

ITSG GUIDING PRINCIPLES
Proposed by Chair Garber
Adopted by MSWMAC at its March 14, 2008 Meeting

1. MSWMAC members value input from ITSG, and will need that input in the months to come as we review issues and documents related to the Comp Plan update and ILA.
2. ITSG will meet only when MSWMAC needs their input on an issue, and MSWMAC will be specific about the type of information/recommendations it needs from ITSG. At the MSWMAC meeting before each ITSG meeting, MSWMAC will convey its expectations.
3. ITSG will provide its comments and recommendations in writing, so they can be emailed to MSWMAC members as part of the agenda packet for the next MSWMAC meeting.
4. To allow interested staff to meeting dates on their calendars, an ITSG work plan and schedule will be developed and incorporated into the Master Schedule.
5. ITSG could consider appointing a Chair to facilitate the group's discussion and move the group toward providing the information needed by MSWMAC.
6. Although governance issues may not be addressed until later in the year, the Governance Committee will be formed earlier so they can meet and decide on a work plan for the committee to present to MSWMAC. When dates of committee meetings are known, they will be incorporated into the Master Schedule.

MOTION

I move to approve the ITSG guiding principles as proposed.

ITSG MEETING PROTOCOL
Proposed by Chair Garber
Adopted by MSWMAC at its March 14, 2008 Meeting

At the February 8 MSWMAC meeting, we discussed the role of ITSG and there seemed to be consensus on the following guiding principle:

ITSG should meet only when MSWMAC needs their input on an issue, and MSWMAC should be specific about the type of information/recommendations it needs from ITSG. At the MSWMAC meeting before each ITSG meeting, MSWMAC will convey its expectations.

The intent of this principle is that when the Solid Waste Division is making an information-only PowerPoint presentation, ITSG would not meet separately from MSWMAC to hear that presentation. ITSG members would, of course, be welcome to attend the MSWMAC meeting where that presentation is given. On the other hand, for an issue on which the Division expects direction from MSWMAC via a motion – for example WPR recommendations, financial policies, etc. – MSWMAC would direct any questions they have on this issue to ITSG for analysis before taking action.

Although this principle seemed clear at the last MSWMAC meeting, there is some confusion about how it would work in practice. Therefore, I would like MSWMAC to formally approve an ITSG meeting protocol by motion at the March 14 MSWMAC meeting.

Based on the discussion of ITSG's role at previous meetings, MSWMAC members have two objectives with regard to ITSG: (1) to focus ITSG's analysis on those issues where MSWMAC needs ITSG's input; and (2) to reduce staff time by limiting ITSG meetings to those necessary to provide input requested by MSWMAC. To meet these objectives, I propose the following ITSG meeting protocol for MSWMAC's consideration:

Proposed ITSG Meeting Protocol

When the Solid Waste Division requires direction from MSWMAC on a certain issue, the Division will give a presentation on that issue to MSWMAC. Based on the presentation, MSWMAC will either take action without ITSG's input if members are comfortable doing so; or will direct ITSG to analyze specific aspects of the issue and provide input to MSWMAC. In the event MSWMAC requests ITSG's input, the Solid Waste Division will make the same presentation to ITSG that it made to MSWMAC. ITSG's response to MSWMAC's request for input will be in writing and will be included in the agenda packet for the next MSWMAC meeting.

PROPOSED MOTION

I move approval of the ITSG meeting protocol as proposed.