
Independent Review Panel

DEPARTMENT OF TOXIC SUBSTANCES CONTROL



Gideon Kracov, J.D., *Chair*
Mike Vizzier, *Vice Chair*
Dr. Arezoo Campbell, *Member*

Edmund G. Brown Jr. Governor

Independent Review Panel (IRP) Procedures, Responsibilities and Work Plan for 2016

Members

Chair:	Gideon Krakov
Vice-Chair:	Michael Vizzier
Member:	Arezoo Campbell
Support Staff:	Erik Erreca

Authority/responsibilities:

As provided in Health & Safety Code section #57014, the function of the Independent Review Panel is to develop recommendations and submit them to the Department of Toxic Substances Control (DTSC) concerning reduction of permitting and enforcement backlogs, improving public outreach, and improving fiscal management. The IRP may also advise DTSC on reporting obligations and make recommendations for improving programs, as well as make suggestions regarding compliance per Health and Safety Code section 57007. Section 57014 requires the IRP to report to the Governor and Legislature 90 days after the panel was initially appointed (October 29th, 2015) and as 90 days thereafter. Moreover, the IRP is also required to provide recommendations to the Governor's 2016-17 annual budget and comply with the Bagley-Keene Open Meeting Act. (Gov. Code § 11120 et seq.)

Meetings:

Meetings will be held as often as required, and as long as logistics are feasible. A calendar of meeting dates/times will be developed on a monthly basis.

Meeting Agenda/Minutes:

A draft of the next meeting agenda will be developed at the end of each prior meeting. Any member or public representative may place an item on the agenda, however additional topics submitted during the meeting might not be addressed until the next meeting. The meeting agenda generally follows this template: announcements, agenda review, approval of minutes for the previous meeting, general/public comments, scheduled presentations, closed session (when necessary), organizational, operational and administrative matters, reporting requirements, future meeting dates, and adjournment. At the request of a committee member, the order of business may be changed to accommodate schedules and other panel needs. The agenda and approved Minutes of meetings are posted on the DTSC website as soon as they are available.

Action Item	Timeline	Monitoring Parameters
Goals / Work Plan of the IRP for 2016-17:		
1. Establish organizational & procedural methods that enable the panel's optimal performance.	January-March	<ul style="list-style-type: none"> • Hire the second support staff. • Finalize work plan • Develop strategies to maximize efficiency
2. Gather Input from all Stakeholders according to Section 57007 Paragraph 1.	January-December	<ul style="list-style-type: none"> • Solicit information from all DTSC employees (all sections). • Receive feedback from regulated community • Continue hearing from the public • Gather information from environmental and other stakeholders • Receive feedback from government officials, as well as DTSC administrators
3. Based on information gathered from all stakeholders, determine the most/least successful DTSC procedures regarding permitting/enforcement/community outreach/ fiscal management.	January-April	<ul style="list-style-type: none"> • Review all input received and determine the most efficient practices. • Review all input in order to determine which practices failed to resolve problems in a timely manner so they can be avoided in the future.
4. Based on task #3, provide recommendations to DTSC regarding implementing procedures that would assure success.	April-May	<ul style="list-style-type: none"> • Provide a list of initial recommendations to Director Barbara Lee
5. Establish measurable metrics for determining success of <i>potentially</i> implemented processes.	January-June	<ul style="list-style-type: none"> • Review all input to design objective quantitative metrics (i.e., number of permits/enforcement dollars received, sites successfully mitigated). • Develop subjective qualitative metrics (i.e., surveys of stakeholder satisfaction)
6. Gather data from all metrics developed and evaluated.	June-September	<ul style="list-style-type: none"> • Conduct thorough measurement of quantitative metrics. • Seek stakeholder inputs to determine levels of satisfaction

7.	Evaluate results of the data gathered from both quantitative and qualitative metrics.	September-December	<ul style="list-style-type: none">• Draft figures and tables illustrating which parameters successfully improved by following IRP recommendations• Determine which recommendations failed to improve the parameters measured and reevaluate how these can be further improved.
8.	Generate Reports	January-December	<ul style="list-style-type: none">• Per required Health & Safety Code #57014

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