

**Illinois Statewide Recycling Needs Assessment Advisory Council
Organizational Meeting
Meeting Minutes**

Monday, February 5, 2024, 6:30 – 7:10 PM
WebEx Webinar

1. Welcome & Introductions

IEPA Staff on the Call

- a. Kyle Rominger, IEPA Bureau of Land Chief
- b. James Jennings, IEPA Deputy Director
- c. Sunil Suthar, IEPA Bureau of Land Materials Management Section Manager
- d. Valerie Davis, IEPA Bureau of Land Programs Advisor
- e. Samantha Moody, IEPA Legislative Liaison

The Council's Main POC moving forward for IEPA will be Sunil Suthar if you have questions or need information.

2. Housekeeping

a. Public Meetings

- i. Subject to public disclosure
- ii. Opportunity at the end of the meetings for public members to speak

b. Required Council Trainings

- i. Ethics Trainings and Discrimination & Harassment trainings are required by all Council members. If you have not completed, please send signed acknowledgements to Samantha Moody.

c. Open Meetings Act Overview

- i. Open Meetings Act Training is also required. This is available online – link to be sent to Council Members in the near future.
- ii. Majority of a quorum would constitute a meeting, so best practice is to avoid discussion outside of the Council's official meetings.

3. Council Goals

a. Duties as written in [SB 1555](#)

- i. The bill was initially characterized as an EPR law – ultimately what passed is the mechanism for this Council
- ii. This Council will gather the information needed to determine the appropriate next steps for a specific portion of the recycling market
- iii. IEPA is tasked with developing a Needs Assessment; includes issuing a report the Governor and General Assembly
- iv. Slides will be sent out to Council members that outline the timeline between now and 2026
- v. IEPA will be a little less involved than previous IEPA task forces
- vi. IEPA will provide copies of the application that was submitted to USEPA in order to secure the funding that we have – give Council members a

- sense of what we are required to do with funding – directly aligns with the Council’s broader goals
- vii. Substance of this group will involve developing recommendations based on the findings of the Needs Assessment
 - viii. Responsibilities of each Council member is to come to each meeting prepared, having reviewed the information that has been circulated prior to meetings
 - ix. Once we have information that warrants a robust discussion, Council members need to be prepared to discuss content and then your thoughts/opinions based on your own unique experiences
 - x. IEPA expects by the middle of the summer we will have our procurement documents and ideally a contractor in-house

4. Council Logistics

a. Meeting Scheduling

- i. Thinking these meetings will initially take place quarterly, but important to note IEPA is not a voting member of this Council, so meeting frequency schedule can suit the needs of the Council as a whole
- ii. Going to send out another survey to gauge Council’s interest in having the next meeting be during daytime v. evening, preferred dates, etc. Then Council can take on scheduling following the next meeting

b. Meeting Location

- i. Open Meetings Act allows Council to adopt policy to have Hybrid meetings or fully remote WebEx meetings – will have something the Council can act upon at the next meeting regarding this policy

c. Chair Election Process

- i. First order of business at the next, first official, meeting is to elect a Council Chair
- ii. There has also been interest in electing a Vice Chair – this Council will be allowed to organize themselves however they would like to beyond electing a Chair
- iii. Chair is elected by a majority of a quorum
- iv. If anyone is interested in throwing out their name and being considered for Chair, a Survey will be distributed where individuals can submit their own name, or names of other individuals, for Chair nominations that can help guide the next meeting

5. Questions from the Council Members

6. Public Comment Opportunity

7. Closing