



LADCO | LAKE MICHIGAN
AIR DIRECTORS CONSORTIUM

LADCO 2024 Business Meeting

LADCO Training Committee

September 27, 2024

Agenda for Today

- 9:00 Welcome, review agenda
- 9:15 Committee Hangout
- 10:30 Emerging Training Needs
- Noon Lunch and EPA presentation
- 1:00 Regional training plan
- 3:00 Training Operations @ LADCO
- 5:00 Adjourn



Meeting Objectives

- Meet the other training coordinators in the LADCO region
- Identify training priorities for the LADCO member states
- Learn about recent training program development activities at the US EPA
- Formulate a draft training plan for FY24
- Learn about the training operations and workflow @ LADCO



Hangout Ideas

- Meet and greet: What's your day job?
- Discuss best practices for surveying staff on training needs: what works?
- Work-training balance: how do you balance your day job responsibilities with your training coordinator role? Project management tips or favorite tools?
- Internal training: what does each state offer and how do you make the courses interesting? How do you find speakers?
- Performance indicators: how do you measure the success/gaps in your training program?



Emerging Training Needs

- Brainstorm the topics that will need to be available for training in the coming 1-3 years
- Discussion on emerging logistical and delivery needs for training
- Discuss state air program EJ and training needs



Current Curriculum Areas

- Basics
- Ambient Monitoring
- Modeling, Forecasting, and Data Analysis
- Planning and Regulation Development
- Permitting
- Inspection and Enforcement
- Air Toxics/Hazardous Air Pollutants
- Source Sampling and Monitoring
- Emissions Inventories
- Other/Monitoring

Questions

Are there curriculum areas that are missing?

Are there courses that are in demand that are missing?

Emerging Training Needs

- Sensors
- Communications
- Executive education and leadership
- Project Management
- SIP 101 and details



FY2025 Regional Training Plan

- FY2024 training summary
- FY25 needs assessment review
- Areas of common interest
- How to prioritize state responses
- Formulate draft training plan



LADCO FY24 Training Summary

Dates	Course	Instructors	Location	Enrollment
Oct-23	Advanced Inspector Training	New Solutions	WDNR	30
Nov-23	Inspection and Monitoring of Landfill Gas Emissions for Agency Inspectors	Bill Franek	MI EGLE	32
Dec-23	Intermediate Permitting	Trinity	IL EPA	44
Dec-23	Principles of Ambient Air Monitoring	Gordon Pierce	Online	35
Jan-24	Enforcement of NSR/PSD Requirements	New Solutions	Online	31
Feb-24	Write Like a Pro	Century College	MPCA	60
Feb-24	Title V Permit Training	RTP Environmental	Online	31
Feb-24	Aggregate, Asphalt, & Concrete Batching Operations	New Solutions	Online	35
Feb-24	Surface Coatings: Metal Parts & Products	New Solutions	Online	34
Feb-24	Permit Writing Practices and Principles	New Solutions	Online	41
Feb-24	Sources and Control of Volatile Organic Air Pollutants	Aly Hassan Ashraf	Online	31
Feb-24	Effective Permit Writing	Eastern Research Group	Online	37
Mar-24	Introduction to Environmental Enforcement	Western States Project	Online	7
Mar-24	Theory & Application of Common Air Pollution Control Devices	SC&A, Inc	Online	39
Apr-24	Note Taking & Report Writing	Western States Project	Online	4
Apr-24	NOx Formation, Emissions, and Control	Bill Franek	Online	36
Apr-24	Advanced Inspector Training	SC&A, Inc	MI EGLE	20
May-24	Enforcement Case Development and Resolution	New Solutions	IL EPA	26
May-24	Risk Communication Training	EHS, Inc	MI EGLE	20
May-24	Introduction to R	Fluent, LLC	Online	30
May-24	MOVES Training	FHWA	Online	17
May-24	Effective Permit Writing	Eastern Research Group	Online	42
Jun-24	Microsoft Access Masterclass	Udemy Academy	Online	6
Jun-24	Compliance Assurance Monitoring	New Solutions	Online	42
Jun-24	Stationary Reciprocating Internal Combustion Engines	New Solutions	Online	35
Jun-24	Stationary Gas Turbines and Power Plants	New Solutions	Online	36
Jul-24	NOx Formation, Emissions, and Control	Eastern Research Group	Online	31
Jul-24	NSR Workshop	AWMA	Chicago, IL	36
Jul-24	Emissions Part 1 & 2	Trinity	Online	6
Aug-24	The Art and Science of Deception	Western States Project	Online	19
Aug-24	Project Inspector Safety Training	Western States Project	Online	16
			Total	909

~ 500 students trained last year

These are instructor-lead classes; data on self-instructional learning are not readily available

Several other courses not included, e.g., HAZWOPR, odor

Grant target = 400 people trained/year

LADCO FY24 Training Budget Summary

	Budget	Travel	Contractor	Registrations	Supplies	Total	Balance
IL	65,000	15,896	4,253	34,903	0	55,052	9,948
IN	65,000	13,591	8,598	11,025	740	33,954	31,046
MI	65,000	29,764	31,633	3,056	593	65,045	(45)
MN	65,000	18,411	10,110	8,553	370	37,444	27,556
OH	65,000	14,410	8,000	10,249	4,070	36,729	28,271
WI	65,000	42,369	0	7,794	555	50,718	14,282
LADCO	22,619	13,843	22,750	4,405	0	40,998	(18,379)
Total	412,619	148,283	85,344	79,986	6,328	319,940	92,679

2023 vs 2024 Top 15 Course Needs by Total

2024

Course #	Course Name	Requests
NACT 252	Fugitive Dust	59
NACT 270	Incinerators (1 day)	53
NACT 271	Stationary Reciprocating Engines (1 day)	49
NACT 220	Compliance Assurance Monitoring / CAM (1 day)	48
NACT 230	Surface Coating: Metal Parts & Products (1 day)	48
APTI 446	Inspection Procedures and Safety (2 days)	43
APTI 474	Continuous Emission Monitoring (4 days)	42
NACT 231	Coatings: Auto, Metal Parts, and Products	41
NACT 273	Industrial Boilers (1 day)	38
NACT 246	Aggregate, Asphalt & Concrete Batching Operations (2 days)	38
APTI 482	Sources and Control of Volatile Organic Air Pollutants (4 days)	37
APTI 413	Control of Particulate Emissions (4 days)	36
APTI 415	Control of Gaseous Emissions (4 days)	36
APTI 400	Introduction to Hazardous Air Pollutants (2 days)	36
NACT 272	Stationary Gas Turbines (1 day)	35

2025*

Course #	Course Name	Requests
PERM303-CI (APTI 461)	Advanced Permitting	49
PERM204-CI (NACT 220)	Compliance Assurance Monitoring / CAM	49
AMBM102-CI (NACT 222)	Principles of Ambient Air Monitoring	47
	Intermediate New Source Review	45
TOXC331-CI (APTI 482)	Sources and Control of Volatile Organic Air Pollutants	44
	Advanced PSD Workshop	43
PERM302-CI (APTI 454)	Effective Permit Writing	40
	BACT Workshop	39
	Analytical Methods for Air Quality Standards (Gaseous	
AMBM301-CI (APTI 464)	Pollutants)	37
	Basic New Source Review	36
	Title V Operating Permits Series	32
AMBM311-CI (APTI 435)	Atmospheric Sampling (PM)	31
TOXC224-CI (NACT 272)	Stationary Gas Turbines and Power Plants	30
	Advanced NSR Workshop	29
TOXC223-CI (NACT 271)	Stationary Reciprocating Internal Combustion Engines - RICE	29

Training Operations @ LADCO

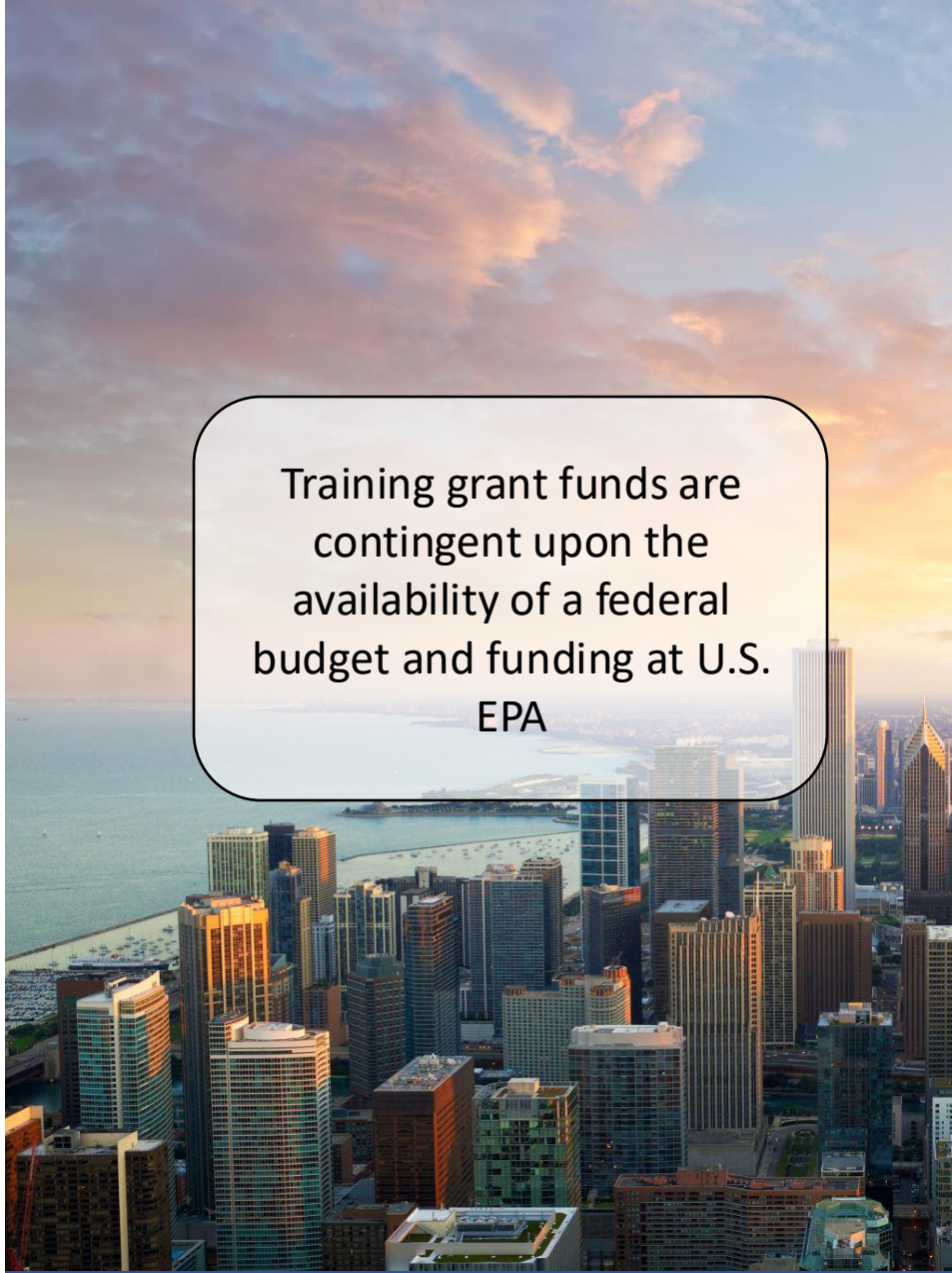
Review the training support workflow at LADCO in the following areas

- Funding, including tracking and surplus funding policy
- Roles
- Communications
- Evaluating training needs
- Identifying and scheduling courses
- Travel support, including requests
- Training event support
- Joint Training Committee



Training Funding

- LADCO and the MJOs receive CAA §103 funds to provide training to our member states
 - National training grant = \$2,995,000 (starting in 2023)
 - LADCO, MARAMA, NESCAUM, M4/SESARM, and CenSARA each receive 13.2% of the national grant; 18.5% goes to WESTAR/WRAP, 15.5% goes to New Solutions
 - LADCO training grant (2023 onward) = \$395,340/year
- The current LADCO grant is using the new national funding amount with the old allocation formula
 - FY24-25 grant = \$378,545/year

An aerial photograph of a city skyline at sunset, with a callout box containing text. The callout box is white with a black border and rounded corners, positioned in the upper right quadrant of the image. The background shows a dense cluster of skyscrapers and buildings, with a body of water visible in the distance under a sky with soft, orange and pink clouds.

Training grant funds are contingent upon the availability of a federal budget and funding at U.S. EPA

Training Funding

- Current grant (FY24-25) budget

REVENUES	FY24	FY25	FY24-25
EPA/Training	378,545	378,545	757,090
Training Supplement	63,197	63,197	126,394
Total Training Grants	441,741	441,741	883,482
LADCO Overhead	29,581	29,581	59,162
10% ED + 25% Office Mgr			
Allocatable Training Funds	412,161	412,161	824,320
Annual Training \$/State	\$65,000	\$65,000	
Annual Training \$/LADCO	\$22,161	\$22,161	



Approved Uses of Training Funds

- Travel expenses to attend both in-state or out-of-state trainings
- Conferences or meetings
- Meeting expenses for hosting training sessions in the LADCO region
 - Instructional service fees
 - Supplies
 - Fees for site visits
 - Refreshments, including lunches
- Supplies for supporting training activities in the LADCO member states.

Prohibited Uses

Training grant funds may never be used to purchase equipment (items that cost >\$5,000), supplies not related to the training event, alcohol, gifts, awards, and extraneous marketing materials (i.e. SWAG).

Tracking Training Funding

LADCO Budget Spreadsheet

- Summary by Year tab
 - Summary by grant period and by year
 - Updates at least monthly
 - Breakdown by state, expense category (columns C-F) tied to the “State” tabs
 - Projected Costs for scheduled/not yet paid trainings in the “Calendar” tab
- Actual Dollars Remaining = Budget – sum realized expenses
- Projected Dollars Remaining = Actuals – Projected Costs

LADCO_Training_Funds_Tracker_Oct2023-Sep2025

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Search for tools, help, and more (Option + Q)

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1											
2	LADCO Training Funds Report Tracker										
3											
4		Updated:	9/16/2024								
5	Expenses										
6			Travel	Contractor	Registrations	Supplies	Total Actual	Actual	Projected	Projected	
7	FY24-25	Budget	Expense	Expense	Expense	Expense	Expenses	Dollars	Costs	Dollars	
8	Illinois	130,000	16,042	4,253	34,903	0	55,198	74,802	0	74,802	
9	Indiana	130,000	13,591	8,598	12,025	2,240	36,454	93,546	0	111,042	
10	Michigan	130,000	29,764	52,391	3,056	593	85,803	44,197	10,111	34,086	
11	Minnesota	130,000	18,411	10,110	8,553	480	37,554	92,446	31,000	61,446	
12	Ohio	130,000	14,410	8,000	10,249	4,070	36,729	93,271	0	93,271	
13	Wisconsin	130,000	42,369	0	7,794	555	50,718	79,282	0	79,282	
14	LADCO	45,238	13,843	22,750	4,405	0	40,998	4,240	2,700	1,540	
15		825,238	148,429	106,101	80,986	7,938	343,453	481,785	77,205	533,028	
16	Check	825,238.00	148,428.63	106,101.33	80,985.74	7,937.76	343,453.46	481,784.54	77,205.24	533,027.91	
17			Travel	Contractor	Registrations	Supplies	Total Actual	Actual	Projected	Projected	
18	FY24	Budget	Expense	Expense	Expense	Expense	Expenses	Dollars	Costs	Dollars	
19	Illinois	65,000	16,042	4,253	34,903	0	55,198	9,802	0	9,802	
20	Indiana	65,000	13,591	8,598	12,025	2,240	36,454	28,546	0	46,042	
21	Michigan	65,000	29,764	52,391	3,056	593	85,803	-20,803	10,111	-30,914	
22	Minnesota	65,000	18,411	10,110	8,553	480	37,554	27,446	31,000	-3,554	
23	Ohio	65,000	14,410	8,000	10,249	4,070	36,729	28,271	0	28,271	
24	Wisconsin	65,000	42,369	0	7,794	555	50,718	14,282	0	14,282	
25	LADCO	22,619	13,843	22,750	4,405	0	40,998	-18,379	2,700	-21,079	
26		412,619	148,429	106,101	80,986	7,938	343,453	69,166	77,205	120,409	

Training Budget SUMMARY by Year 2024 Workplan Calendar Minnesota Illinois Michigan Indiana Ohio W

Tracking Training Funding

LADCO Budget Spreadsheet

- Calendar tab

- Track future/scheduled trainings with estimated/contracted costs
- Used to keep track of on-the-way training expenses
- States can also add known upcoming travel

LADCO_Training_Funds_Tracker_Oct2023-Sep2025

Search for tools, help, and more (Option + Q)

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Comments Catch up Editing

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Calendar of Training Classes								
Class	Instructor	Date	Delivery/Location	Number of Seats	Contact	Cost	Paid	Remaining
Illinois								
Intermediate permitting	Trinity	7-Dec-23	Springfield	44	Chloe Reese	\$4,500.00	\$4,252.69	\$0.00
Permit Writing Practices and Principles	New Solutions	February 13-14 2024	Virtual	40		\$0.00		\$0.00
Advanced Permitting	New Solutions	April 9-11, 2024	Springfield	40		\$0.00		\$0.00
Enforcement Case Development & Resolution	New Solutions	May 7-9 2024	Springfield	40		\$0.00		\$0.00
Illinois Total:						\$4,500.00	\$4,252.69	\$0.00
Indiana								
Title V Permit Training	RTP Environmental	Late January - April 2024	Online, on demand	4		\$2,540.00	\$2,540.00	\$0.00
Indiana Total:						\$2,540.00	\$2,540.00	\$0.00
LADCO								
Principles of Ambient Monitoring	Gordon Pierce	December 12-13, 2023	Virtual	35		\$1,700.00	\$1,700.00	\$0.00
Aggregate, Asphalt & Concrete Batching Operations	New Solutions	February 6-7, 2024	Virtual			\$0.00		\$0.00
Surface Coatings: Metal Parts & Products	New Solutions	8-Feb-24	Virtual			\$0.00		\$0.00
MOVES4 Training	FHWA (Chris Dresser)	May 20-23, 2024	Virtual			\$0.00		\$0.00
Beginning R Training	Fluent	May 2024	Virtual			\$2,700.00		\$2,700.00
LADCO Total:						\$4,400.00	\$1,700.00	\$2,700.00
Michigan								
Inspection and Monitoring of Landfill Gas Emissions for	Bill Franek	November 2023	Classroom	30		\$12,597.00	\$12,597.70	\$0.00
Theory & Application of Air Pollution Control	SC&A	March 18-20, 2024	Virtual	40		\$8,160.00	\$8,160.00	\$0.00
Control of Nitrogen Oxide Emissions	Bill Franek	April 16-18, 2024	Virtual	40		\$10,000.00		\$10,000.00
Advanced Inspector Training	SC&A	April 23-25, 2024	Virtual	40		\$10,110.94		\$10,110.94
Risk Communication Training	EHS, Inc	May 2024	Classroom	20		\$6,850.00	\$6,850.00	\$0.00
Michigan total:						\$40,867.94	\$30,757.70	\$10,110.94

Tracking Training Funding

LADCO Budget Spreadsheet

- "State" tabs
 - Tracks realized training costs by category: Travel, Contracts, Supplies, Registrations

LADCO_Training_Funds_Tracker_Oct2023-Sep2025

Search for tools, help, and more (Option + Q)

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1	WI DNR Training Funds Report					
2		Travel	Contractor	Registrations	Supplies	Total
3		FY24 \$	42,369.03 \$	-	\$7,794.00	\$555.00 \$50,718.03
4		FY25 \$	- \$	-	\$0.00	\$0.00 \$0.00
5						
6						
7	Travel	Date	Name	Memo	Amount	
8	Hyatt Hotel Milwaukee	10/17/2023	WI DNR Staff Hotel-Parking	Advanced Inspector Training Milwaukee	\$5,699.10	
9	Hilton Hotel	10/19/2023	B. Denk	NACAA Alexandria	\$894.27	
10	Travelocity Airfare	11/02/2023	K. Halmo	TAPI Level II Training San Diego	\$784.57	
11	Travelocity Airfare	11/02/2023	K. Knutson	TAPI Level II Training San Diego	\$784.57	
12	Congress Hotel	10/11/2023	R. Binzley	R5 Roundtable Chicago	\$547.32	
13	Congress Hotel	11/15/2023	A. Gray	Compliance/Enforcement Training Chicago	\$199.69	
14	Congress Hotel	11/15/2023	M. Hill	Compliance/Enforcement Training Chicago	\$199.69	
15	Congress Hotel	11/15/2023	T. Taff	Compliance/Enforcement Training Chicago	\$399.39	
16	Chula Vista Hotel	11/16/2023	WI DNR Staff	Statewide Meeting	\$14,267.70	
17	Expense Reimbursement	10/13/2023	J. Kouba	Advanced Inspector Training Milwaukee	\$58.00	
18	Expense Reimbursement	10/13/2023	A. Gray	Advanced Inspector Training Milwaukee	\$58.00	
19	Expense Reimbursement	10/17/2023	E. Eggert	Advanced Inspector Training Milwaukee	\$111.50	
20	Expense Reimbursement	10/17/2023	J. Artus	Advanced Inspector Training Milwaukee	\$89.00	
21	Expense Reimbursement	10/17/2023	J. Eide	Advanced Inspector Training Milwaukee	\$443.13	
22	Expense Reimbursement	10/18/2023	L. Jewell	Advanced Inspector Training Milwaukee	\$149.63	

Tracking Training Funding

- Start each Fiscal Year with a training budget and plan to spend out the allocated training
 - LADCO will track the burn rate for each state
- Surplus funds at the end of the year will be offered as a first-come, first-served resource the next year
- FY2024 Surplus = ~\$120,400
- If a state uses their allocated \$65,000 for FY2025 they can request surplus funds
- LADCO will plan to use surplus funds to plan regional training or to develop courses for the national training program



Training Roles

- LADCO

- Executive Director: overall coordination across the region, schedule trainings with EPA and contractors, training RFPs and contracts, training grant management, annual needs assessments, approve travel requests and expense reimbursement forms, training event comms
- Office Manager: arrange and process travel requests, event registrations, review expense reports, maintain training budget tracker, issue expense reimbursements, facilitate online training
- Office Staff: provide technical training services

- States

- Air Director: review/approve annual training plans, approve training/travel requests, governance of LADCO training program
- Training Coordinator: coordinate state training program, annual needs assessments, facilitate state training events, review expense reports and travel requests, review training budget tracker
- Agency Staff: request/attend training events, complete travel requests and expense reimbursement forms

U.S. EPA's role

Region 5: Provide the training grant and review/approve LADCO's annual workplan and budget

OAQPS: Develop SI courses, manage New Solutions, manage 103 grant

Communications

LADCO <-> State Coordinators

- Training session announcements
- Annual training needs assessments
- Annual reviews of EPA's 3-year training plan
- LADCO training policies

State Coordinators <-> Agency Staff


- Training session announcements
- LADCO travel and expense reimbursement processes
- Tools
 - Training calendar
 - LADCO training blog announcements
 - EPA LMS



What additional resources/tools would be helpful to improve training communications across LADCO?

Evaluating Training Needs

- LADCO and states work together to identify training needs, timing, and priorities
- Annual needs request in the summer
 - LADCO provides a list of courses in the national training program + instrument training + topical areas
 - States collect potential demand and high priority courses for the agency staff
 - LADCO uses these results to schedule courses on the LADCO FY (Oct 1)
- LADCO training committee develops annual training plan based on needs assessment results



New Solutions requests need to be submitted in July each year

Finding Courses

- Course Catalog
 - Airknowledge ([link](#))
 - CenSARA Website ([link](#))
 - MARAMA ([link](#))
 - NETI for Enforcement/Inspectors ([link](#))
- Contractors
 - Trinity Consultants
 - ALL4
 - Bill Franek
 - Western States Project
 - RTP Environmental
 - SC&A
 - Monitoring instrument providers
- Google!



Course Scheduling

- LADCO uses the annual training plan to contract trainers and request courses from New Solutions
- Timing should be requested by the state and LADCO will work with training contractors to meet the requests
 - New Solutions has a 12-18 month lead time out when the requests are made in July
 - Private contractors tend to have a 1-3 month lead time
- States can schedule sessions on their own and request training funding from LADCO
 - Requests must already be pre-approved by agency management
 - If contracting will be required, LADCO requests at least a 2-month lead time

Training Rule of Thumb

States need at least 3 months lead time to notify staff and collect registrations for trainings

Training Event Support

- LADCO funding can be used to pay for training event instructional services and logistics (venue, supplies, refreshments)
- LADCO non-travel expense reimbursement form can be used to pay with training grant funds
 - State coordinators can work with the LADCO Office Manager to pay expenses in advance
- For virtual training events LADCO staff can provide webinar platform and event facilitation



Requesting Travel/Training Support

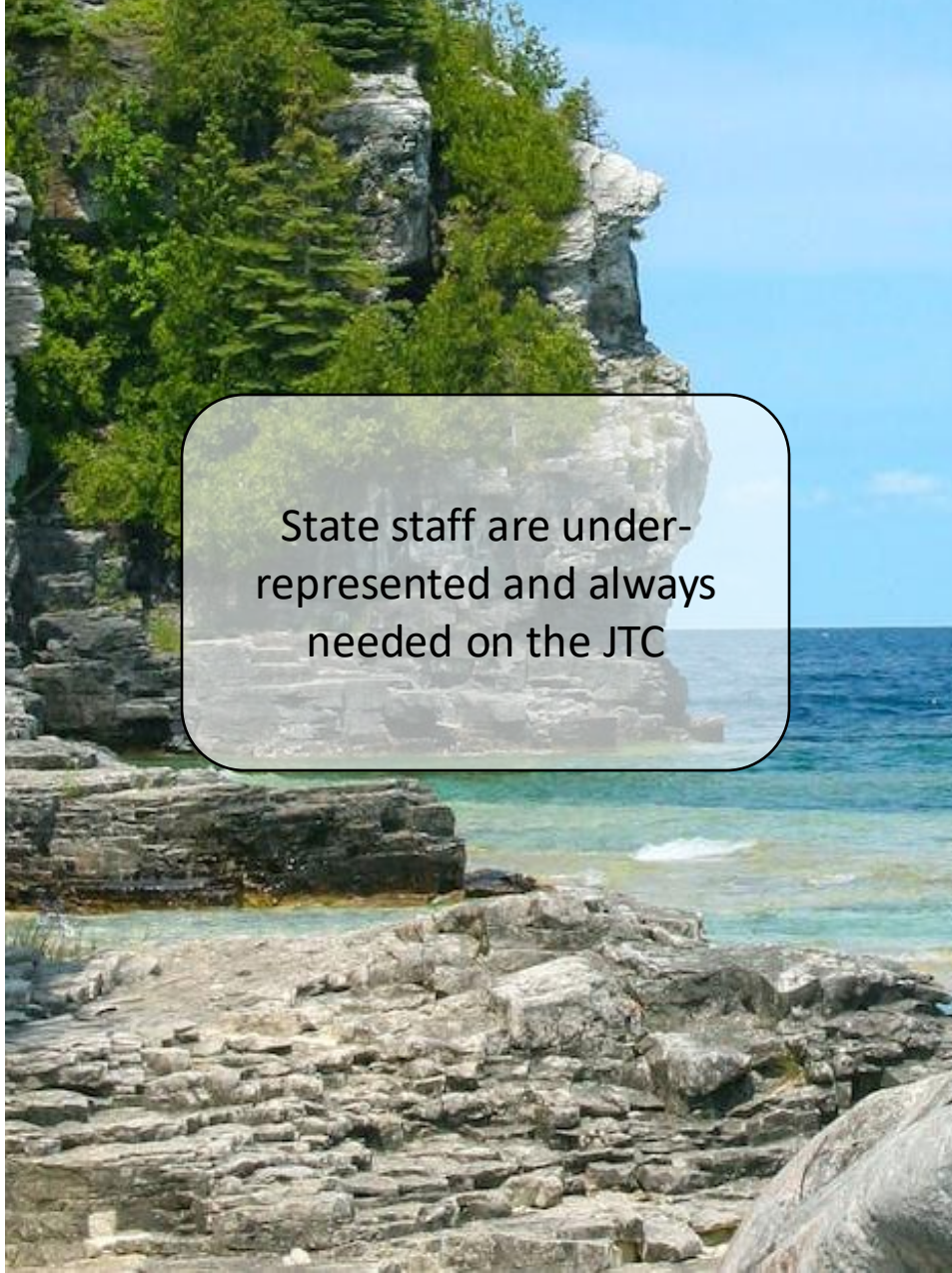
- Training expenses can be requested in advance of travel (Travel Request) or after travel (Expense Reimbursement)
- Training coordinators should work with their state colleagues to review and submit these forms to LADCO
 - Please review these before their sent to LADCO!
- LADCO expects that any expense requests are already approved by the air program

Resources

- [LADCO Training Web Page](#)
- [LADCO Training Memo](#)
- [LADCO Travel Policy](#)

Joint Training Committee

- National Committee of MJOs, US EPA, and some state agencies
- Planning and governance of the national training program
 - Curriculum planning
 - Materials development and maintenance
 - Learning Management System (LMS)
 - New Solutions coordination
 - Instructor recruitment
- Monthly calls to discuss EPA, regional, and state training program planning



State staff are under-represented and always needed on the JTC

Proposed LADCO FY2025 Work Priorities

- Ozone
 - 2015 O₃ NAAQS attainment demonstration TSD
 - Trends analysis
- PM2.5 and Haze
 - PM trends and decision support tools
 - 2024 Annual PM2.5 NAAQS attainment testing
- Training
 - Identify priorities and broker training funds
 - Advocate for states in the national training program
 - Drive development of remote/e-learning
- Monitoring
 - 5-year network assessment support
 - Hg monitoring program support
- Other Issues
 - Environmental justice support
 - National inventory collaborative
 - Exceptional events support
- Outreach and Communication
 - Facilitate regional planning among member states
 - IRA coordination
 - Engage with region stakeholders
 - Host outreach webinars and events
 - LADCO website

Meeting Summary

1. Summary and take-aways
2. Action Items