

**Local Hazardous Waste Management Program
Final Approved Management Coordination Committee Meeting Minutes
September 21, 2015**

Attendees:

MCC:

Mayor David Baker, SCA, Chair
Stella Chau, PHSKC, Vice Chair
Tim Croll, SPU
Joan Lee, KCWLRD
Jeff Gaisford, KCSWD

Staff & Partners:

Lynda Ransley, LHWMP
Liz Tennant, LHWMP
Ryan Kellogg, LHWMP
Maureen Weisser, LHWMP
Dave Galvin, KCWLRD
Lauren Cole, KCSWD
Ray Carveth, KCWLRD
Charles Wu, PHSKC
Vicky Beaumont, SPU
Mendy Droke, KCSWD
Kirsten Lee, KCWLRD

GENERAL BUSINESS

MCC Minutes: June 16, 2015

MCC reviewed and approved the June 16, 2015 minutes as written.

Announcements and Public Comments:

Ryan provided information on the national NAHMMA conference including an award received for the IRAC's Marijuana program, and a presentation by Kristin Pace on research and social marketing. Stella asked for a Press release for the King County newsletter. Mayor Baker informed MCC that he has been asked by the White House to participate on a public health association meeting panel in Chicago related to "Let's Move" for healthy children. There were no Public comments.

DISCUSSION ITEMS

LHWMP Line of Business – Implementation Status

Lynda updated members on the status of LHWMP's strategic planning efforts, and shared a recent Presidential Executive Order on using social science in making government services more effective. She reminded MCC members of our strategic planning goals (externally - increased reach, impact, equity; internally – increased effectiveness, efficiency, integrating "like" work). The Program has finalized the new project structure, assigned project managers and teams, and is in the process of developing guidance/charters for projects to provide the foundation for 2016 work plans, and for thoughtfully transitioning changing work.

4th Quarter will be focused on converting budget to new structure, completing project guidance/charters, and completing work plans for 2016. We are also providing training and development activities to support project managers in new roles, increase consistency and effectiveness in project planning, clarify matrix roles and expectations and support team development and related activities.

DISCUSSION

- Joan commented that she feels it has been a thoughtful process, and that it has the marks of a great case study for potential sharing with others. She also expects the operational side to be the most complicated, and would like updates and hear about lessons learned as we move forward.
- Tim reiterated the desire for ongoing communications about operational issues.
- Stella asked about consultants for training and coaching for matrix operations, and would be interested in how we might measure service delivery improvements. Lynda responded that we are working with consultants for matrix training, and that performance metrics will be embedded in each of the projects.
- Stella commented LHWMP has been so creative and been able to lead due to its unique structure, and is excited about evidence- and outcome-based approaches for all business lines.
- Lynda asked about MCC's particular informational interests as we move forward. Tim would like to hear about difficulties that arise. Joan is interested in outcomes and in preserving innovation. Stella expressed interest in tracking HR issues. Mayor Baker would like high level overviews of outcomes and solutions. Jeff suggested having this as a standing update every month.

Hiring and Workforce Development

Lynda updated MCC on the hiring status of key positions, all of which incorporate improved diversity and equity practices developed by Core Team in June. Practices include changes to postings, job descriptions, bias reviews, qualifications, recruitment, screening, and interview practices. At present the Operations Manager and Policy Liaison positions have closed and are being screened. The Communications Manager and Social Marketing Specialist positions are currently posted.

DISCUSSION

- Tim asked which agency the Operations Manager was being hired by (WLRD). Lynda responded that it was being hired by WLRD, and that Joan will be involved in the selection process as the hiring authority. Members agreed that Joan could represent MCC in the process as well.
- Lynda said the targeted timeframe for an Operations Manager offer is the end of October. The Policy Liaison is being hired via WLRD, with a similar timeline. The Communications Manager is being hired by SW, with a mid-November timeline. The Social Marketing Specialist is being hired by WLRD, also with a mid-November timeline.
- Stella asked about other vacancies. Lynda responded that there are 3, all in Public Health, which were intentionally vacant while considering needs within the Lines of Business. Stella cautioned not to leave them vacant for an extended period to avoid issues during the budget process. Lynda responded that we are actively clarifying needs – which will likely require reclassifying the positions. Core Team is working with Charles to identify and analyze alternatives.
- Lynda also discussed workforce development - for Line of Business needs and for managing pending retirements. Joan recognized Dave for a great job preparing for his retirement, and provided staff development opportunities when he's been away for extended periods of time.

Developing Policy Priorities for 2016

Lauren and Mendy presented a potential list of policy issues and criteria that the new policy team will consider as they recommend next year's work plan. Mendy also provided a 2016 legislative overview.

DISCUSSION

- Stella asked that lead be added to the list.
- Tim would like to focus on working with industries like our work with secure medicine, and asked that we include both short- and long-term issues in our policy work.
- Mayor Baker offered his help during the legislative session.

Secure Medicine Return Implementation

Dave provided an update to members. We are in the final review stages of two re-submitted stewardship plans. We hope to have decisions on the two plans within a couple weeks. There are no current options for medicine mail-back that meet our regulations' requirements for hazardous waste destruction. The Public Health Director may have to authorize use of municipal or equivalent waste incineration for mailed-back medicines. We are optimistic that we can have one or more plans operational in early 2016. Dave will send an update to MCC when the latest review of the SMR stewardship plans has concluded.

Five counties in California have now passed local medicine-return ordinances, most based on the KC model. Congresswoman Slaughter, Upstate NY, has introduced a bill in Congress for pharmaceuticals – it is a full product stewardship bill as written. This bill should help to keep the conversation going at the national level and raise awareness that take-back of unused medicines – and a mechanism to fund the take-back – remain important issues. Funding is a critical issue. DEA has re- instituted its national take-back event to help to underwrite costs for local law enforcement. The next event is September 26th.

DISCUSSION

- Mayor Baker asked about the upcoming summit on Oct. 5th, sponsored by the DEA and Snohomish County. Mayor Baker will be attending. Dave responded that the Governor's office and many others are also involved, including invitations to a wide variety of stakeholders, including manufacturers.
- Mayor Baker also mentioned concerns around increased poisonings of children from cannabis candies. While not directly related to medicine take-back, it is a big concern.

Director's Report and Upcoming MCC Meetings

Lynda provided highlights from the Director's Report, including anticipated 4th Quarter LOB work, and the upcoming 25th anniversary celebration scheduled for October 7th, and the status of the voluntary audit. She asked members if there were questions about the mid-year financial and progress reports, circulated via email in August (there were none) and reviewed upcoming MCC meetings, noting the anticipated executive session in October for her annual review and the election Chair and Vice-Chair in November.

Honoring Ray Carveth

Joan provided a brief history of Ray's background and impact on LHWMP over the years, and presented him with a plaque honoring his service to the Program, upon his pending retirement.

Next Meeting: October 20th, 10:15 p.m. to 12:00 noon, 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA.