



Management Coordination Committee (MCC)

MEETING MINUTES

April 16, 2024

ATTENDANCE

MCC Members:

- Susan Fife-Ferris, SPU, MCC Chair
- Dylan Orr, PH SKC
- Josh Baldi, KC WLRD
- Kim-Khánh Văn, SCA, Renton Councilmember
- Marin Burnett, KC DNRP

Other Attendees:

Amanda Miller, KC WLRD
Andie Parnell, SCA
Arone Andu, KC DHR
Dave Ward, KC WLRD
Gwen Bagley, KC DHR

Julie Mitchell, PH SKC
Kristin Pace, KC WLRD
Lakshmi Panikkar, KC WLRD
Linda Van Hooser, PH SKC
Madelaine Yun, KC WLRD

Maythia Airhart, KC WLRD
Pam Johnson, SPU
Roger Chin, PH SKC
Ryan Cunningham, KC WLRD
Thanh Truong, KC WLRD

GENERAL BUSINESS

Introductions

Gwen Bagley and Arone Andu, Organizational Development Practitioners from King County Department of Human Resources, partnered with the Haz Waste Program to facilitate stakeholder engagements, data gathering, and analysis for the Program's workplace culture assessment.

Announcements

Dylan Orr announced that he will be on paternity leave. Ryan Kellogg will serve as his alternate for MCC.

MCC Meeting Minutes

MCC reviewed and approved the March 19, 2024, meeting minutes without revisions.

DISCUSSION ITEMS

Haz Waste Communications Market Research Results Thanh Truong/Roger Chin

Roger (Research) and Thanh (Communications) summarized the King County market research project, which aims to understand public engagement with the Program's services and initiatives. They shared the top barriers to safe hazardous waste disposal and choosing greener alternatives, along with the project timeline, approach, and methodology. Lessons learned will guide future efforts to increase awareness and motivate public support to reduce exposure to hazardous materials. MCC members are encouraged to review the full report on the Program's [SharePoint site](#). If you need access, contact [Amanda Miller](#).

Workplace Culture Assessment Maythia Airhart/Lakshmi Panikkar

This is Haz Waste Program's first workplace culture assessment. It is part of the Program's continuous improvement efforts. The assessment seeks to learn about the current culture, norms and practices, employee experience, and opportunities to align and demonstrate how the Program can establish and live King County's True North Values. To minimize bias and ensure anonymity, Haz Waste Program partnered with King County Department of Human Resources (DHR), organizational development program. An overview of the workplace culture assessment methodology and findings on areas of strengths, gaps and opportunities were shared. Also included, were observations by the OD practitioners and their recommendations. This assessment will inform the next phase of the Program's organizational development. Haz Waste is currently doing a Request for Proposal (RFP) to get a consultant onboard to help identify intervention strategies to address gaps and opportunities to improve workplace culture. The Program will work with DHR to address questions by MCC members and determine if more specific data can be shared. The Learning Report has not been finalized. The Program will share with MCC members when it receives the finalized report from DHR. Questions from MCC members included – The Program's plan to following up on areas for improvements, specifically, BIPOC staff workplace experience, whether disaggregated demographic data is available, and if more details of the assessment is available for MCC members. The workplace cultural assessment didn't collect demographic data. DHR's approach to ensuring anonymity, requires sharing findings in themes without the details and demographic data. The Program will follow up with DHR to determine if more detail data can be shared with us. The Program will look for opportunities in the operating structure assessment to incorporate questions that will help us answer MCC 's questions and get more specificity on areas of improvements so that we can appropriately respond to the needs of our Program staff.

Haz Waste 2023 Annual Report Maythia Airhart

Highlights from the Annual Report was shared. Specifically, the Program's progress advancing its mission and vision. This report focused on the people we serve, how we are working to protect them and the environment, and how the partnerships and collaborations with our community, government agencies, and NGO are helping us to produce meaningful results, which brings value to our rate payers. MCC members are encouraged to read the Program's 2023 Annual Report and share it with others in their agency.

Management Plan Status and Future Implementation Kristin Pace/Dave Ward

Due to time constraints, Susan asked Kristin and Dave to give a brief overview of their topic, which will be discussed in detail at next month's meeting. Kristin shared a timeline of the management plan, outlining the steps forward. She mentioned that they will spend the next few months developing a three-year action plan to implement specific actions for the next phase of the management plan, and she presented the scope of work for this phase. Dave discussed the interaction of the rate planning process with the forecasted fund balance through 2029, assuming investments beyond the status quo. He noted that they are still refining these numbers and analyzing budget costs and future rates.

UPDATES

Director's Report and Look-Ahead Calendar Maythia Airhart

Maythia provided highlights of the Director's Report, focusing on current areas of interest to MCC, which included the look-ahead calendar for the next three months. Maythia requested that MCC members review the Director's Report for more detailed information.

Next Meeting: May 21, 2024, 10 a.m. – 12 noon, Zoom teleconference.