

Jefferson Parkway Advisory Committee  
Protocols – FINAL 2.7.18

**Purpose and Authority**

The purpose of the Jefferson Parkway Advisory Committee (JPAC) is to discuss issues related to the Jefferson Parkway, learn together, and provide feedback to the Jefferson Parkway Public Highway Authority (JPPHA) Board of Directors via reports and/or presentations to the Board.

**Working Group Members**

The Working Group is comprised of twelve named members selected by the JPPHA Board of Directors, Bill Ray, Kevin Standbridge, and Heather Bergman.

Bini Abbott  
Bill Branyan  
Rebecca Kallio  
Vera Ladtkow  
Britta Nelson  
Ian Owens

Brent Smith  
Randy Stafford  
Jill-Ellyn Straus  
Gerald Taylor  
Brett Vernon  
Marc Wills

**Representation**

There will not be proxies allowed, but if someone who represents an organization or neighborhood is unable to attend a JPAC meeting, they may ask that someone else attend the meeting. That person would sit in the public seats to observe and take notes, but would not participate in the meeting.

**Primary Driver of Group Discussion Topics**

The JPAC group members are the primary drivers of the topics that will be discussed. Group members may request or invite experts to come speak about specific topics.

**Decision Making**

On a case-by-case basis, JPAC members will decide how their agreements, or lack thereof, will be described to the JPPHA Board of Directors.

**Meeting Attendance and Public Participation**

All the JPAC meetings are public. Any member of the public may attend, but not participate in, JPAC meetings. JPAC members may decide in advance of a meeting if they would like to reserve time in the meeting for public comment. The group will specify how much time they would like to set aside for public comment. Members of the public will also be offered the opportunity to write their thoughts on comment cards.

**Meeting Announcements**

JPPHA staff will post a notice about the commencement of the JPAC with all the meeting dates in local newsletters and reports. The entire meeting schedule will be posted on the JPPHA website. The agendas will be posted one week in advance on the JPPHA website, and meeting summaries will be posted at least a week before the next meeting. JPAC members can distribute the final meeting summaries and agendas freely.

**Documentation**

Peak Facilitation Group will provide detailed, non-attributory meeting summaries for each meeting. All participants will have a chance to review and edit these meeting summaries before they are finalized.

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**Interaction with the Media and Other Decision Makers**

JPAC members may speak to decision makers and the press at their discretion. They are strongly encouraged to use caution and to clearly state that they only represent themselves, not the entire JPAC. Members will notify the group when they have spoken to a decision maker or a member of the press. If a JPAC member is contacted by the press and prefers not to speak to them, the member is encouraged to refer the press to Bill Ray. Heather Bergman, the facilitator, may present to the Board of Directors about the work of the group and will notify and discuss the presentation with the group in advance of her presentation. Ms. Bergman will not speak to the press.