West Oakland Community Action Plan
Steering Committee Meeting

December 10, 2019
Meeting Objectives

• Recap November Steering Committee Meeting
• Dive deeper into creating implementation subcommittees
• Discuss and agree on initial 2020 meeting schedule
• Ask questions for clarification – avoid making assumptions.
• Make sure everyone's voice is heard.
• Balance your participation – speak and listen.
• Listen actively without interrupting.
• Clarify when you are advocating versus offering an idea.
• Say it now, in the room.
Recap of November Steering Committee Meeting

Brian Beveridge, WOEIP
Deeper Dive on Subcommittee Roles and Responsibilities

Wendy Goodfriend
Bay Area Air Quality Management District
Recap: Roles and Responsibilities

Steering Committee
Decision-making body
Membership as in current charter

Co-leads Team
Guides Steering Committee
Members include WOEIP, Air District, Youth Organization

Inter-Agency Working Group
Shares information with Steering Committee
Meets on an ad-hoc basis
Recap: Roles and Responsibilities

• Non-Steering Committee members can serve on subcommittees
• One community member and one agency member to co-chair each subcommittee
• Make recommendations to Steering Committee
Deeper dive: Strategy subcommittees

Structure

• Subcommittees will meet during monthly Steering Committee meetings (1st Wednesday of the month)
• Subcommittees will focus on prioritizing partner strategies
• Air District and CARB will provide updates on strategy implementation at each monthly Steering Committee meetings
• For Air District strategies and measures moving into implementation there will be an opportunity for Steering Committee and community participation
Deeper dive: Strategy subcommittees

Logistics

• Co-chaired by one Steering Committee community member and one agency member (leads discussion/report backs)

• Open to members of the public

• Staffed by Air District and/or WOEIP staff (coordination/content development/follow ups)

• Supported by implementation consultant (note taking/facilitation/etc)
Deeper dive: Strategy subcommittees

Role

I. Prioritize Partner Strategies for Implementation (Jan – April 2020)
   • Identify what additional information is needed
   • Recommend which strategies to pursue first
   • Consider type and level of effort needed
   • Apply Implementation Criteria (equity, neighborhoods, emissions, exposure, funding)

II. Mid-year Pause and Reflect (May)
   • Is the subcommittee structure working? If not what should we change?

III. Continue Implementation (June – December....)
   • Celebrate successes
   • Identify and remove implementation barriers
   • Build new partnerships to accelerate implementation
World Café: Subcommittees

Questions to consider:
• Do the strategy groupings seem right? Why or why not?
• Which of these strategies are you excited to work on?
• Do you want to join this subcommittee?
• Who would you propose co-chairs this subcommittee?
World Café: Subcommittees

Proposed strategy groupings:

- Land Use (17 strategies)
- Transportation (8 strategies)
- Port & Freight (16 strategies)
- Health Protection & Living Buffers (11 strategies)
Report Out & Meeting Activities for First Quarter 2020

Azibuike Akaba
Bay Area Air Quality Management District
Steering Committee Meetings:
1st Wednesday of each Month* from 6 - 9 pm

January
Review Steering Committee Charter and Partnership Agreement; discuss Implementation Criteria; kick off subcommittee discussions

February
General business first, then subcommittees meet to:
• Identify what additional information is needed
• Recommend which strategies to pursue first
• Consider type and level of effort needed
• Apply Implementation Criteria (guiding principles)

March

April

May
Pause and reflect

* Jan 2020 Steering Committee is Wednesday, Jan 15th.
# Steering Committee Proposed Agenda:
February through April 2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>6:00 to 6:30 PM</td>
<td>Steering Committee general business</td>
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<tr>
<td>6:30 to 7:30 PM</td>
<td>Subcommittees A and B meet</td>
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<tr>
<td>7:30 to 7:45 PM</td>
<td>Break</td>
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<tr>
<td>7:45 to 8:45 PM</td>
<td>Subcommittees C and D meet</td>
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<tr>
<td>8:45 to 9:00 PM</td>
<td>Steering Committee reflect and close out</td>
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Wrap Up

Next Steering Committee Meeting:

January 15, 2020
West Oakland Senior Center
6:00 - 8:30 pm (Dinner at 5:30 pm)
Thank you for participating!

December 10, 2019