, 9-12, DEP Building 6 th floor large conf. room					
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Attendees	See Attendee Spreadsheet attached to email.					
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Agenda	See Attachment 1					
	1. Current Baseline Presentation (MacGregor/Kropp, by next					
Action Items,	meeting)					
Assigned To	2. Explore inviting McKeon/Smith (Kropp with Commissioner, by					
& Due Date	next meeting)					
	3. By March 29 ALL MEMBERS provide via email to Janine the					
	following:					
	a. Who should chair each subcommittee					
	b. What committee do you want to be on, in priority order					
	c. If you want to be on more than one committee, indicate that					
	committee as well.					
	d. Who do you represent (of four subcommittee categories).					
	4. Compile Subcommittees (Kropp/MacGregor , by next meeting)					
	5. Draft Timeline of near term, December 2010, and longer term					
	(MacGregor, by next meeting)					
	6. Reach out to those not in attendance, explain what we've done,					
	provide opportunity to volunteer (MacGregor , by March 29)					
	7. Check into other dates and locations and email to group.					
	(MacGregor , by March 29).					
	1. Goals and Champions					
Decisions Made	a. Cleanup the Environment and Protect Public Health (Ted					
	Toskos, Champion)					
	b. Continuous Improvement of Program and Pace of Cleanup					
	(George Tyler, Champion)					
	c. Effect on Economic Development (David Brogan, Champion)					
	2. Measures to be developed with different perspective or lens in					
	mind, which translate to the following Subcommittees					
	a. LSRP					
	b. DEP					
	c. Remediating Party (includes RPs and Developers)					
	c. Remediating Larry (includes RI's and Developers)					

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	 d. General Public (residents, enviros, municipalities, etc.) 3. Minute-takers will rotate (Vallone, Sylvester, Next?) and use template. 4. Need to ensure we have diversity and the right members on subcommittees so we benefit from everyone's experience (SRP to compile results, with assistance from Ira Whitman as "Sorter"as needed). 5. Some ideas about Metrics: a. Should reflect different priority sites b. Success should show quality of cleanups and number of sites. c. Comparison of new program v. traditional 	
Issues for Steering Comm.	1. 6 Sigma, is this type of training appropriate/helpful?	
Next Meeting & Topics	 DATE AND LOCATION TO BE DETERMINED Statistics/Current Presentation What do the Bill Sponsors want to see to measure success (this agenda items is not yet confirmed) Draft timeline - near term, Dec 2010, and longer term. Discuss how to handle attendance/non-attendance Present Subcommittees, Break out into them. 	

Attachment 1

Agenda SRRA Measures of Success (MOS) March 12, 2010

(Revised, removed suggested future meeting dates under item 10)

1. Welcome
2. Introductions
3. Ground Rules and Roles
4. Goals
5. Product
6. Approach: Your inputcommittee as a whole, subcommittee, based or what categories, etc.
7. Decisions Made
8. Next Steps/Deliverables/Who

9. Issues to be Raised to Steering Committee

Suggested Meeting Time:

10.

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