

**Local Hazardous Waste Management Program
Final Approved Management Coordination Committee Meeting Minutes
March 23, 2016**

Attendees:

MCC:

Joan Lee, KCWLRD, MCC Chair
Hank Myers, SCA, MCC Vice-Chair
Tim Croll, SPU
Darrell Rodgers, PHSKC

Lauren Cole, KCSWD
Mendy Droke, KCSWD
Linda Van Hooser, PHSKC
Doreen Booth, SCA

Staff, Partners & Public:

Lynda Ransley, LHWMP
Liz Tennant, LHWMP
Vicky Beaumont, LHWMP
Maureen Weisser, LHWMP
Madelaine Yun, LHWMP

Charles Wu, KCWLRD
Veronica Fincher, SPU
Taylor Watson, KCWLRD
Dave Galvin, KCWLRD
Ashley Pederson, KCWLRD

GENERAL BUSINESS

MCC Minutes

MCC reviewed and approved the February 16, 2016 minutes, with no revisions.

Announcements and Public Comments: None

DISCUSSION ITEMS

Year-End Financial Report and Updated Fund Forecast (Liz and Madelaine Reviewed and Revised)

Madelaine provided a high level overview of the 2015 year-end financial report, as well as an updated fund forecast. Revenues were higher than expected due to the effect of the rate structure change on Seattle multi-family accounts; conservative revenue estimates; and the improving economy. Expenditures were lower than budgeted due to salary savings, lower agency overhead costs, underspending in several projects due to shifting priorities, and one-time items such as SMR boxes and the Residential Research project, which will be spent in the second year of the budget.

The Program currently projects a positive fund balance through the end of 2018.

Rate Adjustment Plan

Based on the current fund forecast, Liz provided members with updated analyses and staff recommendations for timing of the Program's next rate adjustment. The current recommendation is to target a rate adjustment for 2019, and seek a 4-year rate to align with the biennial budget process. An effective date of 2019 would require a proposal to the Board of Health in early 2018.

DISCUSSION

- MCC members discussed the proposal and agreed to defer seeking a rate increase until 2019.

2017-18 Initial Budget Development Guidance

Lynda provided background information and asked the MCC for general guidance for developing the 2017-18 budget, which will be brought to MCC in May for adoption.

DISCUSSION

- Tim expressed interest in increasing policy work, but agrees with status quo for next year.
- Joan also inquired if status quo includes potential expansion of Policy work.
- Lynda reminded them that the Program has already done that by doubling the size of the Policy Team in the 2016 Line of Business restructure.
- Joan and Darrell expressed a desire for flexibility and creative ideas, while getting settled in the new Lines of Business.
- Darrell inquired about filling agency vacancies prior to the budget season. Lynda responded that the Program is actively working on two of the three vacancies in Public Health based on current needs. Core Team is proposing reclassification of two of the positions, and hopes to get them filled as soon as possible.

Managing Requests for Loaned LHWMP Staff

Lynda provided a verbal and written overview of issues related to staff loan requests, as well as guidance-to-date provided by MCC. Staff assignments using Program funds seem to be generally addressed by current policies and are under the Director's authority. Staff loans using non-Program funds are less clear, challenging to balance the desire to maintain agency goodwill and honor staffing authority, while ensuring the Program's business needs are met. She also discussed inherent conflicts of interest that exist around these issues, and asked for MCC's help in supporting responsibilities assigned to the Program and managing agency expectations.

DISCUSSION

- Tim commented on several things: 1) the importance of not spending LHWMP funds on work that is not in the work plan; 2) that each agency has an obligation to get work done; 3) that the Director should have flexibility to say no; and 4) that core staff are off limits.
- CM Myers asked about specific concerns. Lynda highlighted several items in the written document.
- Joan responded that one dilemma is operating as "One LHWMP" while three of the partner agencies are also part of a "One King County" approach to managing resources.
- Joan discussed Section 2 of the background paper, and affirmed that Lynda has the authority to make the call if the work involves Program funds. If there is an overwhelming crisis, MCC can make an exception. Otherwise, she suggests this authority doesn't need to be discussed. Lynda responded that this is consistent with MCC's current guidance and our fiscal policies. She also asked that MCC help manage expectations within their respective agencies. She also affirmed that, with the exceptions of potential emergencies, the Program would use the processes already in place to adjust the work plan as desired during the course of the year.
- Tim responded that changes involving LHWMP funding and modifying the work plan have to be Lynda's call. And, within the work plan, each agency has responsibilities to get work done with qualified people.
- Darrell asked for clarification about what constitutes "non-work plan" work. MCC members clarified that the work plan is the one developed by LHWMP, approved by Core Team and the Director, and then by MCC. He asked if it is possible to build flexibility into the work plan, with the understanding it needs to be capped, and managed with some criteria.
- Lynda referred to the idea of a "de minimis" level of flexibility to allow for managing small requests, maybe 40 hours or less. Recognizing, however, that there is still a cost to LHWMP work, and restrictions on the use of Program funds. She added that this might provide the flexibility Darrell is suggesting, but MCC would need to be comfortable with it.
- CM Myers asked where requests are usually generated. MCC members responded that requests come most often from above them in their management hierarchy.
- CM Myers said that he wanted MCC to give Lynda the support she needs to make decisions.

- Darrell expressed total agreement with 3A, the Director’s Office staff should not be reassigned. He also said that it may be good to limit access to some other staff. Lynda suggested exploring an expanded “ineligible” list, consistent with an earlier MCC discussion. Darrell agreed. Joan suggested this might be done in conjunction with annual work planning, identifying key people who would be difficult to replace.
- Darrell would like to see if MCC can help support the Program’s needs through dialog with agency directors to find a win-win situation.
- Tim would like to differentiate between LHWMP funded and non-funded assignments; Darrell agreed.
- Joan asked Lynda to develop and bring back suggested guidelines, including examples.

UPDATES

Secure Medicine Return Implementation

Taylor provided an update, including that the King County Med Project Plan had been approved as an independent plan, including their separate request to use priority technology to dispose of mail-back envelopes collected from residents. Dave commented that after more than 10 years, we are finally getting SMR on the ground.

Taylor gave a presentation to the Seattle City Council Gender Equity, Safe Communities and New American’s Committee. Councilmembers Burgess and Gonzales proposed a resolution requesting pharmacies and law enforcement offices in the City of Seattle host a drop-box location. The resolution passed out of that committee with the vote by the full Seattle City Council on April 4. Taylor was also interviewed by King5. Earlier in the week, Taylor was interviewed by KPLU, and by AP Press and Everett Herald as part of a larger story on Snohomish County’s interest in creating a similar regulation. Dave commented that Coalitions want to help get the message out on how a pharmacy or law enforcement location can participate.

A change for pharmacies interested in hosting a drop-box location was announced by Washington State Pharmacy Quality Assurance Commission. Pharmacies will no longer require approval under a stewardship plan in King County. Instead they will simply need to prove to the commission that they are registered with the DEA as a collector.

Legislative Update

Mendy commented that the paint bill is dead for this session. There was a hearing late February in Senate Energy, Environment, and Telecommunications Committee – and it passed out of House. The American Coatings Association and Rep Peterson, bill sponsor in the House, provided good testimony. Senator Erickson, the head of committee, believed the assessment is too high and raises too much money for program. It is the same amount American Coatings Association has in all the rest of states. The Policy Team will continue to explore paint stewardship as part of their 2016 work plan.

Director’s Report

Lynda provided a written report and commented on upcoming staff retreat (March 30) as well as a farewell event for Stella (April 14). And, a success story was shared about LHWMP’s financial incentives program to close the meeting.

Next Meeting: April 19, 10:15 p.m. to 12:00 noon, 6th Floor King/Chinook Conference Rooms, King Street Center, Seattle, WA. (*Rescheduled to 5/25, 9:00 – 11:00, Seattle Municipal Tower, Rm. 4080*)