

**NJDEP
Site Remediation Reform Act
Near-term Priorities Group
Meeting Record Form**



Record prepared by Tessie Fields / Murdo Morrison

Date	April 19, 2010
Location	NJDEP HQ, Trenton
Attendees	See meeting attendance spreadsheet
Agenda	To determine whether the goals from the 3/12/10 meeting are sufficient. Once the group finalizes the goals, focus on the most important tasks to meet the goals. Prioritize activities. Develop working groups to work on the tasks and achieve the goals.
Action Items	1. Get further input from group and prioritize issues/goals for the group to address. The topics already suggested include developing a communication plan (possibly based on different constituencies), information transfer, and building trust. A range of issues were discussed and some of these may be added to the list of priorities.
	2. Set up smaller committees to work on needs identified.
	3. Establish process for the groups and reporting system for groups to communicate efforts
Decisions Made	None
Issues for referral to Steering Comm.	None
Next Meeting Date	Wednesday June 2, 9am to 1pm at NJDEP HQ, Trenton.
Topics for next meeting	Prioritize topics/issues for smaller committees. Break out into smaller committees to work on issues. Reconvene main group to receive preliminary reports from smaller committees and discuss strategy.