



April 8, 2010

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 7: Annual Review of Public Participation Plan (PPP) and Title VI Plan

Action Recommended: Review and comment on the subcommittee proposal regarding the approach and key questions to address in the 2010 Annual Review of the PPP and the Title VI Plan.

Policy 3.2 on page 10 of the PPP directs that the PPP shall be reviewed annually. At the February 15, 2010 meeting, the Chair appointed a subcommittee to conduct the Annual Review and report to the CAC at the April 15, 2010 meeting, with continued discussion and action anticipated to occur at the May 20, 2010, meeting.

The PPP/Title VI Annual Review Subcommittee consists of Sarah Strand, serving as chair, Diana Alldredge, Bill Morganti, and Edward Winter. The subcommittee met on April 6, 2010, and agreed on the recommended approach to the Annual Review outlined in this memo and Attachment 1.

Approach for the 2010 Annual Review of the PPP

The subcommittee recommends the CAC take a broad, high level approach for the Annual Review, which focuses on the whole MPO public involvement program rather than just the PPP and the Title VI Plan. The review would focus on 3 key questions:

- Are we heading in the right direction?
- Are we using the right tools and strategies? and
- Are we doing a good job?

Attachment 1 illustrates the approach with flow charts and key questions to evaluate program goals, objectives, and actions. Staff suggests focusing on the goals and objectives at the April 15th meeting and on the actions at the May 20th meeting.

The recommended approach is purposely broad, to allow us to get our arms around the evaluation of the program without getting bogged down in the details. It will give us a big picture view and a sense of how we are doing. After answering the key questions, the review can move on to details such as changes needed, for example, to update the documents to keep them current, ensure we are using up-to-date tools, and include additional methods to reach out to Title VI populations.

Timeline

The following proposed timeline aims to complete the CAC work on the Annual Review in time for MPC adoption of any changes to the Title VI Plan by July 2010. The timeline also allows adequate time for the CAC subcommittee to conduct the review and for the CAC to consider and take action on the recommendations of the subcommittee.

February	CAC agrees on 2010 Annual Review approach and timeline.
April-May	Subcommittee conducts Annual Review and develops preliminary recommendations.
April	Subcommittee recommendations presented to CAC for discussion.
May	Continued CAC discussion (as needed) and develop recommendations to MPC.
June	CAC Field Trip (location TBD).
July	MPC takes action on CAC recommendations.

Attachments

1. Central Lane MPO Public Involvement Program Evaluation Flow Charts