



# CHITTENDEN COUNTY RPC

Communities Planning Together

Public Participation Plan Advisory Committee  
Meeting # 8 – October 9, 2014, 3:45-5:00pm

## Meeting Notes (DRAFT)

**Present:** Amy Bell, Meredith Birkett, Debbie Ingram, Diane Meyerhoff

**Absent:** Sarah Sinnott, Isha Mohamed, Sarah Launderville, Kelly Stoddard-Poor, Infinite Culcleasure, Erik Filkorn, Sara Osaba, Isra Kassim

**CCRPC Staff:** Michele Boomhower, Charlie Baker, Emma Long

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**3:45 (5 min) Welcome**

**3:50 (55 minutes) Review and discussion of Plan**

- Charlie introduced the topic of changing the name of the Plan from *engagement* back to *participation*. The change to engagement was staff-initiated and subsequently discussed at two Advisory Committee meetings; Infinite had expressed an issue with the process change, as well as the name itself; Infinite explained that *participation* is more closely aligned with the ECOS Plan; staff is recommending we change the Plan back to *Public Participation Plan*.
- Debbie said she prefers participation because engagement seems ‘top down’ whereas participation allows individuals more of an opportunity.
- Debbie asked if we had any comments come in from other AC members on the Plan; Emma answered that we did not.
- **Stipend discussion:** Diane said there might be some questions arising from the interim stipend policy. Debbie said that what we are trying to do with this policy is eradicate barriers, not give bonuses; we will see how it goes and adjust the policy as necessary. Diane noted there are some procedural pieces that need to be reviewed; what documents to give out at the inception of an Advisory Committee (enrollment and stipend information and form), who to return the documents to (Amy indicated these go to Bernie at the CCRPC), etc.
- **Equity impact worksheet discussion:** Diane said she will be looking over the worksheet for Winooski Ave and trying to complete it for that. Emma said she has begun working individually with staff to complete the worksheet for projects. Debbie said it’s a living document and we will be making changes as we go.
- **Document discussion:**
  - Charlie suggested we add a bulleted list of the ECOS actions that will help advance the ECOS Plan (page 7, section 4b). This suggestion comes from a previous conversation with Infinite in which he suggested the Plan more closely explain the specific ECOS actions involved.
  - Debbie indicated we should change her title to CCRPC Williston Alternate Representative in the Advisory Committee section (i.).
  - Section i: Diane suggested we remove affiliations in this section altogether and list individuals first, then organizations below.
  - Section i: Charlie suggested we give specific credit to Bryan and Emma rather than list all staff.

- Section i: Amy noted that she is not on the AC list; Emma will update this full page, including Board members.
  - Charlie and Diane suggested we add a section to page 20 (evaluation methods) that notes that the PPP Advisory Committee will get together annually for a review to assess the effectiveness of the PPP and its evaluation methods. What’s working, not working, etc.
  - Charlie suggested we look at page 28 again and add additional references as necessary; we pulled content and ideas from King County, yet they are not on that list. Emma and Bryan will review this and update accordingly.
- Meredith asked about the organization list that was previously discussed in Advisory Committee meetings; she would like a copy for her own use. Emma will send the list to her. Diane asked about the equity network event that was previously discussed as happening this fall, which this organization list was drafted for; what is the status? Charlie explained that the event is not happening as previously discussed; instead, we are currently working toward developing and strengthening relationships with area organizations that represent and engage with underrepresented populations. Perhaps this will happen on a contract basis? The details are still being ironed out. Meredith suggested that CCTA and CCRPC should collaborate on this effort. Michele referenced the Broward County model as one to look at when developing this network.
- Debbie recited the list of final suggested changes that will be brought to the Board and asked for a motion:
  1. Change the name from Public Engagement Plan to Public Participation Plan, including all references within the Plan.
  2. Page 7, Section 4b.: After the last paragraph in this section, add the bulleted list of actions that will help advance the ECOS Plan Strategy 8 (equity impact tool, etc.).
  3. Page 20: After the last sentence, add that the PPP Advisory Committee will get together once a year for a review to assess the effectiveness of the PPP and the evaluation methods.
  4. Page 28: Add additional references as necessary – specifically, King County.
  5. Page i.: Update the Board member list, the staff list, and the PPP AC list. Adjust the PPP AC list to show names of individuals (removing specific affiliations), and then add: “With support from:” followed by a list of organizations represented.

Meredith made the motion to recommend the above changes to the Board. Diane seconded this motion. The motion passed unanimously.
- Charlie thanked Debbie and the members of the Advisory Committee for their hard work throughout this process. We will hold the Public Hearing on Wednesday, October 15<sup>th</sup> and ask the CCRPC to adopt the Plan at that meeting.

**4:45 Adjournment**