



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

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Governor

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BOB MARTIN
Commissioner

Environmental Justice Advisory Council Organizational Meeting Minutes

February 1, 2017, 10:00 am – 12:00 pm
7th Floor Large Conference Room
401 East State Street, Trenton, NJ 08625

Call to Order

10:09 am

Interim Chair, Zachary Lewis, opened the meeting. Council adopted agenda with flexibility. There were 7 members present and 1 on the phone. See sign-in sheet attached.

Minutes from 11/2/16 and 12/15/16 meetings

Approval of the meeting minutes were tabled until next meeting.

Microsoft SharePoint Presentation

OEJ provided an overview of how to gain access to SharePoint, as well as the features and uses of the program. DEP will send PowerPoint presentation to members via email for reference. OEJ will use SharePoint to upload documents and other resources for the Council use. OEJ strongly encourages the members to use the site for editing, commenting on documents and sharing of information with each other regarding EJAC business. OEJ will continue to send emails including attachments of documents for those members that are unable to access SharePoint.

Working Group Topics

The council members that were present prioritized their involvement between the Land, Water, Air, and Environmental Education/Communication working groups.

- Land → Lloyd, Steve, Brian, Kelly, Zach
- Air → Kelly, Joann
- Environmental Education/Communication → Joann, Ndidi, Brian, Steve, Olivia

Working Group Logistics

- Establish the first working group meeting dates with the council members that were present
 - o Environmental Education and Communication Working Group will meet Thursday, February 9, 2017 at 2:30 PM
 - o Land Working Group will meet Wednesday, February 15, 2017 at 2:00 PM

- Council members may determine their involvement in the working groups after sitting in the respective meeting(s)
- Phone-in option will be provided

Schedule Full Council Meeting Dates

The Council chose the first Thursday of the months of March, May, September, and November from 10:00 AM – 12 noon to meet at DEP, 7th Floor Large Conference Room.

Draft By-laws

Members agreed to review the revisions and make comments via SharePoint or email. OEJ recommended bylaws be approved through email vote prior to next meeting.

Adjournment

12:00 pm

Respectfully Submitted,
Kristen Palma, Office of Environmental Justice