Virtual Public Involvement

**Technical Assistance Workshop**

*Agenda*

**Dates:** December 10-11, 2019

**Location:** Daniel K. Inouye International Airport   
Interisland Terminal (Terminal 1)  
7th Floor, Room 3  
Honolulu, HI

**Attendees:** Hawaii Department of Transportation

Oahu Metropolitan Planning Organization

Maui Metropolitan Planning Organization

Local Governments

**Peers:** Jim Talley, FHWA Eastern Federal Lands

Jon Rees, Iowa Department of Transportation

**NOTE: This workshop (including refreshments, lunch on December 10, and parking) is provided free of charge for employees of public agencies. For private contractors, there will be a $40 fee for this 1-1/2 day workshop, refreshments, lunch, and parking.**

**Please pay via a check payable to State of Hawaii, Department of Transportation.**

**Mail to: State of Hawaii, Department of Transportation**

**Materials Testing and Research Lab**

**Attention: Beverly Chun (VPI Workshop)**

**2530 Likelike Highway**

**Honolulu, HI 96819**

**Day 1 Agenda**

| **Time** | **Topic** | **Staff** |
| --- | --- | --- |
| **9:00 – 9:30 a.m.** | **Registration and Networking** |  |
| **9:30 – 9:45 a.m.** | **Welcome and Introductions**  FHWA and Hawaii DOT welcome attendees, do a round of introductions, review the agenda, and establish ground rules for discussions. | HDOT; HI Division |
| **9:45 – 10:15 a.m.** | **Virtual Public Involvement Overview**  FHWA staff present an overview of VPI and provide context on the importance of public involvement in MPO planning. Q&A will be included. | Jim |
| **10:15 – 10:30 a.m.** | ***Break*** |  |
| **10:30 – 11:45 a.m.** | **Project Visualizations Presentation**  FHWA will provide a presentation showing a range of visualization techniques (including both low-cost and more advanced techniques) drawing from their own expert experience as well as featuring examples from other State DOTs and MPOs. Q&A will be included. | Jim |
| **11:45 a.m. – 12:45 p.m.** | ***Lunch*** |  |
| **12:45 – 1:45 p.m.** | **Project Visualizations Facilitated Discussion**  FHWA staff will facilitate a discussion among the attendees and peers on visualization in a public involvement context. Possible discussion questions include:   * What types of project visualizations are being used in Hawaii? * When does the group currently consider it appropriate to use project visualizations? Controversial projects only? * Are there any project visualization software training modules available? * Can project visualizations be used in planning? * Can project visualizations better meet the needs of ADA, EJ, and LEP communities? | Meesa, Jim, Jon |
| **1:45 – 2:30 p.m.** | **Public Involvement Management Application (PIMA) Presentation**  Iowa DOT will provide a presentation discussing their experiences using their custom built online/virtual public involvement application, PIMA, and their need for the tool. They will discuss and demonstrate how they use PIMA to manage public involvement events, as well as interact with the public, respond to, and manage comments received both during and outside of public meetings. Q&A will be included. | Jon |
| **2:30 – 2:45 p.m.** | ***Break*** |  |
| **2:45 – 3:45 p.m.** | **Virtual Public Involvement Applications and Public Comment Management Software Facilitated Discussion**  FHWA staff will facilitate a discussion among the attendees and peers on virtual public meetings and comment management software. Possible discussion questions include:   * How do you market virtual meetings to your communities? * How do you respond to public comments provided during virtual meetings? * How can virtual meetings help expand outreach to underserved populations? * What specific tools are available for conducting virtual meetings? * What are the best practices for conducting virtual meetings? * What tools are best suited to be scaled appropriately for smaller agencies? | Meesa, Jim, Jon |
| **3:45 – 4:15 p.m.** | **Key Takeaways Discussion and Preview of Day 2**  FHWA staff will facilitate a discussion of key takeaways from the day’s presentations and discussions, and will provide a preview of the discussions planned for Day 2. | Jim or Travis |

**Day 2 Agenda**

| **Time** | **Topic** | **Staff** |
| --- | --- | --- |
| **9:00 – 9:30 a.m.** | **Networking** |  |
| **9:30 – 9:45 a.m.** | **Recap of Day 1 and Introduction to Day 2 Discussion Topic**  FHWA staff will recap the key discussion points from Day 1 and introduce the topic for Day 2. | Jim or Travis |
| **9:45 – 11:00 a.m.** | **Breakout Sessions – Demonstrations and Exercises**  Expert peers will lead two breakout sessions to demonstrate visualization and virtual meeting/comment management tools in more depth. | Jim, Jon |
| **11:00 – 11:15 a.m.** | ***Break*** |  |
| **11:15 a.m. – 12:15 p.m.** | **Synthesis Discussion – Institutionalizing VPI**  FHWA staff will facilitate a discussion among the attendees and peers on how agencies can apply what they learned at the workshop in their agencies, and how to advance their agencies’ implementation of VPI overall. Possible discussion questions include:   * Has your agency developed VPI policies, handbooks, or standard operating procedures? * How did you get leadership buy-in? * How have you integrated VPI strategies into your overall communications strategy or public participation plans? * What challenges did you encounter when trying to institutionalize VPI, and how did you overcome them? * What are some effective practices for remaining in compliance with Title VI, EJ, and ADA laws and regulations while implementing VPI? * What plans, projects or initiatives targeted in the next year could implement some of the VPI tools/techniques that we discussed? | Meesa, Jim, Jon |
| **12:15 – 12:30 p.m.** | **Summary of Future VPI Engagement Opportunities and Closing Remarks**  FHWA will summarize next steps for the VPI initiative and Hawaii DOT will make closing remarks. | Jim |