

**Local Hazardous Waste Management Program  
Management Coordination Committee Meeting**  
6<sup>th</sup> Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA  
Tuesday, February 16, 2016  
10:15 a.m. – 12:00 p.m.

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- Introductions** - All
- General Business** - All (5 min.)
1. January Meeting Minutes
  2. Announcements and Public Comments
- Discussion Items**
3. **2015 4<sup>th</sup> Quarter Progress Report**  
*Review performance report; discuss items of note* - Liz (10 min.)
  4. **LHWMP Matrix Management**  
*Share current structure for managing projects and staff* - Vicky, et al. (15 min.)
  5. **Managing Requests for Loaned LHWMP Staff**  
*Discuss issues and potential need for additional written guidance* - Joan, Lynda (15 min.)
- Updates**
6. **Legislative Update** - Policy Team (15 min.)
  7. **Secure Medicine Return Implementation** - Dave, Taylor (15 min.)
  8. **Director's Report and Upcoming MCC Meetings**
    - *Report on current activities (including Line of Business implementation)*
    - *2016 Service Agreements - Template*
    - *Look-ahead to upcoming MCC meetings*- Lynda (15 min.)
- MCC Member Recognition** - Joan (15 min.)  
*Recognize Stella Chao for her years of service to the MCC and LHWMP*
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**Decision Items:**

- January Meeting Minutes (Item 1)

**Read-Ahead Material:**

- January Meeting Minutes (Item 1)
- 2015 4<sup>th</sup> Quarter Progress Report (Item 3)
- LHWMP Matrix Structure (Item 4)
- Director's Report and 2016 Service Agreement Template (Item 7)

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**Next Meeting:** March 15, 2016, 10:15 a.m. to 12:00 p.m., 6<sup>th</sup> Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA.