



Recycling Steering Committee

Modernizing Oregon's recycling system with support from Oregon Consensus

Stakeholder Engagement Subcommittee Meeting Summary

Agenda

October 10, 2019

10 a.m.-12 p.m.

ACTION ITEMS:

ACTION	BY WHOM?	BY WHEN?
<ul style="list-style-type: none">DEQ to update the draft Stakeholder Engagement Plan and solicit feedback/proposed edits from Subcommittee members at its October 24th meeting.	DEQ	10/24
<ul style="list-style-type: none">DEQ to share updated key stakeholder contact list with Subcommittee members at its October 24th meeting.	DEQ	10/24
<ul style="list-style-type: none">Draft Underrepresented Stakeholder Focus Groups proposal	DEQ	10/24
<ul style="list-style-type: none">Draft January 31st meeting invite for review and consideration	DEQ	11/7

Welcome and Introductions

Amy Roth opened the meeting and welcomed subcommittee members. Amy shared DEQ has added additional staffing capacity to the Stakeholder Subcommittee and introduced Sanne Stienstra (DEQ) as its new co-chair. Amy then provided a high level overview of the September 25 Steering Committee (SC) meeting. Topics included DEQ staffing update to the SC; frameworks research and workshop timeline; and the proposed stakeholder 'come all' event to hear about RRS frameworks research.

Sanne then introduced herself to committee members and welcomed Tom Lang (DEQ) to the Subcommittee. Sanne shared Tom has been assigned to the subcommittee to provide additional DEQ staff support and serve as an additional resource for the group.

She stated in an effort to streamline products and provide additional support, DEQ has offered to take the lead on drafting documents and gathering materials on behalf of the group. She noted others are welcome to take the lead, but DEQ will assume responsibility for the initial drafting and bringing back those draft documents for subcommittee discussion and approval.

Stakeholder engagement plan revision

Sanne discussed DEQ's desire for a succinct Stakeholder Engagement Plan that addresses the project needs moving forward. Sanne shared this would include having clearer tasks and roles delineated in the document. Sanne shared DEQ will do a quick revision of the draft Plan with updated information and will bring it back for Subcommittee review at its 10/24 meeting.

ACTION ITEM: DEQ to share updated draft Stakeholder Engagement Plan with Subcommittee members at its October 24th meeting.

Sanne reviewed the January 31st Stakeholder meeting purpose and intended audience with subcommittee members. She shared one objective of the meeting is to be an opportunity for key stakeholders to hear directly from RRS regarding their evaluation of the Frameworks Research scenarios and draft report. Additionally, the meeting is intended to assist SC members with their deliberations and reduce the burden of teaching and educating their constituencies about the research second hand. To that end, Sanne suggested the draft key stakeholder contact list of high-influence high-interest stakeholders (*circulated as a Google doc to SC members*) could serve as the draft invitee list for the January 31 meeting.

Sanne then solicited feedback regarding additional key stakeholders that should receive an invite to the meeting. There was one question related to how associations would handle their invitees. The subcommittee agreed the invite list should be a manageable size, and highlighted associations such as Association of Oregon Recyclers, Oregon Refuse & Recycling Association, Association of Oregon Counties, and League of Oregon Cities, have (or will work on) processes to funnel input for decision making (e.g. executive committees). It was suggested for this meeting, the executive leadership (or equivalent) of the aforementioned associations be the key stakeholders to invite. Following this, Sanne stated DEQ will fill in any additional contact details and share an updated list at the Subcommittee's October 24th meeting.

ACTION ITEM: DEQ to share updated key stakeholder contact list with Subcommittee members at its October 24th meeting.

Sanne then introduced a proposal to engage and gather feedback from underrepresented recycling stakeholders that are not currently presented at the SC table, but who could support key legislative efforts moving forward. Sanne shared DEQ and others could conduct 3-5 focus groups with identified key communities/target groups. The subcommittee agreed with the general focus group approach and provided the following proposed groups to engage:

- Trash for Peace
- Oregon Tradeswomen Inc
- Master Recyclers of Color
- Washington County Latina
- Promotores at Bienestar
- University Sustainability offices
- Deschutes County Environmental Center
- Zero Waste Programs

January 31 frameworks workshop design, materials and invitations

The group then engaged in a facilitated discussion about desired workshop design elements, materials, and key considerations. The following ideas and key considerations were shared:

Workshop Design

- Oregon Consensus work directly with RRS to ensure the PPT is reviewed for plain language; presenters are prepared for key questions or topics that may arise; visuals are easily understood; and there is a dry run before the meeting with DEQ staff not familiar with the project in attendance.
- DEQ should reserve the first 10min of the meeting to do a high-level overview of the SC process and frameworks subcommittee efforts to date. It was suggested that DEQ share how the SC and subcommittee members' discussions and efforts led up to RRS' current involvement. This

includes speaking to the SC's common understanding of problems and desired functions that helped inform the frameworks criteria.

- The meeting space have good audio visual capabilities to support the meeting.
- There be facilitated table discussions following the presentation to solicit high-level feedback and key questions. The feedback could be recorded on individual sheets of paper that could be handed to the presenters, or given to SC members following the event.
- There could be quantitative tools to solicit invitee feedback in 'real time'. This could include the use of tablets, surveys, or other live polling mechanisms.

Materials

- RRS PPT presentation slides
- Steering Committee FAQ sheet
- Steering Committee member contact information and process for engaging with their SC representative.

Action items and planning for next meeting

Amy Delahanty (OC) confirmed the meeting's action items for Subcommittee members and DEQ staff.

Topics for the next Stakeholder Subcommittee meeting on October 24th included the following:

- Review of updated draft Stakeholder Engagement Plan
- Review and confirm draft key stakeholder invitee/contact list.
- January 31 planning updates