

Sustainable Materials Management Project Team

Meeting Minutes

April 8, 2020, 1:30pm, Zoom Conference

Present: Peter Brunelli - DEEP
Billy Lovejoy – DSS
Connie Mendolia –DEEP
Rich Pease – DOC (Team Leader)
Mary Sotos – DEEP
Kymberly Cianci – PDS
Meg Yetishefsky – DAS
Jennifer Weymouth – DEEP (Co-Chair Rep)

Next meeting: Wednesday, May 20, 2020, 1:00pm, Zoom Conference

1. Discussion

- Recap of February meeting – continue to build on momentum.
- Survey Results (Peter Brunelli): analysis of survey results will drive next steps for SMM.
 - 40 agencies responded – Only 1 mandatory agency did not submit a survey.
 - Survey answers were compiled into one master spreadsheet; DSS & Criminal Justice were not included in summary.
 - Metrics and trends reviewed for trends and patterns – most agencies requested additional funding, staff, and education to implement WM reduction strategies.
 - Next steps: Categorize strategies and develop priorities based on existing framework for ease of implementation and low/medium/high impact level; focus on “No” responses from agencies to inform areas for improvement.
 - Ideas for best way to move forward with different levels of resources (behavioral vs. systems changes) – use responses to provide SSOs with guidance, tie WM reduction strategies into performance plans/ existing agency goals, pair ambassadors from successful agencies with those looking to implement change, facility specific recommendations.
- Review of SMM Strategies
 - SMM was listed as not compliant with March 1st deadline. Broad outline of strategies was submitted. DEEP will follow up with leadership team to ensure compliance.
 - DAS input is crucial in developing implementable strategies. Additional discussion needed. Due to the COVID19 pandemic, DAS Procurement staff priority is responding to the pandemic, therefore any further action on purchasing strategies may need to wait.

- Senior Leadership team received many formats from project teams. They are working to standardize the layout. Once there is clarification as to the requirement – broad list of measures, broken down further into SOPs/step by step guidelines, etc. – this will be helpful to SMM team.

2. Next steps:

- Further input needed from DAS Procurement staff on SMM strategies so that group can finalize.
- Additional clarification on Strategies anticipated from Leadership Team.
- Review and discuss Paper Reduction Strategy.
- Finalize Re-Supply Center Strategy and Toner Cartridge Recycle Strategy

3. Next meeting via Zoom on Wednesday, May 20th at 1:00/1:30 pm.