

Appendix B: Community Steering Committee Charter

Below is the Bayview Hunters Point/Southeast San Francisco (BVHP/SESF) Community Steering Committee (CSC) Charter, which was voted on and approved by the CSC on April 16, 2024, and amended by the CSC on March 18, 2025. The Charter covers the CSC's statement of purpose, membership criteria, roles and responsibilities, standard meeting procedures, and a list of CSC members at the time of approval.

Bayview Hunters Point / Southeast San Francisco Community Emissions Reduction Plan Community Steering Committee Charter Agreement

I. Statement of Purpose and Objectives

- a. Assembly Bill 617 (C. Garcia, Chapter 136, Statutes of 2017) requires the development of a Community Emissions Reduction Plan (CERP) to reduce the emissions of toxic air contaminants and criteria pollutants in the most heavily burdened communities throughout the State of California. In February 2023, Bayview Hunters Point/Southeast San Francisco (BVHP/SESF) was selected amongst other high priority communities in the Bay Area due to long standing air quality challenges, health inequities, and a history of environmental justice issues.
- b. The AB 617 CERP will be developed by the BVHP/SESF Community Steering Committee (CSC) with the partnership of the CERP Co-Leads, Marie Harrison Community Foundation and the Bayview Hunters Point Community Advocates and the Bay Area Air Quality Management District (Air District), with guidance from the California Air Resources Board (CARB). The CERP is a plan with a five-year implementation timeframe that will include strategies to address long standing air quality challenges in BVHP/SESF. The CSC will work with the Co-Leads to disseminate information to the community and seek input from the broader community. CSC meetings will be facilitated and supported by the facilitator, Enzaction.

c. Guiding Principles For this Process

- i. The following are guiding principles for the CERP process:
 - 1. Communication (communicate amongst each other, create a safe space, step up or step back when necessary, take time to know each other)
 - 2. Community Impact (understand the data, help to build community)
 - 3. Consistency
 - 4. Courage
 - 5. Expediency (make progress, more meetings if needed, stay on task)
 - 6. Honesty and Transparency (take time to reach consensus)
 - 7. People Focused (everyone has a voice, active listening)
 - 8. Respect (everyone has different knowledge they bring, other people's opinions, gratitude, empathy)

II. Community Steering Committee (CSC) Membership

a. Criteria for CSC Membership

- i. The CSC consists of up to 25 members who live, work, or own businesses in the community with the majority representation from community residents.

b. Selection and Vacancies

i. Selection and Vacancies

1. Co-Leads will conduct a recruitment process for CSC members, as needed. Prospective CSC members will apply for membership. The applications received are reviewed on a monthly basis by a review committee composed of two staff members of the Marie Harrison Community Foundation, the Bayview Hunters Point Community Advocates, and the Air District, for a total of six. Recruitment will be open until the Committee reaches 25 members.

c. Term

- i. The term of membership for CSC members will last through the implementation phase of the CERP.

d. Stipends

i. Monthly CSC meetings (including possible Subcommittees and Ad Hoc Groups)

1. CSC members will receive a stipend at a rate of \$75/ hour for CSC meetings, with a cap of six hours per month for CSC meetings or as determined by the Air District based on budget available, as well as other required meetings and business-related events approved by Co-Chairs and Co-Leads. For meetings that go beyond the scheduled time, time may be prorated at 15-minute increments. Stipends will be issued by the facilitator monthly.

ii. Travel and Childcare Reimbursements

1. Childcare Reimbursements: The Air District will work to remove barriers to CSC members who need childcare. Upon request, the Air District shall provide Childcare services at all in-person meetings or stipends for CSC members to procure childcare services during virtual CSC meetings, as well as other required meetings and business-related events approved by Co-Chairs and Co-Leads. Additionally, the Air District will work to ensure those members who need at-home childcare have access to childcare reimbursement. Members who need at-home childcare can submit a reimbursement form and documentation for childcare costs up to \$160 (\$40 per hour for up to 4 hours per CSC meeting). If in-person, it can include 30 min prior and after meetings) to pay for your own personal at-home childcare expenses (capped at \$160 per month).
2. Transportation Reimbursements: Air District will work to ensure that in-person meeting locations for CSC meetings are held at transit-accessible facilities in the project area. Additionally, the Air District will work to ensure that members who have a need can access a transportation reimbursement for CSC meetings, other required meetings, and business-related events approved by Air District (capped at \$25 per month per member).

III. Roles and Responsibilities

a. CSC Members

- i. CSC members will be responsible for partnering with the Co-Leads in developing the proposed BVHP/SE San Francisco CERP, in accordance with CARB's Community Air Protection Blueprint and in consultation with the Co-Leads. The CSC is the formal community representative planning body for the CERP.
- ii. Informing the scope of issues to be considered as part of the CERP;

- iii. Reviewing and informing technical analyses and the relevant data to understand air quality issues and propose other community data and information for inclusion;
- iv. Conducting outreach to their representative network and community members and share information they gather from representative sectors, as appropriate;
- v. Reviewing and informing strategies to be included in the CERP to solve the identified air quality issues.
- vi. The CSC will address a variety of topics including, but not limited to:
 - 1. Adoption of a Charter;
 - 2. Final community boundary adjustments and confirmation;
 - 3. Community air quality and public health data to identify sources of air pollution to build a technical foundation and inform public health initiatives, and emissions and exposure reducing strategies;
 - 4. Community concerns about emission sources to develop a shared understanding of the community's air pollution challenges;
 - 5. History of redlining and inequitable planning practices in BVHP/SE San Francisco;
 - 6. Setting quantifiable emissions reduction goals and/or targets for a five-year plan period and beyond;
 - 7. Identifying applicable regulatory, enforcement, incentive, land use, transportation, and permitting, and other strategies;
 - 8. Approaches for ongoing community engagement and outreach;
 - 9. Developing an enforcement plan to ensure implementation and responsiveness to community member compliance issues;
 - 10. Metrics to track progress of the implementation of the plan and its strategies;
 - 11. Requests for timeline extensions, as needed; and
 - 12. Approval of the final CERP proposal to the Air District Board and then the CARB Executive Officer.
- vii. Attendance Requirement
 - 1. Co-Leads and/or Co-Chairs will approach a CSC member who misses more than three CSC meetings. Co-Leads and/or Co-Chair will meet with the specific member to assess their continuation as a member of the CSC on a case-by-case basis.
 - 2. CSC members may appoint a proxy in their absence. The proxy may vote on behalf of the CSC member, but a proxy is not eligible to receive stipend or other compensation.
- viii. Disclosure and Conflict of Interest
 - 1. CSC Members must submit Form 700 to the Air District by April 1st each year to disclose any potential financial conflicts of interest.
 - 2. Under California law, a conflict of interest exists if a CSC member, or a CSC member's immediate family member, may benefit financially from a decision made by the CSC. If a conflict of interest exists, CSC members must recuse themselves and not be present during a vote to avoid influencing other CSC members. CSC members may choose to recuse themselves from decisions at any time.(Recommend adding to clarify purpose of conflict of interest reporting).

ix. Removal of a CSC Member from CSC Membership

1. A CSC member, including Co-Chairs, may be removed from the CSC by majority vote for cause including, but not limited to: creating a culture of abuse or division; harassment; failure to satisfy their roles or responsibilities as set forth in this Charter; violating this Charter; engaging in illegal or unethical behavior; or persistent absenteeism. Any CSC member or any of the Co-leads may move for removal of a CSC member and shall provide the reason. If the action involves a Chair, one of the Co-leads will chair the item. For the purposes of this Charter, harassment includes all types of harassment, e.g., sexual, verbal, or physical harassment.

b. Co-Chairs

- i. The CSC members shall select Chairs or Co-Chairs from among the CSC members. The following are Chair and/or Co-Chair roles and responsibilities:
 1. Attending and meeting regularly with the Co-Leads and facilitation consultant as part of an executive sub-committee to provide input to help set CSC meeting agendas;
 2. Co-chairs may also attend other internal Air District meetings as needed/invited.
 3. Co-Leads will approach a Co-Chair that misses more than three Co-Lead or CSC meetings. Air District staff, Co-Leads and/or Co-Chair will meet with the specific member to assess their continuation as a co-chair and member of the CSC on a case-by-case basis.
 4. Are notified when CSC members miss too many meetings and receive leave of absence requests from CSC members;
 5. Community Outreach;
 6. Serving as a spokesperson for the CSC and being able to talk about/explain the CERP and the CSC's process and progress;
 7. Leading through consensus building; and
 8. Being available to find information from other CSC members.

ii. Demotion of a CSC Chair

1. Chairs may be demoted by majority vote for cause including, but not limited to: creating a culture of abuse or division; harassment; failure to satisfy their roles or responsibilities as set forth in this Charter; violating this Charter; engaging in illegal or unethical behavior; or persistent absenteeism. Any CSC member or any of the Co-leads may move for demotion of a Chair and shall provide the reason. One of the Co-leads will chair any item related to demotion of a Chair.

c. Co-Leads – [For informational purposes only]

- i. Marie Harrison Community Foundation, Bayview Hunters Point Community Advocates, and the Air District will serve as partnering Co-Leads for the development of the BVHP/SE San Francisco CSC.

ii. Co-Leads roles and responsibilities:

1. Creating the proposed CSC structure to be considered and ratified by the CSC;
2. Providing the necessary background materials for CSC members;
3. Meeting with the Co-Chairs, facilitator, and other designated leadership of the CSC to propose agendas and prepare for the CSC meetings with the Co-Chairs;
4. Review and make recommendations on CSC candidates;
5. Attending and participating in the CSC meetings;

d. Partnerships and Supporting Groups [For informational purposes only]

i. CARB

1. As described in Blueprint 2.0, the Statewide Strategy that provides AB 617 Implementation guidance, CARB is an active partner in the community air protection process, working with the air district (BAAQMD) and the community to develop the BVHP CERP.

ii. Technical Advisory Group (TAG)

1. The Co-Leads and CSC shall recruit and set up specialized advisory groups that have scientific or planning expertise/oversight relevant to the CERP and that will be invited into meetings, consulted, or brought together to meet as a sub-committee as determined by Co-leads and CSC. The TAG members may attend CSC meetings as members of the public. Two TAGs are proposed: a "Health and Air Science" TAG and a "Land-Use Planning, and Policy" TAG.

iii. Facilitators

1. A Facilitator Contractor is responsible for the following:
 - a. Assist with moderating the CSC meetings and facilitating discussions or break-out groups as requested by the Co-Chairs;
 - b. Coordinate logistics of the CSC meetings;
 - c. Work with Air District on the accessibility of the meetings;
 - d. Assist in the agenda planning and translating the meeting packet and distribution to the CSC members;
 - e. Administer stipends for CSC members, tracking CSC member meeting attendance, and obtaining language interpretation as needed.

IV. Standard Committee Meeting Procedures

a. Correspondence

i. Meeting accommodations, accessibility and language access

1. CSC meeting materials will have accessible printed materials and online CSC meetings will have closed captioning and meet other ADA requirements.
2. Meeting materials including agendas, slides, and other handouts will be translated into Spanish and Chinese and will be available to meeting attendees and the public. Requests for printed materials must be submitted through the meeting registration form five (5) business days in advance to ensure enough copies are produced.

3. Language interpretation services will be provided as requested with a minimum of (five) 5 business days in advance of the meeting or event. Requests must be submitted through the meeting registration form.
- ii. All documents, materials, and correspondences produced by or submitted to the CERP, CSC, Co-Leads, Air District, or facilitators will be considered public information records and subject to the California Public Records Act regulations and procedures for disclosure and transparency. Any materials, presentations, documents, correspondence or other written communications generated or disseminated by the CSC, or on behalf of the committee or its members, must be approved by the Co-Chairs and Co-Leads prior to release.
- b. Decision Making through Deliberation and Consensus
 - i. The CSC will discuss decisions as a group and come to agreement through consensus whenever possible.
 - ii. If consensus cannot be reached, the CSC may hold a vote, which will pass if supported by a majority of the CSC members present. The majority will be defined as greater than 50% of CSC members present.
- c. Changes to the CERP following adoption
 - i. The CSC will discuss any potential post adoption changes to the CERP as a group and come to agreement through consensus if possible. If consensus cannot be reached, the CSC may hold a vote, which will pass if supported by a call for a majority vote of the CSC members present.
- d. Dispute Resolution
 - i. CSC members strive for consensus among themselves. If consensus cannot be reached, CSC members can engage the Co-Leads. Should there be disputes or conflicts that cannot be settled, Co-Leads will seek out resources for a third-party mediator.
- e. Open Meetings
 - i. The CSC and subcommittee meetings will be open to the public, and materials will be shared online and accessible for the general public in advance of every meeting. Public input is welcome and encouraged.
 - ii. Air District staff will update the website with CSC meeting materials on a monthly basis 72 hours in advance in preparation for the next CSC meeting. After each CSC meeting, Air District staff will upload meeting summaries.
- f. Meeting Schedule, Agenda, and Materials
 - i. The CSC will meet monthly. Meetings are held the third Tuesday each month at 5:00 p.m. at 1550 Evans Avenue at the Southeast Community Center. This provision may be updated as needed to reflect current meeting information.
 - ii. Co-Chairs will meet at least twice a month to set agendas and review materials.
- g. Subcommittees and Ad Hoc Groups
 - i. A subcommittee is defined as an ongoing committee needed for the CERP development. An ad hoc is defined as a working group charged with a specific task and timeline needed for the CERP development. Sub-committees or ad hoc groups may be formed as agreed upon by the CSC as needed to convene on relevant topics and report to and update the full CSC, which will guide the subcommittee's work. CSC members may volunteer to participate in ad-hoc working groups and sub-committees, such as health and air science technical assessment, land-use, planning and policy technical assessment, community profile, community surveys and outreach, or other relevant topics. CSC members will decide to

approve the creation of an ad hoc or subcommittee using the decision making process described above (Section IV-b), pending approval by the Air District of budget for stipends.

h. Accessibility

- i.** CSC meetings and other outreach events associated with the CERP process must be held at transit-accessible facilities and must accommodate members covered by the Americans with Disabilities Act (ADA) for in-person meetings.

V. Ratification

- a.** This charter was ratified on April 16, 2024. The CSC may approve and amend this Charter by the decision-making process described in Section IV-b.

VI. Appendices

- a.** List of CSC Members as of April 16, 2024:

- i.** Amelia Erskine
- ii.** Agustin Angel
- iii.** Asipesionau Finau
- iv.** Chalam Tubati
- v.** Cheryl Ruff
- vi.** Joyce Armstrong
- vii.** Kamillah Ealom
- viii.** Kimberly Jeffrey
- ix.** Leanne Wu
- x.** Makayla Scott
- xi.** Michael Wong
- xii.** Nina Omomo
- xiii.** Nikki Vismara
- xiv.** Robin Robinson
- xv.** Sheila Whittenberg
- xvi.** Tacora Hollins
- xvii.** Tiffany Williams
- xviii.** Tuli Hughes
- xix.** Yolanda Thomas