

**The Local Hazardous Waste Management Program
Management Coordination Committee
Meeting Minutes
Tuesday, March 17, 2009**

Attendees:

MCC

Jeff Gaisford, KCSWD, Chair
Tim Croll, SPU
Mark Isaacson, KCWLRD
Barbara Wright, PHSKC

Program Administration

Liz Tennant

Program Partner Staff

Lauren Cole, KCSWD
Julie Vorhes, SPU
Henry Draper, KCWLRD
Ryan Kellogg, PHSKC
Trudy Rolla, PHSKC
Paul Shallow, PHSKC
Sharon Schoenfeld-Cohen, PHSKC
Debra Oliver, KCWLRD
Laurie Foster, KCWLRD
Sue Hamilton, KCWLRD
Mary Rabourn, KCWLRD
Steve Joyce, KCWLRD

Guests

Tamie Kellogg, Kellogg Consulting
Tram Duong, ECOSS

1. Introductions

Those present introduced themselves by name and agency/affiliation.

2. Plan Update Workshop Discussion

This topic was presented and the discussion led by Tamie Kellogg, the consultant hired by the Program to facilitate the workshop. The Plan Update workshop is scheduled for April 7th. Tamie asked the MCC what they want to get out of the workshop and how they want attendees to benefit from this workshop:

The following points were made during that discussion:

The Purpose of the Plan Update

- The Plan Update should reflect the Program's current and future priorities. It is an update of where we are headed. (Jeff)
- The Plan Update provides an opportunity to describe the Program's outreach to the underserved and focus on children – and it needs to be done by the end of 2009 for the political decision on the rate increase. It is the step before funding. If people are happy or unhappy with the Program we want to know. (Tim)

- There are stakeholders who are unaware of some parts of the Program (they know about HHW collection but not some of the newer programs) and so it's an educational pitch. (Jeff)
- This is the first step in the rate increase and so if we are missing anything we need to know about it before we go to the elected officials. It would benefit us to fix any issues before going to the elected officials. (Barbara and Tim)
- The Plan Update is where we want to go in the long run and should show how we get there. (Mark)

Describing Funding and Structure in the Workshop and Plan Update

- The issue of funding brings up questions about the Programs inter-jurisdictional structure, who we are and what we are doing. (Tim)
- The Program is less clear than other organizations about the Program structure (Tamie). However we have fiscal policies. (Jeff)
- We need to describe the role and responsibilities of the MCC, the Core Team, the agencies and the Board of Health. (Jeff)
- The Executive Managers of the Program partners need to approve the plan and rate increase. (Tim)

The Workshop Agenda and Desired Outcomes

- MCC members agreed with Tamie's proposal to allocate time as follows:
 - Program Areas – 70%
 - Funding – 20%
 - Structure – 10%
- We should show priorities and direction with program areas and documents – upstream, use & storage, and collection/disposal. (Tim)
- Emphasis should be placed on our collaborative structure and decision-making; it should be a model for other King County agencies. (Mark)
- This will be successful if:
 - The right people attend the workshop. (Jeff)
 - There is robust discussion of where we need to go. (Mark)
 - We emerge with clarity and a shared vision of where we want to go. (Tim)
- Tamie described the efforts to date to recruit a cross-section of stakeholders. She described additional steps that would be taken to recruit attendees. The workshop agenda will be finalized the week of March 23rd when Jay returns from leave.

Other Plan Update Developments

- The Program is working on a video which will highlight Program activities and will include a member of the MCC explaining the priorities and Program direction. It is envisioned that this video, which will be about eight minutes long, will cost about \$8,000 to produce. It will be used at the workshop and possibly at a Board of Health presentation. It will also be on the Program website and will be offered to local/government access TV broadcasters.
- The Plan Update web page will go live on Wednesday, March 18th. This will be where Plan Update documents will be kept. It will be updated as more documents become available. The web page is intended to allow stakeholders, and members of the public, to review documents. It will also provide information about commenting by telephone, email or regular mail. Liz will send the link to the MCC members.
- There will be a specific outreach campaign to the general public regarding the Plan Update. This still needs to be developed. Jay and Liz will be working with Tamie and Mary Rabourn on this.
- Program staff will have the opportunity to provide input into the Plan Update through direct comment to Jay. They also will be asked to provide input into, and participate in, the video, and may be asked to write sections of the Plan Update.

3. Interagency Resource for Achieving Cooperation (IRAC) Presentation – Debra Oliver.

Debra made a power point presentation to MCC on the IRAC program. A copy of the PowerPoint will be included in the file with these minutes.

4. Nail Salons Project Presentation – Laurie Foster

Laurie made a power point presentation to the MCC on the nail salons project. A copy of the PowerPoint will be included in the file with these minutes

5. Next Meeting:

The next MCC meeting will be held **April 21, 2009** in the Chinook/King conference rooms, 6th Floor, King Street Center.