

# Feedback on the May 29, 2019 Lower Duwamish Waterway (LDW) Roundtable Meeting

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Following the 5/29/19 LDW Roundtable meeting, Triangle Associates reached out to select members of the Roundtable to get their feedback on the strengths and weaknesses of this meeting.

## Questions to Interviewees

Below are the questions Triangle asked interviewees.

1. Pros: What went well?
2. Cons: What could be improved?
3. Structure: How is the caucus system working for your organization?
4. Content: Was the level of technical information too much or too little?

## Strengths

Below are aspects of the LDW Roundtable that interviewees supported.

- The meeting was in an accessible location.
- It was nice to have a meal and refreshments available.
- It was great to have childcare available.
- There was a good mix of stakeholder participation.
- Information was valuable in providing a baseline understanding.

## Suggestions and Concerns

Below are the interviewees' suggestions and concerns related to the Roundtable meeting:

- Post ground rules in place for the meeting participants to see to ensure that everyone in the Roundtable is being heard or have an opportunity to speak or express if they are in agreement or disagreement with the discussion. These may have been developed at the 1<sup>st</sup> meeting, if so, would be helpful to have posted at each time since the participants who attend might slightly change each time and/or over time.
- Make sure to hear from the whole group and not just certain individuals.
- Capture feedback in writing ahead of meetings.
- Agenda considerations:
  - Source control updates at future meetings would be appreciated.
  - A review of the LDW cleanup process since 2001 would be helpful. This would include how the Roundtable came out of the Community Involvement Plan, the role of Triangle, who are the interests, and why are they important.
  - May need to decrease agenda items to allow more time for questions and discussion.
  - Indicate on agenda that goes out ahead of time what the action is for each item (i.e. decision/voting, feedback request, discussion only, presentation only, etc.). This could help the facilitators of the pre-roundtable meeting and other prep meetings know where to focus their time.
  - Provide context without starting from square one.

- Materials considerations:
  - Include the main topics/decision points of the Roundtable meeting in the email containing the materials in case people don't have time to open the materials ahead of time.
  - Provide all handouts and PowerPoints before the Roundtable meeting (so that it won't be the first time that they see the information) – it may help everyone come ready with questions and be able to provide input.
  - Print different handouts on different color paper so people can easily distinguish between them. When possible, make them more visual.
- Language considerations:
  - For all Roundtable meetings, utilize visuals as much as possible to support the fisher community's understanding of material.
  - Ensure that interpreters are available and have the background knowledge to be able to interpret terms correctly (this may require a pre-meeting between Triangle/EPA with the interpreters).
  - Use the same interpreters that provide interpretation to the Community Health Advocates (CHAs) to ensure consistency and build relationships.
  - Request presenters/guest speakers to speak a bit slower to allow more time for interpreters.
  - Technical discussions need to either be teed up ahead of time or simplified for the group. Some discussion items were not easily translated on the spot and the discussion of the remedy may not have been translated or confusing because the words do not translate well. Ideally, have a write up of the description/background of the issue and have it translated before the meeting.
  - More time should have been spent explaining the Explanation of Significant Differences topic before voting on it. This likely needed more explanation as translation in the moment was difficult, so some members of the Roundtable may have been voting on something they did not fully understand.