

**Local Hazardous Waste Management Program
Management Coordination Committee Meeting**
6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA
Tuesday, November 17, 2015
10:15 a.m. – 12:00 p.m.

Introductions

General Business - All (5 min.)

1. Approve October Meeting Minutes
2. Announcements and Public Comments

Discussion Items & Updates

3. **3rd Quarter Performance Report** - Ryan (10 min)
Review performance report; discuss items of note and year-end projections.
4. **3rd Quarter Financial Report** - Lynda (10 min)
Review financial report; discuss items of note and year-end projections.
5. **Voluntary Audit Report** - Lynda, Liz (15 min)
Review final audit report and LHWMP response.
6. **Annual Reporting for Billing Entities – (Under New Rate Structure)** - Liz (5 min)
Per BOH Code, review and approve annual reporting format for billing entities.
7. **LHWMP Line of Business - Implementation Status** - Lynda (10 min)
Review progress to-date, issues of note and next steps
8. **Secure Medicine Return Implementation** - Dave (10 min.)
9. **Director's Report and Upcoming MCC Meetings** - Lynda (10 min.)
Report on current activities and look-ahead to upcoming meetings

Executive Session

10. **Annual Review of Program Director** (postponed from October) - MCC (20 min.)
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Decision Items:

- October Meeting Minutes (Item 1)
- Reporting format for Billing Entities (Item 6)

Read-Ahead Material:

- October Meeting Minutes (Item 1)
 - 3rd Quarter Performance Report (Item 3)
 - 3rd Quarter Financial Report (Item 4)
 - Voluntary Audit Report and LHWMP Response (Item 5)
 - Reporting Requirement for Billing Entities (Item 6)
 - Policy Update (written update only)
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Next Meeting: December 15, 2015, 10:15 a.m. to 12:00 p.m., 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA.