



# MEETING MINUTES

## ARIZONA RECYCLING ADVISORY COMMITTEE (ARAC)

May 8, 2014, 9:00 am – 12:00 pm  
Arizona Department of Environmental Quality (ADEQ)  
1110 West Washington Street, CR 5100  
Phoenix, AZ 85007

### FINAL MINUTES

<b>Committee Members Present:</b>	Elaine Birks-Mitchell	Nicole Bisacchi
	Dawn Helms	Melissa Kenchiova
	Fran LaSala	John Minear
	Lucy Morales	Lee Jacobs
	David Hertzberg	
<b>Staff Members Present:</b>	Henry Darwin	for introductory remarks only
	Laura Malone	Robin Thomas
	JB Shaw	Sandy Chismark
	Linda Mariner	Melissa Rose
	Beth Hagar	
<b>Attorney Generals Office</b>	Monique Coady, Assistant AG	

---

The meeting began at 9:05.

Henry Darwin, Director of ADEQ, thanked the members for participating on this committee and for their commitment to serving the state. Even though the authority to spend the money in the recycling fund did not get approved by the legislature, he appreciates their willingness to act in an advisory capacity. Director Darwin then excused himself from the meeting.

### Roll Call

Recycling Coordinator, JB Shaw asked that everyone in the room introduce themselves. Each person did by stating their name and their department, company name or category of membership.

### Oath of Office

Committee members took the Oath of Office by reading along as JB read out loud the required language from A.R.S. § 38-231(E). Each member signed one copy of the Oath and gave it to JB for the master ARAC file.

### **Election of Chair and Vice-Chair**

JB asked if there were any volunteers for these positions or did someone want to nominate someone. John Minear nominated Lucy Morales and Lucy asked what the duties of the Chair were. JB responded that it was mainly to ensure that each meeting is conducted in a fair and orderly manner. Lucy said that she would accept the nomination and a voice vote was conducted. The vote passed unanimously in the affirmative.

Fran LaSala nominated Elaine Birks-Mitchell for Vice-Chair and JB said that the duty of this position was to act in the capacity of the Chair in the event that she is unable to attend a meeting. Elaine said that she would accept the nomination and a voice vote was conducted. The vote passed unanimously in the affirmative.

JB then went over the different tabs contained in the members' notebooks, including Contact Information, Board Training Materials, Expenses, Correspondence, Meeting Notices/Agendas, Minutes, Grant Manual, Assigned Grants, Miscellaneous, and Application Submittals.

### **Recycling Grant Program**

Laura Malone explained that ADEQ did not receive legislative approval for appropriation authority for the recycling fund money. Laura emphasized that the important thing is to work on making sure the legislature understands how the money will be used and to develop support for ADEQ to re-start the grant program during the next legislative session.

David suggested that maybe ADEQ should see if other agencies have been successful in getting their money appropriations approved and use them as an example.

### **Presentations**

Monique Coady from the Attorney General's office made her presentation on Arizona Open Meeting Laws. She discussed the following topics:

- \*Reason for having Open Meeting Laws and who the law applies to
- \*What constitutes a Meeting (ARAC quorum is 5 members)
- \*Disclosure Statement - location for posting meeting notices
- \*Structure and guidelines for meeting notices and agendas
- \*Structure and guidelines for minutes
- \*Calls to the Public
- \*Executive sessions
- \*Consequences of failure to comply
- \*Common pitfalls to avoid

After the presentation Lucy asked if there were a mandatory number of meetings that had to be attended. It was explained that although a member may have a legitimate reason for not attending, they were reminded that they can attend by phone if necessary. John wanted to confirm his understanding of the open meeting law regarding agenda items. Staff clarified that

no modifications to the agenda can be made without posting a revised agenda 24-hours in advance of the meeting.

John made a suggestion to post the audio recording of the meeting on ADEQ's website in lieu of hard copy minutes. Administrative Assistant Sandy Chismark explained that it would be much easier to post a pdf document to the web and also provide that information if there was a public records request for the minutes. It was confirmed that minutes need to be posted within 3 working days after the meeting.

### **Committee Responsibilities**

JB then went through a short presentation highlighting the following:

- \*Responsibility of the Recycling Coordinator
- \*Responsibility of the Committee Members
- \*Results of the Recycling Survey
- \*Need for Letters of Support
- \*When JB asked for other possible ideas; members discussed several topics that included: a best practices networking event, leveraging associations that are already out there, increasing market development, changing people's understanding of recycling/diversion, using the private sector as lobbyists, and forming governmental/ private partnerships.

It was determined that if a press release had not been done previously, that one would be prepared announcing the appointment of the board members to this committee.

### **Travel Reimbursement Guidelines**

Sandy directed the members to their notebook for a sample copy of the direct deposit form. This form had previously been emailed to members to complete and bring to the meeting. This form is necessary to set members up in the State payment system. Sandy explained how to fill out this form, as well as the travel claim form. Members will be eligible for travel reimbursements (typically for mileage) under the State's travel policy. Sandy pointed out that members need to travel more than 50 miles one way from the address provided to us in order to be eligible for reimbursements. Overnight stays may be allowable under the policy if inclement weather or other unusual circumstances arise and such a request is approved in advance. Travel reimbursements will be approved and signed by Robin Thomas, the Permits Section Manager.

### **Call to the Public**

There were no persons from the public attending this meeting.

### **Next Meeting Date and Agenda Topics**

It was determined that the next meeting would be scheduled for July 17, 2014 at 9:00 am.

Agenda items will include:

- \*Recycling Grant Program update

- \* Presentations on Rules of Order, Conflict of Interest and Pinetop Lakeside Sanitary District
- \*Terms of members
- \*Terms of chair and vice-chair
- \*Purpose/Mission of ARAC
- \*Goals of ARAC

The meeting adjourned at 11:45 am.