



Public Participation Plan Advisory Committee
Meeting # 4 – January 23, 2014, 4:00pm – 5:30pm

Meeting Notes

Present: Debbie Ingram, Meredith Birkett, Infinite Culcleasure, Amy Bell, Erik Filkorn, Kelly Stoddard-Poor, Isha Mohamed

Absent: Sarah Sinnott, Sara Osaba, Isra Kassim, Indra Acharya, Sarah Launderville

CCRPC Staff: Present: Bryan Davis, Michele Boomhower | Absent: Emma Long, Charlie Baker

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4:00 (5 min) Welcome and introductions

Debbie provided an overall welcome.

4:05 (10 min) One-to-one conversations

Debbie led an introductory exercise.

4:15 (65 min) Review and discussion of existing plan

General comments and discussion:

- Bryan walked everyone through a PowerPoint presentation on the changes that were made since the last meeting: Updated the Introduction; merged the Goals/Objectives/Principles sections; created a “Spectrum of Engagement” draft (to match each Major Activity to a level of engagement); moved CCRPC Committee Structure to an appendix; added diversity and equity maps to appendix.
- Updates to the Introduction included: Deleted outdated information; pulled in Social Community goal from the ECOS Plan; pulled in Strategy 8 (Equity) from the ECOS Plan; overall editing for conciseness.
- Merged Goals/Objectives/Principles sections with ECOS Strategy 8 (Equity).
- Review of Spectrum of Engagement, with the note that the next draft will include Major Activities divided up into these categories. Graphic elements to follow.
- Bryan led others in a discussion about refining the evaluation metrics from the 2008 PPP.
- Kelly: Will PPP include specific techniques related to specific community groups? Bryan: Yes. At the beginning of each project, we will identify audiences, then craft outreach appropriately. The Engagement Worksheet will help with this.
- CCRPC will reference SAFETEA-LU and MAP-21 requirements appropriately throughout entire Plan (ex: *outlined in SAFETEA-LU and updated in MAP-21*).
- Discussion about evaluation inputs and outcomes; should we prioritize which methods we track? Maybe only include the top 10?
- Consider updating the website to include different languages (CCTA has example through Title VI – they have a part of their website where people of different languages can find out how to get more information and materials in their native language). Website updates can include: font size, and other ADA improvement widgets.

- Infinite: Consider the *Results Based Accountability* tool – some state agencies are currently using RBA; CCRPC should look into it.
- Michele: We need to get feedback from stakeholders about whether we/our consultants are being effective.
- Isha: How do non-English speakers know about meetings? Bryan: At this point, through our connections with different community groups (through Sara, etc.).
- Michele: The Tilley Drive/transit example – translation services should have been offered.
- Michele: Has examples from Broward County, FL that she can share.
- Debbie: VIA trains staff to do verbal evaluations at the end of meetings; she doesn't have this written down – maybe we can find similar techniques online?
- Kelly: Is the bus schedule available online (CCRPC)? Are there other interactive features on the CCRPC website? CCRPC will explore linking to CCTA / improving interactive features.
- Amy: At public hearings (like 502 Hearings), all info is public, including sign-in sheets – and this has to be identified as such so people can choose whether or not to provide their name, etc.

5:25 (10 min) Next meeting: content and scheduling

Content:

At the next meeting, we will go over:

- Referencing of Equity Impact Review Tool in other sections / identifying where/when to use it
- Merging of Committee section with Major Activities section
- Integration of Community Engagement worksheet
- Evaluation metrics update
- Differentiate between active and passive engagement in Techniques section

Scheduling:

- The group chose a next meeting date of Thursday, February 27th from 4-5:30pm.

5:30 Adjournment