



## **Public Involvement & Communications Committee**

**Date:** Tuesday, February 28, 2017

**Time:** 10:30 a.m. to 5:00 p.m.

**Location:** Richland Public Library, 955 Northgate Drive, Richland WA

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### **Teleconference:**

- Tri-City participants: 509-373-6464, enter conference code 843683#
- Long distance participants: 866-645-0958, enter conference code 843683#

**GoToMeeting:** <https://www.gotomeet.me/ProSidian> ; Access Code: 171-499-709

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### **10:30 a.m. Opening – Liz Mattson, Chair**

- Welcome and introductions
- Approval of the December committee meeting summary
- Announcements

### **10:35 a.m. Facilitation Team introduction**

*Purpose: To introduce ProSidian team members, the incoming Board facilitation and administration contractor*

- Introduction: Liz Mattson, Chair
- Presentation: Freddie Barrett, ProSidian (15 min)
  - *Please tell us a little about ProSidan; Background, Applicable Experience, Expertise?*
  - *Please tell us about our facilitation team: Who they are, What HAB committees will they be facilitating, Where are they based, How would they prefer the HAB membership to contact them; email, telephone, cell?*
- Committee discussion

### **11:35 a.m. TPA Public Involvement Update**

*Purpose: To have a status update on the current TPA Public Involvement Calendar. Also to consider any public involvement materials for PIC review & input.*

- Agency Update
- Update on upcoming public comment periods
- Webinar- State of Meeting (April 12<sup>th</sup>, tentative holding date time 7pm-9pm)

## **Hanford Advisory Board**

**12:00 p.m. Lunch**

**1:00 p.m. TPA Public Involvement Survey**

*Purpose: To review the survey in depth question by question with the committee at large.*

- Introduction: Helen Wheatley, HAB Issue Manager (5 min)
- Walk through the survey and survey questions. Read through discussion notes.
  - *What is the purpose of the survey?*
  - *Should there be alternative feedback mechanisms?*
  - *How can we improve the quality of the survey?*
  - *Survey design- How can we get more utility out of the survey?*
  - *Should we design the survey in house or through professionals by contract means?*

**2:00 p.m. HAB Summary Report**

*Purpose: To have a status update on available reports, publications, newsworthy articles that may be applicable to issues tracked by HAB members and/or of interest to HAB members.*

- Summary: Gary Garnant, HAB Issue Manager

**2:15 p.m. Hanford Live Meeting (SOS)**

*Purpose: To review TPA agency response if available, to receive an agency update on the SOS webinar planning, and to provide input on the planning process and discuss next steps.*

- Introduction: Sarah Cram, HAB Issue Manager
- Provide committee input
- Discuss proposal for alternative name and timing of future SOS meetings
- State of the Site Response- TPA reply to advice provided by the agencies
- Webinar- State of the Site Meeting (April 12<sup>th</sup> tentative holding date, (7pm-9pm))

**3:15 p.m. BREAK**

**3:30 p.m. TPA Public Involvement Plan**

*Purpose: To receive an agency update on the proposed TPA PI plan, updates, edits and to determine the next opportunity to provide further review if needed.*

- Introduction: Alissa Cordner, HAB Issue Manager

## **Hanford Advisory Board**

- Framing questions
  - How was the input used from the committee members?
  - *What changes will be considered and may be left out?*
  - *What is the anticipated date for major edits to the plan?*

### **4:15 p.m. HAB Member Self-Assessments**

*Purpose: To provide an opportunity for members and agency representatives to share public involvement activities they have been engaged in recently and how members have shared information about the HAB with the constituencies.*

- Framing questions
  - What public involvement activities have you been involved in since the December PIC meeting?
  - How have you shared information received from the HAB?
  - What, if any, questions/feedback/concerns they've received from their constituencies?

### **4:45 p.m. Next Steps**

- Review follow up items
- Update 3 month work plan (if time allows)

### **5:00 p.m. Adjourn**