



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# Path to Clean Air Community Emissions Reduction Plan (CERP) Steering Committee Meeting

## COMMUNITY STEERING COMMITTEE MEMBERS

ALFREDO ANGULO	HEIDI V SWILLINGER	LUZ GOMEZ
AMANDA BOOTH	HENRY CLARK	MICHAELA ZARAGOZA-SOTO
DARLENA DAVID	JEFFREY L KILBRETH	NANCY AGUIRRE
DARLENE RIOS DRAPKIN	JESSICA RANGE	OMONIYI OMOTOSO
DAVE SEVERY	JIM HOLLAND	PATRICIA A. DANIELS
ERIKA RAMIREZ	KEVIN RUANO HERNANDEZ	PHILLIP MITCHELL
FABIOLA REYES	LIZBETH IBARRA	ROBERTA FELICIANO
FRANCISCO AVILA	LIZETTE BERNAL	SUZANNE COFFEE
HAKIM JOHNSON	LUCIA CASTELLO	VERNON WHITMORE
	LUCIA CASTELLO	Y'ANAD BURRELL

**THIS MEETING WILL BE CONDUCTED UNDER PROCEDURES AUTHORIZED BY  
EXECUTIVE ORDER N-29-20 ISSUED BY  
GOVERNOR GAVIN NEWSOM**

- **THE PUBLIC MAY OBSERVE THIS MEETING BY CLICKING THE LINK AVAILABLE ON THE AIR DISTRICT'S AGENDA WEBPAGE AVAILABLE AT**

**<https://www.baaqmd.gov/community-health/community-health-protection-program/richmond-area-community-health-protection-program>**

- **THE PUBLIC MAY PARTICIPATE REMOTELY VIA ZOOM AT THE FOLLOWING LINK OR BY PHONE**

**Zoom Link: <https://us06web.zoom.us/j/98237731851>**

**Telephone (audio only): (669) 900-6833**

**Webinar ID: 952 7180 3090**

- **THOSE PARTICIPATING BY PHONE WHO WOULD LIKE TO MAKE A COMMENT CAN USE THE "RAISE HAND" FEATURE BY DIALING "\*\*9".**

**MONDAY  
SEPTEMBER 20, 2021  
6:00 P.M.**

## **AGENDA**

**1. CALL TO ORDER - ROLL CALL**

**PUBLIC MEETING PROCEDURE**

*Bay Area Air Quality Management District staff shall call the meeting to order and take roll of the Committee members.*

**Staff/Phone (415) 749-**

**2. APPROVAL OF THE MINUTES OF AUGUST 20, 2021**

**M. Hiratzka/5073  
[mhiratzka@baaqmd.gov](mailto:mhiratzka@baaqmd.gov)**

*The Committee will consider approving the attached draft minutes of the Path to Clean Air Steering Committee meeting of August 20, 2021.*

**3. FINAL CHARTER REVISION PROCESS AND ADOPTION**

**K. Olp/4764  
[kolp@baaqmd.gov](mailto:kolp@baaqmd.gov)**

*The Committee will provide final revisions and adopt the charter to govern the Community Steering Committee through the development of the Community Emission Reduction Plan process.*

**4. CO-CREATING THE COMMUNITY DESCRIPTION**

**K. Malinowski/4646  
[mmalinowski@baaqmd.gov](mailto:mmalinowski@baaqmd.gov)**

*The Committee will receive a presentation on the need and purpose for the Community Description in the Community Emissions Reduction Plan and will discuss how the community would like to co-create the Community Description. Air District staff will also summarize the current draft outline of the Community Description, included in this memo.*

**5. DISCUSSION ON PROCESS FOR FILLING VACANT SEATS**

**K. Olp/4764  
[kolp@baaqmd.gov](mailto:kolp@baaqmd.gov)**

*The Committee will receive a presentation on the options available for replacing vacant seats and make recommendations to the Air District Board on whether to re-open the application process and what gaps need to be addressed with the selection of new members.*

6. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

*Members of the public who wish to speak on matters not on the agenda for the meeting, will have two minutes each to address the Committee.*

7. **COMMITTEE MEMBER COMMENTS**

*Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*

8. **TIME AND PLACE OF NEXT MEETING**

*Monday, October 18, 2021 at 5:30 p.m., via webcast, pursuant to procedures authorized by Executive Order N-29-20 issued by Governor Gavin Newsom.*

9. **ADJOURNMENT**

*The Committee meeting shall be adjourned by the Air District Staff.*

**CONTACT: KEVIN OLP**  
**SENIOR POLICY ADVISOR**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**  
[kolp@baaqmd.gov](mailto:kolp@baaqmd.gov)

**(415) 516-4764**  
**FAX: (415) 928-8560**  
**BAAQMD homepage:**  
[www.baaqmd.gov](http://www.baaqmd.gov)

- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the Air District's offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

### **Accessibility and Non-Discrimination Policy**

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District's policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District's Non-Discrimination Coordinator, Terri Levels, at (415) 749-4667 or by email at [tlevels@baaqmd.gov](mailto:tlevels@baaqmd.gov).

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Members of the Path to Clean Air Steering Committee

From: Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Date: September 9, 2021

Re: Approval of the Minutes of August 20, 2021

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RECOMMENDED ACTION

Approve the attached draft minutes of the Community Steering Committee meeting of August 20, 2021.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of August 20, 2021.

Respectfully submitted,

Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Prepared by: MIG Consulting  
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee Meeting of June 21, 2021

## AGENDA: 2A – ATTACHMENT

Draft Minutes – Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee August 16, 2021

Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, CA 94105

### **DRAFT MINUTES**

Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee  
Monday, August 16, 2021

#### 1. **CALL TO ORDER - ROLL CALL**

The Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee (CSC or Committee) Co-Chairs Y’Anad Burrell and Alfredo Rafael Angulo called the meeting to order at 5:30 pm.

Present: Co-Chair Y’Anad Burrell, Co-Chair Alfredo Rafael Angulo; and Members Nancy Aguirre, Francisco Avila, Lucia Castello, Dr. Henry Clark, Suzanne Coffee, Patricia Daniels, Darlene Rios Drapkin, Roberta Feliciano, Luz Gomez, Lizbeth Ibarra, Jeffrey Kilbreth, Philip Mitchell, Dr. Omoniyi Omotoso, Erika Ramirez, Jessica Range, Kevin Ruano Hernandez, Dave Severy, Heidi Swillinger, Vernon Whitmore, Micaela Zaragoza-Soto, Jim Holland (non-voting), and Hakim Johnson (non-voting).

Absent: Lizette Bernal, Amanda Booth, Dr. Darlena David, and Fabiola Reyes Perez.

Also Present: Air District Staff Jack Broadbent, Kevin Olp, Anna Lee, Kelly Malinowski, Marcy Hiratzka, Veronica Eady, Vanessa Johnson, Adan Schwarz, Mari Hsu, Kristen Law, Karissa White, Henry Hilken, Laura Cackette, Phil Martien, Melinda Lai, Dan Alrick, Ranyee Chiang; MIG Staff Joan Chaplick, Jessie Hernandez; Interpreter Norma Herrera; and Members of the Public Andres Soto, Stephen Reid, Julia Luongo, Areana Flores, Emely Samira Quispe Navarro, Duyen Kauffman, Jeremy Herbert, and Elizabeth Tyler.

#### 2. **APPROVAL OF THE MINUTES OF July 19, 2021**

The Committee reviewed the meeting agenda approved the July 19, 2021 Meeting Minutes with any necessary updates in a roll call vote.

## AGENDA: 2A – ATTACHMENT

Draft Minutes – Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee August 16, 2021

### Committee Action

Patricia Daniels made a motion, seconded by Nancy Aguirre, to **approve** the minutes of July 19, 2021 as amended; and the motioned carried by the following vote of the Committee:

**AYES:** Co-Chairs Y’Anad Burrell and Alfredo Rafael Angulo; and Members Nancy Aguirre, Francisco Avila, Lucia Castello, Dr. Henry Clark, Patricia Daniels, Darlene Rios Drapkin, Luz Gomez, Lizbeth Ibarra, Jeffrey Kilbreth, Kevin Ruano Hernandez, Dave Severy, Heidi Swillinger, and Vernon Whitmore.

**NOES:** None.

**ABSTAIN:** Member Jessica Range.

**ABSENT:** Members Dr. Bret Andrews, Lizette Bernal, Amanda Booth, Suzanne Coffee, Dr. Darlena David, Roberta Feliciano, Philip Mitchell, Dr. Omoniyi Omotoso, Erika Ramirez, Fabiola Reyes Perez, and Michaela Zaragoza Soto.

### 3. **PLAN PROCESS REVIEW AND COMMUNITY VISION AND PRINCIPLES REVIEW AND ADOPTION**

Kelly Malinowski presented on some of the community characteristics and air quality information the Air District has prepared. The Committee participated in an activity to brainstorm elements of the Committee’s Vision and Principles, which was documented in real time using Google Jamboard.

### Public Comments:

Name: Andres Soto; org Communities for a Better Environment.

### Committee Action

Francisco Avila made a motion, seconded by Patricia Daniels, to accept the Vision and Principles with three areas of modifications remaining, including the use of adjectives and wordsmithing, principle #5, and addressing health equity and health inequity

**AYES:** Co-Chairs Y’Anad Burrell and Alfredo Rafael Angulo; and Members Nancy Aguirre, Francisco Avila, Lucia Castello, Dr. Henry Clark, Suzanne Coffee, Patricia Daniels, Darlene Rios Drapkin, Roberta Feliciano, Luz Gomez, Lizbeth Ibarra, Jeffrey Kilbreth, Philip Mitchell, Dr. Omoniyi Omotoso, Erika Ramirez, Jessica Range, Kevin Ruano Hernandez, Heidi Swillinger, Vernon Whitmore, and Michaela Zaragoza Soto.

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** Members Dr. Bret Andrews, Lizette Bernal, Amanda Booth, Dr. Darlena David, Fabiola Reyes Perez, and Dave Serevy.

## AGENDA: 2A – ATTACHMENT

Draft Minutes – Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee August 16, 2021

### 4. CHARTER DEVELOPMENT AND ADOPTION PROCESS

The Steering Committee reviewed and revised a Charter to govern the Steering Committee through the development of the Community Emission Reduction Plan process.

#### Public Comments:

Name: Andres Soto; org Communities for a Better Environment.

#### Committee Action

None.

### 5. PATH TO CLEAN AIR COMMUNITY ORGANIZING GRANTS AND COMMUNITY MAPPING PROJECT

Karissa White presented on the recipients of the Path to Clean Air Community Organizing grants and provided an overview of the community mapping project platform.

#### Public Comments:

Name: Andres Soto; org Communities for a Better Environment.

#### Committee Action

None.

### 6. PUBLIC COMMENT ON NON-AGENDA MATTERS

Members of the public were invited to speak on matters not on the agenda for the meeting for two minutes.

#### Public Comments:

None.

#### Committee Action

None; receive and file.



## AGENDA: 2A – ATTACHMENT

Draft Minutes – Richmond – No. Richmond – San Pablo Community Emissions Reduction Plan Community Steering Committee August 16, 2021

### 6. COMMITTEE MEMBER COMMENTS

Members of the Committee and its staff were invited to make comments, ask questions, make brief announcements, provide a reference regarding factual information, request staff to report back at subsequent meetings concerning any matter, or direct staff to place a matter of business on a future agenda.

#### Public Comments:

None.

#### Committee Action

None; receive and file.

### 7. TIME AND PLACE OF NEXT MEETING

Monday, September 20, 2021, Zoom Video Conferencing, at 6:00 p.m.

Zoom Log In: <https://us06web.zoom.us/j/98237731851>

Meeting ID: 982 3773 1851

### 8. ADJOURNMENT

The Committee meeting was adjourned by the Committee Co-Chairs at 8:30 pm.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Members of the Path to Clean Air Community Steering Committee

From: Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Date: September 9, 2021

Re: Charter Development and Adoption Process

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RECOMMENDED ACTION

The Committee will vote to adopt the final Path to Clean Air Charter.

BACKGROUND

The Draft Path to Clean Air Community Steering Committee Charter (AGENDA: 3A – ATTACHMENT) is based on the Charter developed by the Community Design Team for the Community Air Monitoring Program, which was adopted in April 2019 and amended in May 2019. Elements of the Charter were clarified when the Air District Board voted in a resolution to form a Community Steering Committee subject to Brown Act regulations in December 2020, and further specifies rules around Committee size, membership, and voting structure in meetings in 2021.

DISCUSSION

The Committee will review, revise, and adopt a charter to govern the Community Steering Committee through the development of the Community Emission Reduction Plan process.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Prepared by: Kevin Olp  
Reviewed by: Veronica Eady

Attachment 3A: Draft Path to Clean Air Community Steering Committee Charter

## AGENDA 3A - ATTACHMENT

### The Path to Clean Air in the Richmond-North Richmond-San Pablo Area Community Steering Committee Charter and Participation Agreement

#### Statement of Purpose

The ~~purpose-~~ purpose/goal of The Path to Clean Air Community Steering Committee in the Richmond-San Pablo-North Richmond Area is to remedy persistent air pollution exposures and reduce health risks and inequities associated with poor air quality for people ~~excessive local health risks to people~~ who live, work, and play in and around the Richmond-San Pablo-North Richmond study area. This purpose/goal objective will be accomplished by identifying community-~~prioritized~~ priorities, specific improvements, and ~~by working with BAAQMD staff to determine effective implementation strategies goals,~~ and implementing strategies to reduce air pollution exposures in this study area.

Assembly Bill 617 (Garcia, C., Chapter 136, Statutes of 2017) is a State-mandated program that uses a community-based approach to reduce local air pollution in communities around the State that continue to experience disproportionate impacts from air pollution. The Richmond-North Richmond-San Pablo area's Path to Clean Air is the region's first effort under the AB 617 program to develop a Community Air Monitoring Plan (CAMP) to look for, identify, and understand areas of elevated air pollution exposure in Richmond, North Richmond, and San Pablo communities. The CAMP Community Steering Committee adopted the branding and name, "Path to Clean Air." With the completion of the Community Air Monitoring Plan the Path to Clean Air is beginning the next phase of the AB 617 Program, developing a Community Emissions and Exposure Reduction Plan (CERP). On March 3, 2021, the Air District Board of Directors voted to appoint a 31-community member ~~Community~~ Steering Committee to help guide the development of a Community Emissions Reduction Plan for the Richmond-North Richmond-San Pablo area.

#### 1. Steering Committee Activities

Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee members will participate in the development of the CERP and will act as liaisons for ~~between~~ between the community, ~~and~~ stakeholders, and BAAQMD staff and Board, ~~they represent-~~ they represent, and policy makers by disseminating information, making decisions and providing input as appropriate. Steering Committee members will also receive regular updates on the implementation of the Community Air Monitoring Plan. The Richmond-North Richmond-San Pablo area CERP will need to be completed in ~~by~~ February 2022 with plan implementation beginning in 2022. The CSC will be subject to the California Brown Act (California Government Code sections 54950, et seq.) and in

## AGENDA 3A - ATTACHMENT

conducting its meetings and deliberations, the CSC shall follow Robert's Rules of Order as nearly as possible.

### 2. Steering Committee Objectives

The Path to Clean Air Richmond-North Richmond-San Pablo Community Steering Committee will serve as outlined in the Statement of Purpose. The Steering Committee will develop a Community Emissions and Exposure Reduction Plan that identifies and develops strategies to address areas of elevated air pollution exposure in the Richmond-North Richmond-San Pablo area. The Steering Committee will disseminate information and consider input from the broader community. The goal is for the implementation of the CERP to begin in 2022. After the CERP has been developed, the Steering Committee Co-chairs may elect to change the meeting schedule as needed to best support and provide guidance on implementation and develop progress reports, with the consent of a majority of the CERP Steering Committee.

### 3. Membership

Community Steering Committee (CSC) members will represent people who live in the Richmond-North Richmond-San Pablo area and other interested stakeholders affiliated with various sectors. These sectors can include community-based organizations, youth organizations, non-profits, faith leaders, education, government, health, and business representatives from the Richmond-North Richmond-San Pablo area. The CSC shall be comprised of an odd number of members between 27 and 31, with a minimum of 70% of members residing within the initial study area, and with two non-voting members representing local businesses and industrial companies (not business associations).

### 4. Roles and Responsibilities

**Co-chairs: The voting members of the Community Steering Committee shall select two Co-chairs from among the CSC members, and the voting members of the CSC shall select a Board Liaison from among the CSC members who shall provide informational reports to the Board of Directors. The Co-chair team will be responsible for developing meeting agendas, and for leading Steering Committee meetings.**

*Community Steering Committee Members:* Steering Committee members will be responsible for assisting Air District and Co-chairs in developing the Richmond-North Richmond-San Pablo CERP, in accordance with the California Air Resources Board's Community Air Protection Blueprint<sup>1</sup>. They will identify the scope of issues to be considered; inform technical analyses to understand these issues; co-develop with the Bay

## AGENDA 3A - ATTACHMENT

Area Air Quality Management District strategies to solve the issues identified; and ensure continued accountability for CERP implementation.

~~Co-chairs: The voting members of the Community Steering Committee shall select two Co-chairs from among the CSC members, and the voting members of the CSC shall select a Board Liaison from among the CSC members who shall provide informational reports to the Board of Directors. The Co-chair team will be responsible for developing meeting agendas, and for leading Steering Committee meetings.~~

### 5. Standard Steering Committee Meeting Procedures

~~Deliberation and Consensus: Decision-making will not proceed without a quorum (quorum = ½) of voting members. Steering Committee members are expected to attend a minimum of thirteen (13) of the possible eighteen (18) Steering Committee meetings (in their entirety) throughout the course of the CERP development and implementation. Community summits and town hall meetings may also be scheduled through the development of the plan and implementation, which members should also attend.~~

Steering Committee 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). ~~Steering Committee members who participate in this process are expected to sign the Path to Clean Air in the Richmond North Richmond San Pablo Area Steering Committee Participation Agreement (Page 6 of this Charter) which outlines the expected conduct of all Steering Committee members.~~

*Open Meetings:* The Community Steering Committee meetings must be open to the public, with materials publicly available in advance. Stakeholder input is welcome and encouraged.

*Meeting Schedule and Agendas:* Co-chairs and BAAQMD staff will develop meeting agenda. Individual Steering Committee members have the right to submit items for placement on the agenda.

Should the co-chairs or BAAQMD staff deny the member’s request, the denial and the reasons for the denial must be submitted in writing to the requesting member and the entire Steering Committee no later than 6 business days in advance of the meeting for which the item has been requested. Failure to do so will cause the request to be automatically on the agenda of the meeting requested.

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

*Ad-hoc Committees* Members who wish to be further involved may choose to participate in ad-hoc committees.

### **6. Amendments**

Amendments to this charter of the Steering Committee of the Path to Clean Air in the Richmond-San Pablo Area Partnership Agreement require approval by a majority quorum of voting members present.

### **7. Accessibility/~~Accommodation~~**

The Steering Committee meetings and other outreach events associated with the committee must be held at transit accessible facilities that can accommodate members covered by the Americans with Disabilities Act.

### **8. Accomodation**

Language interpretation services will be provided as needed with a minimum of (six) 6 business days in advance of the request.

### **98. Dissemination of Materials**

All documents, materials, and correspondences, produced by or submitted to CERP, Steering Committee, 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.

### **109. Website**

BAAQMD website will be updated twice a month, in preparation for the next Steering Committee meeting (uploaded material for discussion) and after each Steering Committee meeting, to include meeting summaries, notes, and optimally meeting recordings.<sup>22</sup>

### **110. Participation Principles**

The following are principles, goals, and expectations of conduct for Steering Committee members. Steering Committee members will work collectively and cooperatively with all stakeholders within the community—people who live in the study area, businesses and organizations, youth groups, schools, local, regional and State governments, health agencies and

## AGENDA 3A - ATTACHMENT

faith-based organizations—to ensure all represented parties are heard and can agree on an outcome that protects public health. This will include:

a. **Providing strategic guidance, vision, and oversight**, such as:

- Informing the development of the Richmond-North Richmond-San Pablo Area Community Emissions Reduction Plan
- Tracking progress of the work using agreed-upon indicators at Steering Committee and subcommittee levels.
- Improving data collection and reporting for community education Using data to to inform future development of emission and exposure reduction strategies.
- Identifying effective goals to bring about reduced health risk in the Richmond-North Richmond-San Pablo Area study area.

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b. **Providing leadership and accountability** by:

- Identifying obstacles to achieving the goal and developing solutions to overcome them.
- Considering how my own organization or those in my network can align to the common goals and principles of the Steering Committee.
- Serving as a vocal champion of the program's collective impact and effort in the communities.
- Working towards consensus while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift and constructive manner.
- Approaching a committee member that misses more than 4 meetings. The committee co-chairs will meet with the specific member to assess their continuation as a member of the steering committee on a case-by-case basis.

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c. **Play an active role** by:

- Attending a minimum of 70% of Steering Committee meetings (in their entirety) throughout the course of the CERP development and implementation.
- Attending community summits and town hall meetings as they are scheduled through the development of the plan and implementation.
- Participating according to the Charter. Provision will be made for members to participate electronically.
- Reviewing materials prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue.
- ~~Committing to scheduled Steering Committee meetings and a few hours of preparation in between. Attending occasional community town hall meetings to share the work of the Steering Committee.~~

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Members of the Path to Clean Air Community Steering Committee

From: Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Date: September 9, 2021

Re: Co-Creating the Community Description

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Building on a previous Air District staff presentation on some of the community characteristics that the Air District has gathered, Air District staff will discuss with the Steering Committee the need and purpose of the Community Description and will ask for input on how the Steering Committee would like to co-create the Community Description for the Community Emissions Reduction Plan. Air District staff will also summarize the current draft outline of the Community Description, included below:

- I. Location
- II. Community History – Then and Now
- III. Land Use: Past and Present
- IV. Community Perspective
- V. Air Quality in Community Today
- VI. Population Characteristics:
- VII. Health Conditions:
  - a. Introduction
  - b. Social determinants of health
  - c. Literature review
  - d. Health data

DISCUSSION

The Steering Committee will reflect on the need and purpose of the Community Description and will discuss how best to describe the community and co-create the Community Description in the Community Emissions Reduction Plan. The Steering Committee will also discuss the current draft outline of the Community Description, to be summarized in the Air District presentation, and outlined in detail in this memo.



BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Prepared by: Kelly Malinowski  
Reviewed by: Veronica Eady

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Members of the Path to Clean Air Community Steering Committee

From: Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Date: September 9, 2021

Re: Discussion on Process for Filling Vacant Seats

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RECOMMENDED ACTION

None; receive and file.

BACKGROUND

The Committee will receive a presentation on the options available for replacing vacant seats and make recommendations to the Air District Board on whether to re-open the application process and what gaps need to be addressed with the selection of new members.

DISCUSSION

The Steering Committee deliberate in the discussion, on whether to open up the application process to new members, or only to candidates who previously applied in the first round. The Steering Committee will also identify gaps in representation or areas where the Committee would benefit by having new members who have lived experience or backgrounds that would benefit their work.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Veronica Eady  
Senior Deputy Executive Officer of Policy & Equity

Prepared by: Kevin Olp  
Reviewed by: Veronica Eady