



**Management Coordination Committee (MCC) Meeting Minutes  
January 19, 2021**

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**ATTENDANCE**

**MCC Members:**

- Darrell Rodgers, PH SKC, MCC Chair
- Jeff Gaisford, KC SWD, MCC Vice-Chair
- Susan Fife-Ferris, SPU
- Joan Lee, KC WLRD
- Kevin Schilling, SCA, City of Burien

**Other Attendees:**

Maythia Airhart, KC WLRD	Justin Meyer, KC WLRD	Emmanuel Rivera, KC WLRD
Ali Blum, KC WLRD	Julie Mitchell, KC SWD	Linda Van Hooser, PH SKC
Joy Carpine-Cazzanti, PH SKC	Gordon Okumu, KC WLRD	Jackie Wheeler, SCA
Alice Chapman, KC WLRD	Kristin Pace, PH SKC	Steve Whittaker, PH SKC
Ashley Evans Pedersen, KC WLRD	Kristin Painter, KC WLRD	Charles Wu, KC WLRD
Kim Jones, KC WLRD	Lynda Ransley, SPU	Madelaine Yun, PH SKC
Minty LongEarth, PH SKC		

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**GENERAL BUSINESS**

**MCC Minutes**

MCC reviewed and approved the November 17, 2020, meeting minutes without revisions.

**Announcements**

Emmanuel Rivera introduced three new Health and Environmental Investigators recently hired, through WLRD, to join the Business Services team. Kim Jones, Justin Meyer, and Gordon Okumu each gave a summary of the background and experience they bring to the Program.

**DISCUSSION ITEMS**

**Racial Equity Feature**

Minty LongEarth shared the Peoples Institute for Survival and Beyond (PISAB) Anti-Racist Principles and announced that the Program has scheduled three sessions of PISAB's Undoing Racism® Workshop, which is grounded in these Anti-Racist Principles. MCC members and Program staff will choose the session that works best for their schedule. The training is required for all staff as well as full attendance during all four days. Darrell Rodgers expressed interest that MCC members attend one session together if schedules allow.

**Fiscal Policy and Procedures**

Maythia Airhart shared a final draft of the Program's updated Fiscal Policy document, which incorporated MCC member feedback. The main purpose for the update is to improve organization and clarity and reflect current

practices, and to add provisions for addressing partner errors in payments and reimbursements. MCC members stated that they will need more time for review of the document within their agencies before voting to approve. MCC will approve a final document at the February meeting.

### **2021-2022 Partner Agreements**

Lynda Ransley led a discussion about proposed changes, from MCC members, to the updated 2021-2022 Partner Agreements document (formerly known as Service Agreements). Darrell Rodgers would like to see additional language related to staff assignments for emergency response and language about the Program Director's ability to request permanent staff re-assignment outside of the Program under certain circumstances. Joan Lee went over DNRP's suggested changes, most were to provide additional clarity. It was decided that further discussion, outside of this meeting, was needed concerning accountability issues in following the agreement and DNRP proposed changes related to MCC members roles and responsibilities. A portion of the February MCC meeting will be dedicated to an MCC work session for that discussion.

### **2021 Work Plan and Spending Plan**

Kristin Pace and Madelaine Yun presented highlights from the 2021 Work Plan and Spending Plan. Much of the work planned for 2021 is a continuation of work, and COVID related adaptations, from 2020. The 2021 spending plan incorporates changes that have occurred since the 2021-2022 biennial budget package was approved by MCC in May 2020. Madelaine shared a summary of those changes. MCC members voted unanimously to approve the 2021 Work Plan and Spending Plan, with the caveat that requested additions related to collection facility updates and studies are added to the work plan.

### **Management Plan Update**

Kristin Pace provided an update on project status and shared a draft, two-page document that is designed to be used as a communication tool in conversations with agency leadership about the proposed overarching framework and direction of the Management Plan. The draft document shares the goal areas and general proposed framework for the Plan. MCC suggested additions included a statement about how the Program will hold itself accountable to the work and goals in the Plan and a description of the partners that make up the Program.

### **MCC Vice-Chair**

Susan Fife-Ferris was nominated and unanimously approved to serve as Vice-Chair for 2021.

### **Director's Report**

Lynda Ransley reviewed highlights from her monthly report, including a summary of planned 2021 organizational development priorities related to racial equity, workplace culture, workforce and competencies, operating certainty and structure, and rate adjustment for the next cycle. She also noted items that will be brought to upcoming MCC meetings. Ashley Pedersen shared a summary of bills that the Policy team is tracking during the 2021 Washington state legislative session.

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**Next Meeting:** February 16, 2021, 10 a.m.-noon, Teleconference; a portion of the meeting will be a work session