



Public Information Task Force

Agenda

July 9, 2007

1:30 – 3:30 pm

Lake County Division of Transportation

600 W. Winchester Road

Libertyville, Illinois 60048

1.0 Roll Call

Hartnett, Sherry – Chair, Baxter

Giertych, Al — Lake County DOT

Kampa, James – STS Consultants

Khoen, Jennie – LC Communications Division Director

Motley, David — City of Waukegan

Vancil, Susan — Lake County Stormwater Management Commission

Staff:

Russell Medley – LCP

Chuck Gleason – LCDOT, IL Route 120 CPC Project Manager

2.0 Public Comment –

3.0 Sept. 27, 2006 & Oct. 26, 2006 Meeting Minutes Approval

Motion:

Motion By:

Seconded By:

Discussion:

Motion Passed:

4.0 Chairman's Remarks – Introduction of the IL Route 120 Feasibility Study's project Team, Sherry Hartnett (See attached Project Scope and TranSystems handout)

4.1 Executive Summary of Feasibility Study Process

4.2 Overview of Feasibility Study process by TranSystems

4.3 Overview of Schedule by TranSystems

4.3 Task Force Q&A

5.0 Discuss Initial PI-TF Needs / Agree on Course of Action / Assign Tasks – Sherry Hartnett

- Goal: is to build awareness by making the process transparent and as inclusive as feasible
- Needs - as we know them today; are there more?

1. Update CPC's PowerPoint - what is the role of the PITF, IL Route 120 Project Manager, TranSystems? The powerpoint is posted on the web to create project awareness and used by CPC Governance Board Members and staff that present on the project – do we just add to/revise the existing PowerPoint as the project moves along or do we develop new power points at key milestones in the project?
 2. Updates to the Web Site – what is the role of the PITF, IL Route 120 Project Manager, TranSystems? Who and what process will be used to screen and release updates that either Russell or LCP's consultant will post to the Web site; do we rely upon the all content developed by the consultant either in preparation for the 12 Task Force, 8 Governance Board and 2 Public Meetings they have programmed into their Scope of Work ? How do we manage/respond to any public relations/mis-informational crisis that emerges.
 3. Should all e-mail inquiries off our web site & project-related telephone calls received at LCP be screened by Russell and sent to the “go to” person designated by the IL Route 120 Project Manager, TranSystems and/or Task Force Chairs to develop responses? What turn-around time should they attain – should it be 48 hours; do we agree these responses will be added to the Web sites library of FAQ's to memorialize [the query](#)?
 4. [Should the](#) PTIF, in conjunction with the IL Route 120 Project Manager and TranSystems, develop Newsletter content, message and frequency guidelines, knowing full-well there may always be the need to respond to misinformation emergencies; the source for newsletter content will be information developed by the consultant during the course of the project.
 5. [Should the](#) PTIF convene a meeting of the IL Route 120 Project Manager, TranSystems, Task Force Chairs and the Chair/Vice-Chair of the CPC to develop an Editorial Response team that manages and responds to misinformation in a timely fashion.
 6. Should the PTIF, in that meeting, lead a discussion to identify and agree on who the spokesperson for the CPC is, develop guidelines and protocols for working with the Press and agree on how requests for outside presentations should be handled?
 7. Should the LCP staff enter into a series of discussions with the participating gov't entities to agree on how we can leverage their in-house public information capabilities to build awareness and support for the project.
- There will be 2 Public Meetings - 1 in Summer 2008 and 1 in Spring/Summer 2009:
1. LCDOT will secure the meeting facility, put together the meeting Agenda in consultation with the consultant, staff the registration table, send out the letters to generate attendance by residents/businesses in the corridor and retain the court stenographer to record testimony.
 2. The Project Team will develop/present the story boards, PowerPoint; develop/print handouts – conduct the meeting and provide the PITF PDF versions of the information both agree should be placed on the web.

3. PITF's role is to engage the sales channels they have built with the participating communities to get information out through their web sites, newsletters, bill stuffers and announcements at the board meetings leading up to the public meetings.
- What are we missing?

6.0 Old Business

7.0 New Business

8.0 Adjourn

Motion:

Motion By:

Seconded By:

Discussion:

Motion Passed: