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May 7, 2020

CalRecycle Carpet Stewardship Team  
Sent via [carpet@calrecycle.ca.gov](mailto:carpet@calrecycle.ca.gov)

**RE: Technical Protocol from the Carpet Advisory Committee Meeting on April 7, 2020**

Dear CalRecycle Carpet Team,

I would like to take the opportunity to explain the circumstances on April 7, 2020 that veered from the previous meeting protocols used by the Carpet Recycling Advisory Committee (AC). Since its inception, the AC has used Go-To-Meeting as the designated communication platform for all meetings, both in-person and remote meetings used the same platform. For every meeting since its inception, I have managed the communication technology with the Go-To-Meeting platform, while the Chair managed the meeting and the Secretary managed the minutes. During the pandemic, all AC members were dealing with major work adaptations, but we agreed to hold the meeting knowing there would be special considerations and flexibility due to the unprecedented circumstances.

Until March 27, the AC meeting was planned to be in-person, but due to COVID-19 concerns, and subsequent shelter-in-place orders, the meeting converted to a remote meeting and the AC adapted the agenda and format. Just seven business days before the meeting, the decision was communicated that the AC would be switching meeting platforms and technology hosts. Upon learning the new platform was Zoom, several AC members and CPSC staff reached out with personal experiences with “Zoom Bombing” and other inappropriate behavior, citing concerns with using Zoom for the AC’s public meeting. The technology host assured me we would maintain public access to the meeting, while upholding the highest security for sharing information and screens. The host and I spent over an hour walking through the protocols and platform features, when I explained our typical protocol of “self-muting”, allowing designated speakers to unmute themselves when they wanted to speak. Once the meeting started, I quickly learned that by self-muting, each person could not unmute themselves, requiring me to search a list of 40+ names to individually unmute them, so **I instructed designated speakers to not self-mute themselves**, several times.

In the final moments of the meeting, I had busy view on my screen with several pop-ups and internet tabs, and as a reminder was my first time using Zoom as an organizer and did not have the Chair or Secretary to assist. There were chats from several people, including Dr. Peoples’ multiple requests for unmuting and each time I unmuted him, I did not realize he was self-muting and disappearing into the list of names. It is my understanding, the orderly process is to let the AC speak amongst each other, then open to outside comments unless there were specific questions directed to CARE staff. The goal of the meeting was for the AC to discuss what we wanted to put in the letter and CARE can respond in writing. With less than 5 minutes left in the allotted meeting time and no specific questions directed to CARE, I did not see the request for unmuting until I looked at the screen for public comments and questions.

As for my level of professionalism, I am attaching my most recent CV to highlight my accomplishments to date to highlight the value I bring to this community.

As usual, I am available for further discussion, should any questions arise.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne Brasch". The signature is written in a cursive style and is positioned above a faint rectangular box.

Dr. Joanne Brasch, PhD  
Special Project Manager  
California Product Stewardship Council