

# West Oakland Community Air Action Plan

## Steering Committee Charter and Participation Agreement

### Amended August 29, 2018

#### **1. Mission Statement**

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. West Oakland— which includes the Port of Oakland, Oakland Army Base, East Bay Municipal Utility District's (EBMUD) waste treatment facility, surrounding freeways and various industrial facilities—is the region's initial focus under the AB 617 program to develop an action plan to reduce air pollution and exposure in the West Oakland community.

The steering committee will be responsible for advising the development of the community plan as well as disseminate information and transmit input from your representative sectors as appropriate. The key elements of the West Oakland Community Air Action Plan (Plan) will need to be completed by early 2019 in preparation for State adoption in October 2019.

#### **2. Committee Objectives**

The West Oakland Community Air Action Plan Steering Committee is a special committee that will serve for the designated purpose outlined in the mission statement. Committee objectives include identifying the West Oakland community boundary, identifying areas of concern for air pollution sources and sensitive receptor sites, reviewing existing plans, studies and reports on air quality to provide strategic input towards Plan development. Committee objectives also include disseminating and soliciting information with community stakeholders for which the committee members represent. The goal is for the Plan to be adopted by the Bay Area Air Quality Management District Board by October 2019. Upon adoption of the Plan, the steering committee may elect to continue to meet quarterly to support and provide guidance on implementation, and develop progress reports.

#### **3. Membership**

##### *Criteria for Community Steering Committee Membership*

To ensure the Plan focuses on the impacts to people and businesses within the defined study area, steering committee membership is limited to residents or businesses with street addresses within the West Oakland study area. Additional members may include city/county officials, land use planning agencies, transportation agencies and local health departments. Interested stakeholders, and larger representation groups such as regional associations, are encouraged to participate as non-voting members at all open meetings.

The official roster will contain one primary name for each affiliation to be represented on the committee. One alternate name can substitute for the primary member if the primary member is unable to attend a meeting. However, only one member from each affiliation will be allowed to deliberate at meetings to reach consensus. The committee meetings are open to the public and additional members may be added to the roster if agreed upon by the West Oakland Environmental Indicators Project and the Bay Area Air Quality Management District who will serve as co-leads of the Steering Committee.

#### **4. Roles and Responsibilities**

##### Community Steering Committee Members

Steering committee members will be responsible for assisting Air District and WOEIP staff in identifying all air pollution issues and sources of air pollution in the West Oakland community and the development of the West Oakland Community Air Action Plan. Committee members may be asked to review local community plans, health impact studies, and air quality data to assist in developing the Plan. Committee members will help develop emission reduction goals or targets that will be used to evaluate the success of the Plan in reducing emissions and exposure.

Steering committee members are expected to attend a minimum of ten committee meetings (in their entirety) and to participate in 2-4 community townhall meetings throughout the course of the year prior to the Plan adoption.

Steering Committee members who participate in this process are expected to sign the *West Oakland Air Action Plan Committee Participation Agreement* (Page 5 of this Charter) which outlines the expected conduct of all Steering Committee members.

##### Co-Leads

The West Oakland Environmental Indicators Projects and Bay Area Air Quality Management District serve as partnering co-leads for the development of the West Oakland Community Steering Committee. As co-leads, they will be responsible for providing necessary background materials for committee members, developing meeting agendas, coordination with the meeting facilitator and establishing and maintaining a community website for Steering Committee activities. Co-leads will also be responsible for providing technical support and other relevant technical assessment information to the Committee.

##### Facilitator

A professional and impartial facilitator will be used for moderating the steering committee meetings and for helping the committee reach consensus on issues.

**5. Standard Committee Meeting Procedures**

*Deliberation and Consensus*

A professional and impartial facilitator(s) will be employed to support the steering committee in the overall organization, order and focus of the meeting, resolve conflicts and help reach consensus to ensure the goals and objectives of this charter are met. Achieving full consensus of the steering committee may not always be possible. In the event of an impasse, the co-leads shall be the final decision-makers, carefully weighing the consequences of any decision where there is a lack of consensus. If the co-leads cannot agree, then the action in question will not proceed. Community Steering Committee members who do not agree with a majority consensus on a decision may submit a minority position statement.

*Member Participation*

Only one member from each affiliation may participate as part of the steering committee deliberative process in any individual meeting. If the primary member is unable to attend, the designated alternate on the steering committee roster may attend in their absence and deliberate on the primary member's behalf.

If a primary member or their alternate is not able to attend a scheduled meeting, they may submit written comments for consideration on relevant agenda topics to the Committee chair or the co-leads prior to the scheduled meeting. Written communications may inform, but not substitute, for being physically present during deliberations of the committee. If a primary member or their alternate has not attended three consecutive steering committee meetings, their membership may be revoked as determined by the co-leads.

*Open Meetings*

All meetings are open to the general public and will provide a formal opportunity for members of the public to provide their perspective on the development of the Plan. Stakeholder input is welcome and encouraged.

*Meeting Schedule and Agendas*

Steering committee members are expected to attend monthly meetings. Upon consensus agreement of the committee, meeting schedules may be adjusted with adequate advance notice. Agenda topics will be developed by the co-leads and will include the time, date, duration, location and topics to be discussed. Individual committee members may request relevant items be added to an agenda at least one week prior to the schedule meeting.

*Subcommittees*

Members who wish to be further involved may choose to participate in ad-hoc sub-committees such as technical assessment, community surveys and outreach or other relevant topics. Subcommittees would meet every other month between full steering committee meetings and will report back their findings and/or recommendations at the next full steering committee.

**6. Accessibility/Accommodation**

The steering committee meetings and other outreach events associated with the committee must be held at facilities that can accommodate members covered by the Americans with Disabilities Act. Language interpretation services will be provided as needed with a minimum 48-hour advance request.

**7. Dissemination of Materials**

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-leads prior to release. All final correspondence will include the logos of West Oakland Environmental Indicators Project and Bay Area Air Quality Management District.

**8. Website**

A website will be developed and maintained by the co-leads to provide information to the community on the Steering Committee actions and development of the Plan.

## West Oakland Community Air Action Plan Steering Committee Participation Agreement Amended August 29, 2018

By signing below, I agree to abide by all conditions of the West Oakland Community Air Action Plan Steering Committee Charter. I also agree to the following principles, goals and expected conduct to demonstrate how agencies, communities and other stakeholders working in concert can achieve meaningful improvements in public health for the West Oakland community:

- **Adopt and support the principles of ensuring healthy air in West Oakland:**
  - Our goal is to remedy persistent air pollution problems and excessive local health risk exposures to people who live, work and play in and around West Oakland. We are committed to working collectively and cooperatively with all stakeholders within the community—local residents, 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.
- **Provide strategic guidance, vision, and oversight** including:
  - **Informing** the development of the West Oakland Community Air Action Plan
  - **Using data** to inform strategy development analysis
  - **Tracking progress of the work** using agreed-upon indicators at Steering Committee and subcommittee levels
  - Identifying fair, effective and feasible goals to bring about reduced health risk in West Oakland.
- **Provide leadership and accountability** by:
  - **Identifying obstacles** to achieving the goal and develop 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 collective impact effort in the community
  - **To work towards consensus** while recognizing that not everyone will agree on every issue and to resolve conflicts in a positive, swift and constructive manner.
- **Play an active role** by:
  - **Participating in-person** at the regularly scheduled meetings
  - **Reviewing pre-read materials** prior to meetings and coming prepared for engaged discussion, active listening, and respectful dialogue
  - **Committing to monthly 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.**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_