



**Final Approved Management Coordination Committee (MCC) Meeting Minutes
February 18, 2020**

ATTENDANCE

MCC Members:

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

Other Attendees:

Maythia Airhart, KC WLRD	Michell Mouton, KC SWD	Emmanuel Rivera, KC WLRD
Vicky Beaumont, KC WLRD	Kristin Painter, KC WLRD	Liz Tennant, SPU
Joy Carpine-Cazzanti, PH SKC	Ashley Pedersen, KC WLRD	Linda Van Hooser, PH SKC
Tristen Gardner, KC SWD	Lynda Ransley, SPU	Steve Whittaker, PH SKC
Amy Kaminishi, KC WLRD	Alexis Mercedes Rinck, SCA	Madelaine Yun, PH SKC
Minty LongEarth, PH SKC		

GENERAL BUSINESS

MCC Minutes

MCC reviewed and unanimously approved the December 17, 2019, meeting minutes with no revisions.

Announcements

- MCC welcomed their new member, representing Sound Cities Association, City of Burien Deputy Mayor Krystal Marx.
- Lynda Ransley introduced Minty LongEarth, the Program's recently hired Racial Equity Manager.
- Jeff Gaisford announced that he has reassigned Lauren Cole to work full time on SWD work.
- Lynda announced that, based on the shifts in SWD, she has assigned Ashley Pedersen to serve as Policy Program Manager until a permanent decision is made for the position, and Liz Tennant as the Leadership Team liaison. Julie Mitchell will represent the SWD on the Leadership Team.

DISCUSSION ITEMS

Election of MCC Vice-Chair for 2020

Jeff Gaisford was nominated and unanimously approved to serve as Vice-Chair for 2020.

2020 Work Plan and Spending Plan

In 2020, the Program plans to deliver services to King County residents and businesses at a total cost of \$21,957,396. Liz presented an overview of the 2020 Program-wide Work Plan, highlighting major activities planned in 2020 for each of the Program areas. Susan Fife-Ferris asked that funding allocations for Operations be included in the pie charts in the beginning of the work plan document. The pie chart will be revised. Susan also asked about where in upcoming work or budget there might be a service level study or facilities master plan. Lynda answered that the Program plans to do that in conjunction/parallel to the Management Plan Update.

Lynda provided an overview of the 2020 Spending Plan, highlighting specific spending by partner agency and program area, along with several one-time costs for 2020 including:

- Relocating offices, functions, and staff currently housed at Canal Place (north Queen Anne) to downtown (estimated to be \$450,000; which includes \$225,000 for IT costs; \$75,000 for additional rent; and \$150,000 for layout, furniture, and physical relocation). The space will be able to house some additional staff as well.
- 2020 costs for the Program's Management Plan Update are estimated at \$400,000, which includes consultant support and associated research.
- A consultant review of the Program's operating structure (\$212,000).

DECISION:

MCC members unanimously approved the 2020 Haz Waste Program Work Plan and Spending Plan.

2021-2022 Budget Assumptions and Guidance

The Program will develop a 2021-2022 biennial budget proposal for MCC adoption in May. Lynda gave an overview, for MCC approval, of budget planning assumptions and specific guidance. The total budget will be the amount identified in the 2021-2022 Haz Waste rate model, unless actual inflation is higher and/or MCC approves specific increases. Otherwise, increased costs in one area would be offset by savings in another. Other assumptions were related to increased costs in some areas, one-time costs for special initiatives, increasing two partial FTEs to full FTEs, racial equity investments, and using a vacancy rate factor.

DECISION:

MCC members unanimously approved the Program's budget assumptions, as written in the meeting materials, for developing the 2021-2022 budget proposal.

Management Plan Update Project – Engagement Strategy

Vicky Beaumont gave a briefing on the proposed community and stakeholder engagement strategy for the Management Plan Update project. She began by sharing the project team's vision for the planning process: "Our planning process will be developed with, by, and for the communities we serve in order to ensure the resulting plan moves toward the Program's mission and racial equity vision – that race is not a determinant of hazardous materials exposure in King County."

The project's engagement strategy will be iterative; will include community representation; and ensures that racial equity informs the engagement plan with identified gaps, strengths, and opportunities. The project team will conduct a racial equity stakeholder analysis and audience research to strategically identify key stakeholders, their roles, and best engagement practices. Stakeholder groups include

residents, businesses, community organizations, Board of Health, Ecology, partner agencies, cities, tribes, billing partners, advisory committees, councils, and Haz Waste Program staff. Vicky also shared the project’s planned engagement tactics do’s and don’ts:

DO		DON'T
By region	Reader-friendly	Overburden
Via CBOs	Visual	Lump POC
Customize	Manage Expectations	Over Promise
Take Needed Time	Loopbacks	General Public Meetings
Surveys	Measure Effectiveness Along the Way	
Focus Groups	Multiple Avenues	
Interviews	Leadership Buy-in	

UPDATES

Director’s Report

Lynda provided her monthly report in writing along with the 2019 4th quarter performance report, presenting highlights from each. If there are questions or comments, MCC members can contact her directly.

Next Regular Meeting: April 21, 2020, 10 a.m.-noon, Teleconference due to coronavirus stay at home order