



MEMORANDUM

December 28, 2018

TO: Community Summit Design Team; Bay Area Air Quality Management District

FR: MIG, Inc.

RE: Summary of December 17, 2018 Community Summit Design Team Meeting #1

The Bay Area Air Quality Management District (Air District) is partnering with the Richmond-San Pablo Area to develop a Community Air Monitoring Plan (Monitoring Plan). Community engagement is critical to the development of the Monitoring Plan to ensure a community-driven plan that reflects the community's values, needs and preferences. To launch the community engagement process, the Air District recruited a small group of community stakeholders –the Community Summit Design Team– who live and/or work in the Richmond-San Pablo Area to co-design and co-lead a Community Summit.

The Air District identified and applied criteria to select the Community Summit Design Team (CSDT), with members representing different geographic areas in the Richmond-San Pablo area, diverse age ranges and ethnicities, as well as a range of experiences and skill sets, among other characteristics. The CSDT members are listed in Table 1.

On Monday, December 17, 2018, the CSDT had a kickoff meeting at the RYSE Youth Center in Richmond to begin planning the Community Summit. The meeting agenda, sign-in-sheet and presentation materials are available in Appendix A.

Table 1: CSDT Membership

CSDT Member Name	Organization
Cesar Zepeda	Hilltop District NC/Sierra Club
Dr. Henry Clark	West County Toxics Coalition
Janet S. Johnson	Sunflower Alliance
Janis Hashe	No Coal in Richmond

Jen Fong	Groundwork Richmond
Linda Whitmore	Santa Fe Neighborhood Council
Nain V. Lopez	West County First 5
Randy Joseph	RYSE
Roxanne Carillo Garza	Healthy Richmond
Tanya Pulido	Community Housing Development Corporation
Willie J. Robinson	NAACP Richmond

Dr. Katherine Hoag and Kristen Law of the Air District attended the meeting to answer specific questions about AB617 legislative requirements and to provide technical assistance. Jamillah Jordan of MIG provided meeting facilitation and ensured that key agreements and discussion topics were documented.

I. Goals and Key Outcomes of the Community Summit

The CSDT reviewed community input collected during the Richmond-San Pablo Community Discussion for the Monitoring Plan held on November 7, 2018. The Community Summit goals and desired outcomes identified at the Community Discussion are listed below.

- Review AB 617 goals and timeline for the Monitoring Plan.
- The audience reflects the diversity of the Richmond-San Pablo Area and there is strong attendance by local residents.
- Determine study boundaries and criteria.
- Confirm co-lead and steering committee selection criteria, membership and charter.
- Provide information and educate participants on existing sources and monitoring methods.
- Result in achievable goals, outcomes and actions.



II. CSDT Organizational Framework

MIG reviewed the CSDT Organizational Framework, which outlines member roles, operating principles and expectations of CSDT members. Each CSDT member received and agreed to the Organizational Framework prior to joining the team. The roles and responsibilities of the CSDT members include the following:

- Collaborate with the Air District and MIG to plan, design and lead the Community Summit.
- Participate in all three CSDT meetings.
- Co-develop CSDT meeting agendas.
- Develop recommendations for the co-lead, steering committee and public engagement approach for the Air Monitoring Plan to be considered during the Community Summit.
- Suggest ideas and approaches for addressing key topics and issues in a constructive manner and in a spirit of problem solving for the benefit of the community.
- Assist with conducting targeted outreach for the Community Summit to ensure representative participation from key organizations, community leaders and residents.
- Attend the Community Summit and assist with implementation as need – for example, presentations, facilitation and note-taking.
- Review and assist with analysis of input from Community Summit attendees.
- Develop initial recommendations for the Steering Committee composition and membership and draft a sample steering committee charter.

III. Designing the Community Summit Agenda and Outreach

Approach

The CSDT began designing the Community Summit agenda and outreach approach. Key themes from this discussion are listed below.

- **Key Stakeholders** – The CSDT identified key stakeholders, including specific geographical areas (Atchison Village, Coronado, Iron Triangle, Marina Bay, Parchester, Point Richmond, San Pablo, Santa Fe, South Side, and West Richmond), stakeholder groups and community leaders (faith institutions, Neighborhood Council presidents and small businesses).
- **Outreach Timeline** – The CSDT determined that they will need one full month to conduct outreach for the Community Summit.
- **Potential Dates** – The CSDT identified potential dates for the Community Summit, including February 16, February 23, March 2, and March 16, 2019.
- **Potential Venues** – MIG agreed to research potential venues for presentation at the second CSDT meeting.

- **Internal Communication** – The CSDT agreed to establish a Google Group to share information.
- **Steering Committee** – The CSDT discussed the steering committee and the need for the committee to be able to stand up to industry lobbyists and tactics.
- **Media Outlets** – The CSDT identified media outlets to engage during the outreach process.



IV. Proposed Agenda for CSDT Meeting #2

The CSDT planned the agenda for their second meeting, which will take place on January 3, 2019 at the West County First Five Center in San Pablo. The agenda will include the following:

- Evaluate potential Community Summit venues and dates.
- Review a draft agenda for the Community Summit.
- Select a name for the summit that reflects the importance of the issue.
- Discuss outreach strategies and tools for effectively reaching a diverse group of residents and stakeholders.
- Review draft outreach materials (e.g., flyer language).
- Discuss the Steering Committee.
- Select a date for the third CSDT meeting.
- Discuss AB617 and the overall process of the Monitoring Plan.

- Clarify and discuss Monitoring Plan logistics such as the entity responsible for conducting the monitoring.
- Assign CSDT members responsibilities for implementing action items and next steps.

V. Next Steps

The CSDT identified action items and assigned responsibility for carrying out those items to individual CSDT members as well as Air District and MIG staff. These action items and the team members who volunteered for these items are listed below.

- Contact venues to check availability and logistical details (MIG).
- Develop draft agenda and draft flyer language for the Community Summit (MIG).
- Create a Google Doc of local organizations and groups by topic area and geography (Kristen Law).
- Conduct outreach to media outlets (e.g., newspapers, (Janis Hashe).
- Conduct youth outreach and social media outreach; brainstorm names/ taglines to promote the Community Summit, instead of “AB617: Community Health Protection Program” (Randy Joseph).
- Conduct Neighborhood Council outreach (Linda Whitmore).
- Check availability of the Santa Fe Neighborhood Council venue for CSDT Meeting #3 (Linda Whitmore).
- Outreach to METAS, a college tutoring program (Nain V. Lopez).
- Create a Google Group for CSDT communications (Janet Johnson).
- Provide a contact for school venues (Willie Johnson).