

Appendix B: Community Steering Committee Charter

Below is the East Oakland Community Steering Committee (CSC) charter, which was voted and approved on May 11, 2023, and amended on October 10, 2024. The charter covers the statement of purpose, membership, roles and responsibilities, meeting procedures, and participation principles.

Statement of Purpose and Committee Objectives

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 2022, East Oakland 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.

The community-led East Oakland AB 617 Community Emissions Reduction Plan (Plan) will be developed by the East Oakland Community Steering Committee (CSC) with the support of the Plan Co-Leads, Communities for a Better Environment (CBE) and the Bay Area Air District (Air District). The Plan is a five-year plan that will include strategies to address long-standing air quality challenges in East Oakland.

The CSC will work with the Co-Leads to disseminate information to the community and seek input from the broader community. The CSC will discuss a variety of topics including, but not limited to:

- Input and recommendations to define community boundaries;
- Community air quality and public health data to identify sources of air pollution to build a technical foundation and inform mitigation measures, public health initiatives, and emission reduction strategies;
- Community concerns about emission sources to develop a shared understanding of the community's air pollution challenges;
- History of redlining and inequitable planning practices in East Oakland;
- Setting quantifiable emissions reduction targets for a five-year plan period;
- Identifying applicable regulatory, enforcement, incentive, land use, transportation, and permitting strategies;
- Approaches for additional ongoing community engagement and outreach;
- Developing an enforcement plan to ensure implementation and responsiveness to community member compliance issues; and
- Metrics to track progress of the implementation of the plan and its strategies.

Membership

A. Criteria for Community Steering Committee Membership

CSC members will represent people who live, work, and play in the East Oakland area and other interested stakeholders affiliated with various sectors who regularly breathe the air. These sectors can include community-based organizations (CBOs), youth organizations, non-profits, faith communities, education, government, health, and

business representatives from the East Oakland area. The size of the CSC will range from 19-26 members (including 5 non-voting members).

B. Term

The term of membership for CSC members will last until the completion of the draft Plan. (Communities are given up to 2 years from the date of the California Air Resources Board (CARB)'s approval to complete a CERP).

C. Selection and Vacancies

1. Recruitment: CSC applications will be accepted and reviewed on a rolling basis. The CSC application will remain live on the Air District's website. Air District staff, Co-Chairs, and Communities for a Better Environment (CBE) will review new and existing applications to fill vacancies as needed.
2. Co-Chairs Criteria for position
 - Experience working effectively with racially/culturally/linguistically/generationally diverse people
 - Experience resolving conflicts in healthy and productive ways
 - Active listener
 - Experience managing large group dynamics
 - Demonstrated commitment and service to the East Oakland community
 - Complete understanding of what the job is and the vision
 - Not easily persuaded
 - Able to work with others if conflict arises
 - Must be a voting member

Roles and Responsibilities

A. Co-Leads

Communities for a Better Environment (CBE) and the Air District will serve as partnering Co-Leads for the development of the CSC.

As Co-Leads, CBE and the Air District will be responsible for:

1. Creating the CSC structure;
2. Providing the necessary background materials for CSC members;
3. Meeting with the Co-Chairs to prepare for the CSC meetings with the Co-Chairs;
4. Managing the Steering Committee seats and vacancies;
5. Developing meeting agendas, and coordinating with the meeting Facilitator;
6. Air District is responsible for maintaining a website¹ for Steering Committee meeting materials, updates, and activities and is accountable to the California Air Resources Board (CARB).

¹ Bay Area Air District. "East Oakland Community Emissions Reduction Plan." Accessed September 30, 2025. <https://www.baaqmd.gov/en/community-health/community-health-protection-program/east-oakland-community-emissions-reduction-plan>.

B. Moderator(s)

A Moderator/Contractor will be used for CSC meetings and is responsible for:

1. Assisting with moderating the CSC meetings;
2. Administration and logistics of the CSC meetings;
3. Working with the Air District to ensure accessibility of the meetings;
4. Assisting in the agenda planning and meeting packet language translation and distribution;
5. Administering stipends for CSC members, tracking CSC member meeting attendance, and obtaining language interpretation as needed.

C. Steering Committee Members

CSC members will be responsible for advising the Co-Leads in developing the East Oakland Plan, in accordance with CARB's Community Air Protection Blueprint. CSC members will be responsible for:

1. Informing the scope of issues to be considered;
2. Reviewing and informing technical analyses and relevant data to understand air quality issues and propose other community data and information;
3. Conducting outreach to their network and community members and share information they gather from representative sectors, as appropriate;
4. Reviewing and informing strategies to solve the identified air quality issues.

Number of CSC Members: 19-26 (21 voting & 5 non-voting) and the following seats (in order of size of group):

- 9 East Oakland Residents (housed and unhoused)
- 4 Local Community-based Organization Representatives
- 5 Youth Representatives (age 24 years or younger when selected as a Youth Steering Committee Member)
- 2 Senior Representatives
- 2 Government Representatives (non-voting)
 - 1 City of Oakland Planning Representative
 - 1 Alameda County Public Health Department (ACPHD) Representative (1 alternate)
- 1 Industry Representative (non-voting)
- 1 Local Business Representative
- 1 Faith-Based Representative (who resides in East Oakland)
- 1 Port of Oakland Representative (non-voting)

If a CSC member steps down from their position on the Steering Committee, the Co-Leads will begin a recruitment process to fill the vacant seat or use existing applications on file to replace the CSC member with a new member who represents the same sector as the departing member. This process ensures that the CSC maintains a consistent level of representation from each of the sectors listed above.

CSC members are required to attend a minimum of 70% of scheduled CSC meetings within a 12-month period. If a CSC member cannot attend a meeting, they should inform Air District staff 24 hours in advance.

Air District staff and Communities for a Better Environment (CBE) will approach a committee member that misses more than four CSC meetings. Air District staff and CBE will meet with the specific member to assess their continuation as a member of the CSC on a case-by-case basis.

CSC members who participate in this process are expected to sign the East Oakland CSC Participation Agreement which outlines the expected conduct of all CSC members. CSC members will receive a stipend (\$75/ hour or \$150 per 2-hr meeting) for CSC meetings, other required meetings, and business-related events approved by Co-Chairs and Co-Leads. Stipends will be issued by the Facilitator/Just Cities on a monthly basis.

A member may resign by giving written notice to the Air District and Communities for a Better Environment (CBE) staff and Co-Chairs. The effective date of the resignation must be specified in the resignation letter. Air District staff shall ensure notice in the next CSC meeting.

D. Co-Chairs

The voting members of the CSC shall select three

Co-Chairs from among the CSC members, two adult Co-Chairs, and one youth Co-Chair. The Co-Chair team is responsible for:

1. Providing leadership and guidance to the Co-Leads and CSC;
2. Attending orientation meetings;
3. Meeting regularly with the Co-Leads; Assisting in the development of CSC meeting agendas;
4. Facilitating breakout sessions and discussions; and
5. Co-leading the monthly CSC meetings.

If Co-Chairs miss 2 consecutive Co-Chair meetings without notice or reason, the Co-Leads will meet with the Co-Chair to assess their continuation as a Co-Chair of the steering committee on a case-by-case basis. Co-Chairs will receive a stipend of \$75/hour for attending Co-Chair meetings (up to 5 hours per month).

Standard Committee Meeting Procedures

1. Deliberation and Consensus

The CSC will use voting by simple majority for decision-making. Decision-making will not proceed without a quorum (quorum = 50% CSC plus 1 voting member) of voting members present at a meeting. CSC members may choose to recuse themselves from decisions at any time. Members must recuse themselves from decisions where there is a conflict of interest. The Political Reform Act requires that, "No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest" (Government Code Section 87100 et seq).

In the event a conflict arises during an Agenda item, the CSC Members can suggest to postpone the Action or Agenda item of discussion and agree to table it for a future meeting by way of vote, to allow for the Co-Chairs, Co-Leads, and Facilitator to help resolve the issue. If an action does not receive an affirmative vote, discussion and deliberation will continue until actions have reached consensus or an affirmative vote is reached.

2. Open Meetings

1. Public Outreach

The CSC meetings must 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.

2. Website

Air District staff will update the website with CSC meeting materials on a monthly basis in preparation for the next CSC meeting. After each CSC meeting, Air District staff will upload meeting summaries and meeting recordings.

3. Meeting Schedule, Agenda, and Materials

CBE, Air District staff, and the Co-Chairs will develop meeting agendas. Individual CSC members can submit requests for future agenda items to the Co-Leads and Co-Chairs for consideration.

Steering Committee agendas and meeting materials (including Spanish and Chinese translation) will be posted on the Air District's website at least 72 calendar hours prior to the meeting. Meeting minutes will also be posted on the Air District's website after the CSC meetings.

3. Dissemination of Materials

All documents, materials, and correspondences produced by or submitted to the Plan, CSC, CBE, Air District staff, 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 committee, or on behalf of the committee or its members, must be approved by the Co-Chairs and Co-Leads prior to release.

4. Subcommittees and Ad Hoc Groups

Steering Committee Members may volunteer to participate in ad hoc working groups and subcommittees, such as technical assessment, community surveys and outreach or other relevant topics. CSC members will vote to approve the creation of an ad hoc or subcommittee, pending budget for stipends. A subcommittee is defined as an ongoing committee needed for the Plan development. An ad hoc is defined as a working group charged with a specific task and timeline needed for the Plan development.

5. Accessibility and Safety

The Air District will adhere to all state or local guidelines and requirements regarding public health and safety.

1. ADA Compliance

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

2. Childcare

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 and other business-related events associated with the CSC. Additionally, the Air District will work to ensure those members who need at-home childcare have access to a 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).

3. Transportation Reimbursements

Air District will work to ensure that in-person meeting locations for CSC meetings are held at transit-accessible facilities in the East Oakland project area and that a hybrid option is available, so CSC members have the option to meet in-person and remotely. 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 Co-Leads (capped at \$50 per month).

4. Language Access

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 sent to the following Just Cities and Air District Staff:

Just Cities Contact: Diana Benitez, diana@justcities.work and Air District Contact: Aneesh Rana, Senior Staff Specialist, arana@baaqmd.gov or ab617@baaqmd.gov

Amendments

Amendments to this Charter of the East Oakland CSC will require approval by a majority of voting members present at a CSC Meeting.

Participation Principles

The following sections detail the principles, goals, and expectations of conduct for every Steering Committee Member.

CSC Members will strive to include cultural competence and work collectively and cooperatively, maintaining impartiality, fairness, and respect for all CSC members and the communities we represent, including people who live in the East Oakland AB617 plan area, businesses and organizations, youth groups, schools, local, regional, and State governments, health agencies and faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health.

By signing below, I agree to abide by all conditions of the East Oakland Community Steering Committee Charter.

- A. Providing strategic guidance, vision, and oversight, such as:
 - 1. Informing the development of the East Oakland Community Steering Committee's Community Emissions Reduction Plan
 - 2. Tracking progress of the work using agreed-upon indicators at Steering Committee and subcommittee levels
 - 3. Improving data collection and reporting for community education to inform development of emission and exposure reduction strategies
 - 4. Identifying measurable and ambitious goals to reduce health risk in East Oakland
- B. Providing leadership and accountability by:
 - 1. Identifying obstacles and building consensus to achieve the Plan's goals
 - 2. Assessing my individual impact and considering how my own organization or those in my network can align to the common goals and principles of the CSC
 - 3. Showing up in partnership as a vocal champion of the program's collective impact and effort in the communities
- C. Play an active role by:
 - 1. Attending a minimum of 70% of scheduled CSC meetings (in their entirety) within 12-months of a member's appointment
 - 2. Special Meeting Attendance - Attending community summits and town hall meetings as they are scheduled through the development of the plan to encourage and facilitate community engagement (Co-Chair attendance is required. CSC member attendance is encouraged but optional.)
 - 3. Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue
- D. Listening and engaging in respectful dialogue:

In the event of a conflict (or behavior which violates the Council's commitment to respect and civility) between CSC Members and/or between CSC Members and Air District staff regarding CSC matters arises:

- 1. 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, if needed.